



## MONTHLY COMMISSION MATERIALS

September 2020 – Electronic Meeting

## MEETING OVERVIEW – September 3, 2020

**NVTC’s September 3 meeting will be an electronic meeting**, which is possible since Governor Northam signed into law a legislative amendment to provide authority for public bodies, such as NVTC, to conduct electronic meetings during a declared state of emergency when it is impracticable or unsafe to assemble a quorum in a single location. The public will be able to access the audio live stream through YouTube and Facebook Live.

### Action Item:

- Resolution “Finding Need to Conduct the September 3, 2020 NVTC Meeting Electronically”

### Other Meeting Highlights:

- Public Comment Received during Declared Emergency
- Presentation by the WMATA General Manager/CEO Paul Wiedefeld
- Overview of WMATA and VRE’s COVID-19 Response
- Reports from the Chair of the 3% Cap Working Group, the Chair of the NVTC WMATA Committee, and the Virginia WMATA Board Members
- State of Transit in Northern Virginia Presentation
- Legislative Update
- TBEST Overview
- Commuter Choice Program Update
- Closed Session

## TABLE OF CONTENTS

<b>NVTC July 2, 2020 Meeting Agenda.....</b>	<b>3</b>
<b>Agenda Item 1     Opening Remarks</b>	
<b>Agenda Item 2     Electronic Meeting .....</b>	<b>5</b>
<b>Agenda Item 3     Minutes .....</b>	<b>9</b>
<b>Agenda Item 4     Washington Metropolitan Area Transit Authority (WMATA) .....</b>	<b>23</b>
<b>Agenda Item 5     State of Transit in Northern Virginia .....</b>	<b>27</b>
<b>Agenda Item 6     Legislative Update .....</b>	<b>29</b>
<b>Agenda Item 7     NVTC Transit Resource Center .....</b>	<b>31</b>
<b>Agenda Item 8     Commuter Choice Program .....</b>	<b>33</b>
<b>Agenda Item 9     Department of Rail and Public Transportation (DRPT) .....</b>	<b>39</b>
<b>Agenda Item 10    Virginia Railway Express (VRE) .....</b>	<b>43</b>
<b>Agenda Item 11    Executive Director Report .....</b>	<b>93</b>
<b>Agenda Item 12    Closed Session</b>	



**NVTC COMMISSION MEETING  
THURSDAY, SEPTEMBER 3, 2020  
Via Electronic Participation  
Public Streaming via YouTube  
7:00 P.M.**

**AGENDA**

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

NVTC Executive Committee will meet at 5:30 P.M. via electronic participation.

1. Opening Remarks
2. **Electronic Meeting**
  - A. **ACTION ITEM: Approve Resolution #2417: Finding Need to Conduct the September 3, 2020 NVTC Meeting Electronically**
  - B. Public Comments Received During Declared Emergency
3. **ACTION ITEM: Approve the Minutes of the July 2, 2020 NVTC Meeting**
4. Washington Metropolitan Area Transit Authority (WMATA)
  - A. Presentation by WMATA General Manager/CEO Paul Wiedefeld
  - B. WMATA COVID-19 Response
  - C. Report from the Virginia WMATA Board Members
  - D. Report from the Chair of the 3% Cap Working Group
  - E. Report from the Chair of the NVTC WMATA Committee
5. State of Transit in Northern Virginia
6. Legislative Update
  - A. Virginia General Assembly Update
  - B. Federal Update
  - C. Annual Joint NVTC-PRTC Legislative Briefing

7. NVTC Transit Resource Center

- A. NVTC's TBEST Transit Planning Tool Overview

8. Commuter Choice Program

- A. Commuter Choice on the I-66 Corridor Round Four Program Update
- B. Commuter Choice on the I-395/95 Corridor Update

9. Department of Rail and Public Transportation (DRPT)

- A. DRPT Monthly Report
- B. Quarterly Updates on WMATA Reform

10. Virginia Railway Express (VRE)

- A. VRE COVID-19 Response
- B. VRE CEO Report and Minutes
- C. FY 2022 VRE Key Budget Issues

11. Executive Director Report

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

12. Closed Session

## Agenda Item #2: Electronic Meeting

**TO:** Chair Cristol and NVTC Commissioners

**FROM:** Kate Mattice

**DATE:** August 27, 2020

**SUBJECT:** Electronic Meeting

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At the September meeting the Commission will be asked to approve a resolution to conduct the meeting electronically. Commissioners will also have the opportunity to respond to the written public comments received prior to the meeting.

**A. ACTION ITEM: Approve Resolution #2417: Finding Need to Conduct the September 3, 2020 NVTC Meeting Electronically**

At the September meeting the Commission will be asked to approve Resolution #2417. Governor Northam signed legislation in response to the current COVID-19 public health emergency to provide authority for public bodies, such as NVTC, to conduct electronic meetings during a declared state of emergency when it is impracticable or unsafe to assemble a quorum in a single location. This resolution allows NVTC to confirm that the declared emergency makes it both impracticable and unsafe for the Commission to assemble in a single location on September 3, 2020, to discuss and transact the business of the Commission. Furthermore, the resolution states that the items on this meeting's agenda are statutorily required or necessary to continue operations of the Commission and the discharge of the Commission's lawful purposes, duties, and responsibilities.

**B. Public Comments Received During Declared Emergency**

According to the legislation signed by Governor Northam in response to the COVID-19 public health emergency ([Amendment 137: Allow policy-making boards to meet virtually during emergency declarations, Item 4-0.01](#)), a public body or governing board convening a meeting in accordance with this subdivision shall:

2. *Make arrangements for public access or common interest community association members access to such meeting through electronic means including, to the extent practicable, videoconferencing technology. **If the means of communication allows, provide the public or common interest community association members with an opportunity to comment;***

In advance of the September 3 meeting, NVTC will solicit written comments from the public via [Google Forms through NVTC's website](#). Comments received by 3:00 p.m. on September 3 will be

provided to Commissioners ahead of the meeting and Commissioners will have an opportunity to respond to the comments at the September 3 meeting.

**RESOLUTION #2417**

**SUBJECT:** Finding Need to Conduct the September 3, 2020 Meeting Electronically

**WHEREAS:** On March 12, 2020, the Governor of Virginia declared a state of emergency in Virginia in response to the spread of novel coronavirus, or COVID-19, a communicable disease of public health threat as so declared by the State Health Commissioner on February 7, 2020 (“COVID-19”);

**WHEREAS:** In subsequent Executive Orders, particularly Executive Order Nos. 53 and 55, as amended, the Governor of Virginia, among other measures designed to ensure safe physical distancing between individuals, prohibited public and private in person gatherings of 10 or more individuals and ordered all individuals in Virginia to remain at their place of residence, with limited exceptions, to mitigate the impacts of COVID-19 and prevent its spread;

**WHEREAS:** The Northern Virginia Transportation Commission finds that it has a responsibility to demonstrate to the public, through the Commission’s conduct, the importance of maintaining proper physical distance from others and to avoid gathering in public where the risks of infection are highest, and to take measures that promote physical distancing in order to protect the public health and mitigate the impacts and spread of COVID-19, including, among others, conducting meetings electronically whenever possible;

**WHEREAS:** On April 22, 2020, the Virginia General Assembly adopted, and the Governor signed, budget bill amendments to HB 29 that expressly authorize “any public body, including any state, local, [or] regional body” to “meet by electronic means without a quorum of the public body . . . physically assembled at one location when the Governor has declared a state of emergency . . . , provided that (i) the nature of the declared emergency makes it impracticable or unsafe for the public body . . . to assemble in a single location; (ii) the purpose of the meeting is to discuss or transact the business statutorily required or necessary to continue operations of the public body . . . and the discharge of its lawful purposes, duties, and responsibilities” among other provisions; and

**WHEREAS:** Several member jurisdictions of the Northern Virginia Transportation Commission have adopted continuity of government ordinances pursuant to Va. Code Ann. § 15.2-1413 which ordinances, among other provisions, authorize regional bodies of which the locality is a member may meet electronically to transact business essential to the continuity of government.

**NOW, THEREFORE, BE IT RESOLVED** that the Northern Virginia Transportation Commission hereby finds that meeting by electronic means is authorized because the nature of the declared emergency makes it both impracticable and unsafe for the Commission to assemble in a single location on September 3, 2020, to discuss and transact the business of the Commission listed on the September 3, 2020 Commission Meeting Agenda.

**NOW, THEREFORE, BE IT FURTHER RESOLVED** that NVTC that hereby finds that meeting by electronic means is authorized because the items on the September 3, 2020 Commission Meeting Agenda are statutorily required or necessary to continue operations of the Commission and the discharge of the Commission's lawful purposes, duties, and responsibilities.

**NOW, THEREFORE, BE IT FURTHER RESOLVED** that NVTC hereby finds that the items on the September 3, 2020 Commission Meeting Agenda are encompassed within the continuity of operations ordinances adopted by several member localities of the Northern Virginia Transportation Commission as essential to the continued operation of the government during the disaster posed by the public health emergency resulting from COVID-19.

Approved this 3<sup>rd</sup> day of September 2020.

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Katie Cristol  
Chair

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Jeffrey C. McKay  
Secretary-Treasurer



**MINUTES**  
**NVTC COMMISSION MEETING – JULY 2, 2020**  
**Via Electronic Participation**  
**Public Streaming via YouTube**

The meeting of the Northern Virginia Transportation Commission was called to order by Chair Cristol at 7:00 P.M.

**Members Present via Electronic Participation**

Canek Aguirre  
Walter Alcorn  
John J. Bell  
Elizabeth Bennett-Parker  
Katie Cristol  
Matt de Ferranti  
Adam Ebbin  
Eileen Filler-Corn  
John Foust  
Libby Garvey  
Paul Krizek  
Matt Letourneau  
Jeff McKay  
David Meyer  
Jennifer Mitchell (Alternate, Commonwealth of Virginia)  
Dalia Palchik  
David Reid  
Paul Smedberg  
David Snyder  
Richard Sullivan  
Michael Turner  
James Walkinshaw

**Staff Present via Electronic Participation**

Kate Mattice, Executive Director  
Andrew D’huyvetter  
Allan Fye  
Rhonda Gilchrest  
Scott Kalkwarf  
Zachary Smith  
Brittany Sumpter  
Melissa Walker  
Steve MacIsaac  
Rich Dalton (VRE)  
Greg Potts (WMATA)

### Opening Remarks

Chair Cristol welcomed everyone to the July 2 NVTC meeting. She explained that given the ongoing COVID-19 public health emergency, this meeting is being conducted electronically. This is possible because the governor signed into law on April 22, 2020 a legislative amendment to the budget bill to allow public bodies to meet electronically without a physical quorum present to discuss or transact the business statutorily required or necessary to continue operations of that public body. NVTC staff followed the procedures and guidelines in the legislation to give notice to the Commission, staff and the public.

Chair Cristol reviewed the procedures and instructions for the electronic meeting. All votes will be conducted by the commission secretary using a roll call vote. The only visual component of the meeting is the presentation slides which are being shown on Webex for Commissioners and on YouTube livestream for the public.

Commission Secretary Rhonda Gilchrest then called the roll and confirmed a quorum was present.

### Oath of Office for a New Commissioner

Chair Cristol announced that on June 22 NVTC was notified that Senator John J. Bell was appointed to NVTC to fill the vacancy left when Senator Black departed NVTC in December 2019. Senator Bell was officially sworn in as a Commissioner earlier in the week, but as is NVTC's custom, Chair Cristol administered a ceremonial oath of office to welcome Senator Bell to NVTC. Commissioners welcomed him to NVTC.

### Electronic Meeting

Ms. Mattice reviewed Resolution #2416 "Finding Need to Conduct the July 2, 2020 Meeting Electronically" and noted that it is the same resolution passed last month except the date of the meeting has been changed. She explained that this resolution confirms that the declared emergency makes it both impracticable and unsafe for NVTC to assemble in a single location on July 2, 2020, to discuss and transact the business of the Commission. Furthermore, the resolution states that the items on the July 2 Agenda are statutorily required or necessary to continue operations of the Commission and the discharge of the Commission's lawful purposes, duties, and responsibilities.

Ms. Mattice also explained that according to the legislation signed by Governor Northam in response to the COVID-19 public health emergency, a public body convening a meeting during the declared emergency shall provide the public an opportunity to comment. Therefore, in advance of the July 2 meeting, NVTC solicited written comments through its social media and press releases. Comments received by 3:00 p.m. on July 2 were provided to Commissioners ahead of the meeting. NVTC received no comments.

Mr. McKay moved, with a second by Mr. Reid, to approve Resolution #2416 (copy attached). The vote was conducted by a roll call vote and the motion passed. The vote in favor was cast by Commissioners Aguirre, Alcorn, Bell, Bennett-Parker, Cristol, de Ferranti, Ebbin, Filler-Corn, Foust, Garvey, Krizek, Letourneau, McKay, Meyer, Mitchell, Palchik, Reid, Snyder, Sullivan, Turner and Walkinshaw. (Ms. Mitchell voted as Mr. Smedberg's alternate, since he did not participate in the vote.)

#### Minutes of the June 4, 2020 NVTC Commission Meeting

Ms. Filler-Corn moved, with a second by Mr. McKay, to approve the minutes of the June 4, 2020 meeting. The vote was conducted by a roll call vote and the motion passed. The vote in favor was cast by Commissioners Aguirre, Alcorn, Bennett-Parker, Cristol, de Ferranti, Ebbin, Filler-Corn, Foust, Garvey, Krizek, Letourneau, McKay, Meyer, Palchik, Reid, Smedberg, Snyder, Sullivan, Turner and Walkinshaw. Mr. Bell abstained.

#### Consent Agenda

Chair Cristol stated that there are six items on the Consent Agenda:

- A. Appoint Speaker Eileen Filler-Corn to the NVTC Executive Committee
- B. Authorize the Executive Director to Submit the Proposed NVTC Disadvantaged Business Enterprise (DBE) Goal-Setting Methodology for FFY 2021-2023 to the Federal Transit Administration
- C. Approve the Award of the Commuter Choice Marketing Website Services Contract
- D. Authorize the Executive Director to Sign the DRPT Master Agreement
- E. Authorize the Executive Director to Execute a Contract for Government Relations
- F. Authorize the Executive Director to Send a Letter to WMATA Requesting Data on Uses of Dedicated Capital Funding

Chair Cristol noted Consent Agenda #3A will appoint Speaker Eileen Filler-Corn as the General Assembly representative to the NVTC Executive Committee, replacing Senator Ebbin who will remain the non-voting General Assembly member on the NVTC Legislative and Policy Committee. Per NVTC's By-Laws, NVTC only makes formal appointments of members of the General Assembly to the Executive Committee and the Legislative and Policy Committee. However, the other new Commissioners appointed from the House of Delegates have expressed interest in supporting other NVTC committees (Delegate Krizek/NVTC Legislative and Policy Committee, Delegate Reid/NVTC Program Advisory Committee; and Delegate Sullivan/NVTC WMATA Committee). NVTC welcomes their active participation in the committees and staff will include them on committee invitations and materials. And, as a reminder, NVTC committee meeting are open to all Commissioners and the public.

Mr. Bell moved, with a second by Mr. McKay, to approve the Consent Agenda. The vote was conducted by a roll call vote and the motion passed. The vote in favor was cast by Commissioners Aguirre, Alcorn, Bell, Bennett-Parker, Cristol, de Ferranti, Ebbin, Filler-Corn, Foust, Garvey, Krizek, Letourneau, McKay, Meyer, Palchik, Reid, Smedberg, Snyder, Sullivan, Turner and Walkinshaw.

## Washington Metropolitan Area Transit Authority

Chair Cristol asked WMATA Board members Smedberg and Letourneau to give the WMATA COVID-19 Report and the Virginia WMATA Board Member Report, which will be followed by the other WMATA reports.

COVID-19 Update and Report from Virginia WMATA Board Members. Mr. Smedberg stated that in late May the WMATA Board approved an amendment to the FY 2021 operating budget. This amended budget utilizes all of the remaining CARES Act money available to WMATA to cover operating costs associated with COVID-19, offsets revenues losses, and provides one-time subsidy credits to funding jurisdictions who are also seeing declining revenues. The WMATA Board also deferred for six months all fare and services changes that were approved as part of the FY 2021 budget. The Board may revisit, further defer or revise these changes depending on conditions in the future.

Mr. Smedberg stated that in May WMATA implemented the stabilization phase of its three-phased recovery plan. The stabilization phase is the first phase of the recovery plan and provides enough Metrorail and Metrobus service to accommodate a limited amount of non-essential work travel. WMATA also recently made adjustments to address crowding. On June 29, WMATA reopened 15 Metrorail stations that were closed due to the COVID-19 public health emergency and added buses to the system's busiest bus lines to provide more capacity and frequent service. Mr. Smedberg noted that WMATA continues to discourage the use of the system except for essential travel and requires the use of face coverings or masks.

Mr. Smedberg stated that the WMATA Board authorized the negotiation of the FY 2021 Passenger Rail Investment and Improvement Act (PRIIA) funding agreement between the Department of Rail and Public Transportation (DRPT) and WMATA. The federal funding that WMATA receives annually under PRIIA requires a 50% local match that is allocated equally among the WMATA Compact Jurisdictions (District of Columbia, the State of Maryland, and the Commonwealth of Virginia). The FY 2021 PRIIA agreement will extend the current agreement for an additional year with Virginia and continue to provide \$50 million in PRIIA matching funds already included in the FY 2021 capital budget.

Mr. Smedberg reported that last month the WMATA Board approved the slate of officers for FY 2021, which includes himself continuing as chair, Stephanie Gidigbi of D.C. continuing as first vice chair and Michael Goldman of Maryland continuing as second vice chair. Mr. Letourneau and Chair Cristol acknowledged Mr. Smedberg's outstanding leadership as WMATA Board chair over the last year.

Mr. Letourneau reported that the WMATA Board approved a charter to create a Metro Transit Police Department (MTPD) Investigations Review Panel. This independent seven-member panel will make recommendations to the MTPD Chief of Police and the WMATA Board of Directors to improve police training, community engagement and MTPD policies. The recommendations will be based on the panel's review of the integrity of MTPD's investigations, the thoroughness and fairness of its processes, and the adequacy of training consistent with best practices in law enforcement. From a Compact standpoint, there are limits to what WMATA can do but the Board thinks this is a good step to provide an additional level of review.

Mr. Letourneau also noted that the Finance and Capital Committee received an update on the platform improvement project. The project is progressing well and the work at Vienna, Dunn-Loring, West Falls Church, and East Falls Church Metrorail stations is on track to be completed by Labor Day weekend. Due to COVID-19, WMATA combined this summer's platform improvement project with work on the automatic train control tie-in at Wiehle-Reston East Station, which closed the Silver Line. Last month, WMATA announced the project is ahead of schedule and they will reopen six Metrorail stations and restore Silver Line service on August 16.

Mr. Letourneau reported that the Metrorail Safety Commission (MSC) has released its annual report on the safety of the Metrorail system. The WMATA Board also expects to hear next week from WMATA staff regarding an MSC report on the derailment at Farragut West.

Mr. Letourneau gave an update on the Northern Virginia Transportation Authority (NVTA) funding issue for traction power upgrades on the Orange Line. NVTA has discussed de-obligating \$22 million in upgrades due to concerns from NVTA staff. Mr. Letourneau expressed his concern that this funding has already been obligated and work on one of the projects had already been completed and one is underway. He participated in a call with NVTA, Fairfax County Chairman McKay, Loudoun County Chair Randall, and WMATA General Manager Wiedefeld, which was a productive discussion. WMATA is providing more details about the project to NVTA and he is hopeful that this issue can be resolved. He stated that this should be a concern for all the jurisdictions because if NVTA does not fund the \$22 million, WMATA would have to send a bill to the WMATA jurisdictions.

Mr. Smedberg acknowledged all the hard work that has gone into trying to resolve this NVTA issue. He stated that the WMATA General Manager appreciated the opportunity to be part of the discussion. Mr. McKay also offered his thanks, since it is a complicated issue. He stated that it is important to recognize that agencies, such as WMATA, VRE, VDOT, local governments, etc. are each set up differently, so these variables need to be considered. In response to a question from Ms. Garvey, Chair Cristol encouraged Ms. Garvey to connect directly with NVTA staff for more information.

Mr. Letourneau also announced that the WMATA Board voted to refund portions of the expenditures related to the Cinder Bed strike last year, which will translate into about \$1.5 million being refunded back to the jurisdictions. In this instance, WMATA was not incurring operational costs during the strike.

The Commission then had a lengthy discussion on ways to educate the public on WMATA's response to cleaning and safety regarding COVID-19. Several Commissioners observed that they can help disseminate the information in their communications to their constituents. Ms. Mattice stated that NVTC will also be doing another marketing effort and is working closely with all the local transit providers, as well as WMATA on the message and timing. Mr. Turner observed that the data seems to indicate that the message should be a three-part message: Wash, Mask, Distance.

Mr. Reid asked about the timeframe for the Silver Line to open in Loudoun County. Mr. Letourneau stated that the Metropolitan Washington Airports Authority expects to complete construction by the end of the year, which will then allow WMATA to conduct testing during

spring/summer 2021. There are still outstanding issues that need to be worked through, including the concrete panels which are currently being inspected. Mr. Smedberg stated that there are also software issues. These issues need to be resolved to WMATA's satisfaction before taking control of operations.

Mr. Snyder suggested WMATA provide messaging to the commercial real estate industry and the business sector in general, as well as education for current customers within the stations. He asked what the financial implications are to the jurisdictions regarding the pandemic. Mr. Letourneau stated that WMATA is receiving \$860 million in CARES Act funding and WMATA staff believe that this amount will be sufficient to cover revenue losses, so there are no plans to ask for jurisdictional increases for the foreseeable future. WMATA is already communicating with the business community. Mr. Smedberg stated that WMATA is in contact with many of these types of organizations and gathering data to best plan for when riders should be encouraged to come back to Metro.

In response to a question from Ms. Palchik, Mr. Smedberg gave an update on face masks. WMATA does have a stockpile of face masks and will provide them to the public upon request. So far, most people have been compliant with the face mask requirement.

NVTC 3% Cap Working Group. Chair Cristol reported that last week the 3% Cap Working Group met for the first time to discuss Virginia's 3% cap on the annual growth of WMATA's operating subsidies. Prior to the meeting, working group members met with NVTC staff to offer their perspectives on the 3% cap and its exclusions. The meeting provided an opportunity for the working group to react to a summary of those discussions and begin refining their assessment of the cap's effectiveness. The working group discussed a set of guiding principles to evaluate possible recommendations on the cap to the General Assembly and potential modifications or alternatives to the current cap. The working group is still in the early stages of developing its findings on the cap and will meet again at the end of July and in September to draft a report to the House Appropriations Committee and Senate Finance and Appropriations Committee chairs before the November 10 due date. Chair Cristol noted that the NVTC WMATA Committee will receive an update on the 3% Cap Working Group and provide feedback at their July 16 meeting.

Ms. Mattice stated that the one-on-one briefings with the working group members have provided a frank and open discussion of the 3% cap. Next week she will be meeting with staff from WMATA, the District Department of Transportation, and the Maryland Department of Transportation on this topic. While they are not formal members of this working group, they will each provide important insights. She acknowledged the hard work of staff, especially Zach Smith.

Mr. Mattice stated that staff is continuing to work with the working group through the summer, touching base with the WMATA Committee at its meeting on July 16. In response to a question from Mr. Turner, Ms. Mattice explained that staff plans to bring a recommendation to the Commission at its October meeting for discussion, followed by action on the recommendations and report to the General Assembly at the November meeting.

Report from the Chair of the NVTC WMATA Committee. NVTC WMATA Committee Chairman Aguirre reported that the next WMATA Committee meeting is scheduled for July 16. In addition to an update on the 3% Cap Working Group, the committee will discuss the 2020 update to the Annual Report on the Performance and Condition of WMATA.

### Commuter Choice Program

Ms. Mattice reminded Commissioners that at the May meeting the Commission authorized staff to notify the Commonwealth Transportation Board (CTB) of changes to the timeframe for selection of projects under the Commuter Choice on the I-66 Corridor Round Four (FY 2021-2022) program. The delay was needed because the COVID-19 public health emergency made it difficult to predict the amount of revenue that will be available for the Round Four program. Specifically, toll revenues from the I-66 Inside the Beltway facility decreased significantly beginning in mid-March and regional peak-period commute travel is just beginning to resume as stay-at-home orders are eased. The Commission also supported staff's recommendation to suspend the Commuter Choice (I-66) Round Four public comment period and reopen it in late summer to coincide with the development and selection of a Round Four Program of Projects.

Ms. Mattice reported that NVTC received a total of 14 applications for eligible projects for the Commuter Choice (I-66) Round Four program, requesting approximately \$33.7 million for the two-year program. Prior to the COVID-19 public health emergency, NVTC anticipated a total of \$25 million in toll revenues would be available to fund this two-year program.

Ms. Mattice stated that staff are working with both DRPT and VDOT to identify a projected toll revenue amount the I-66 inside the Beltway corridor for FY 2021 and FY 2022. Currently, staff anticipate the NVTC Program Advisory Committee will recommend a Commuter Choice (I-66) Round Four Program of Projects to the Commission for approval in the fall. The approval process will be coordinated with the required CTB briefings and approval. This timeline will be subject to change based on the availability of financial projections from NVTC's Commonwealth partners and relevant executive orders related to the ongoing public health emergency.

Ms. Mattice stated that staff recommends that the public comment period be re-opened from September 1 to September 21, during which a virtual town hall will be held to directly solicit public comments. Additional outreach will take place via NVTC's website and social media channels and staff will provide a dedicated phone line to receive verbal comments.

Mr. Letourneau stated that Loudoun County submitted two applications for bus projects, which currently have service terminating at Reston-Wiehle, but the county intends to change its service plan once the Silver Line opens. He asked if this is permissible to shift the destination after the application has been submitted. Ms. Mattice stated that the most important consideration is the performance metrics that are used for evaluating projects and that there cannot be a reduction in what was anticipated for ridership. NVTC staff can discuss this issue with Loudoun County staff. Mr. Letourneau and Mr. Turner both agreed that the hope is that the change will result in even better performance.

### Virginia Railway Express

Chair Cristol stated that there are no VRE action items this month. She asked Mr. Dalton to give his VRE CEO Report.

Mr. Dalton reported that VRE continues to operate at reduced service levels since Northern Virginia entered into Phase 1 of recovery on May 29, 2020. VRE has seen daily ridership slowly increasing from 600 daily trips at the beginning of the month of June to approximately 1,000 daily trips by the end of the month. VRE will continue to add train cars to respond to capacity increases. On-time performance for the month of June was 93%. He reviewed the measures VRE is taking to address the COVID-19 public health emergency. He also noted that VRE continues to require masks and will provide them if a passenger does not have one. In response to a question from Ms. Palchik, Mr. Dalton stated that there haven't been any serious altercations regarding the face mask requirement, but he expects this may change as ridership increases. Mr. Dalton thanked Delegate Reid for taking time to participate in a VRE orientation tour. Delegate Reid thanked VRE staff and stated it was very educational and provided a first-hand experience in seeing VRE apply best practices to responding to COVID-19.

Chair Cristol stated that she serves as chair of the VRE CEO Search Committee and is happy to announce that the committee has concluded its work and plans to make a recommendation to the VRE Operations Board at its July 17 meeting, which in turn will be brought before both Commissions at their September 3 meetings.

### DRPT Report

Chair Cristol stated that Commissioners were provided with two blue-sheeted certification letters, which are letters WMATA sent to the Commonwealth Transportation Board (CTB) documenting: 1) compliance with requirements associated with the WMATA Capital Fund and 2) certification that no alternate directors violated the WMATA's bylaws regarding alternate participation. These letters were provided as information only.

In regard to the certification letters, DRPT Director Mitchell stated that DRPT plans to make a recommendation to the Commonwealth Transportation Board regarding any withholding of WMATA funds at the September CTB meeting, which action is in October.

DRPT Director Mitchell stated that DRPT issued four grant agreements for transit mitigation related to the WMATA platform improvement project, including a \$477,000 grant to Arlington County for curb and traffic management at the Ballston Metro Station; a \$90,000 grant to the City of Fairfax for shuttle service to the VRE Burke Centre Station; a \$560,000 grant to Fairfax County for supplemental Fairfax Connector service and commuter assistance programs; and a \$70,000 grant to PRTC for OmniRide supplemental service. DRPT is also working with NVTC on a \$296,000 grant for a post platform improvement project marketing program. Grants total about \$1.5 million in DRPT funds.

DRPT Director Mitchell stated that July 1, 2020 marked the beginning of the new transportation funding scenarios under the Omnibus Bill. The Virginia Passenger Rail Authority is now a legal



entity, although it will take about 6-12 months to get the Authority fully operational. DRPT will meanwhile continue to execute those responsibilities during that time.

DRPT Director Mitchell thanked Mr. Dalton and his staff for working closely with DRPT on the Virginia Rail Initiative, which has changed the scope of several VRE projects. This will free up some NVTA funds.

### Executive Director Report

Ms. Mattice encouraged Commissioners to read her Executive Director Newsletter. She reported that the FY 2021 federal appropriations for WMATA dedicated funding appears to be moving through Congress. The funding bill is working through the House right now with action expected prior to the House August Recess. The Senate schedule is a little less unknown, but the prospects of including this funding in the final package is promising.

On another legislative issue, Ms. Mattice stated that there was action this week by the House on a major infrastructure authorization bill, HR 2 – the Moving Forward Act – which was passed by the full House of Representatives. The Act would provide more than \$100 billion for public transit and \$300 billion for road and bridge investments for FY2020-2025; triple Amtrak funding to \$29 billion also authorizing the Park Service to give federal land on either side of the Long Bridge for construction of an additional bridge; and invest \$1.4 billion in Alternative Vehicle charging infrastructure. In addition to providing a five-year authorization of federal transit, highway, rail and road safety programs, it also includes a 10-year reauthorization of dedicated funding for WMATA, starting at \$150 million for FY 2021 and increasing up to \$200 million by 2030. The bill, which started as the INVEST Act when in the Transportation and Infrastructure Committee, was amended to also include:

- infrastructure investments for schools and childcare facilities,
- financing support for state and local government investment tools such as Build America Bonds, expanding New Markets Tax Credits, and other tax credit programs,
- affordable housing infrastructure and rehabilitation tax credits,
- investments in broadband internet infrastructure,
- shoring up drinking water state revolving fund and wastewater infrastructure,
- investments in energy infrastructure focus on clean energy,
- funding for upgrades to hospitals,
- modernizing the postal service, and
- investments in cleanup of coal mines and orphaned oil and gas well, as well as clean energy projects on public lands.

Ms. Mattice stated that action in the Senate before the end of this Congress is unclear, but the actions taken by the House on both the broad reauthorization as well as specific language on WMATA dedicated funding is promising.

Ms. Mattice proudly announced that the Virginia Transit Association (VTA) has named the NoVaRides marketing campaign as winner of the Outstanding Public Transportation Marketing-

Regional Award. Last year, NVTC partnered with VRE, DASH, OmniRide and Fairfax Connector for the first-ever regional transit marketing campaign in Northern Virginia. The campaign, known as NoVaRides, launched following the summer-long shutdown of six Metrorail stations and encouraged commuters to ride public transportation. NoVaRides was heard on radio, and seen in movie theaters, online and in social media. A new dedicated website with a trip-planning tool and links to all regional transit systems supported the ads. The campaign's advertisements directed people to "find their best route" at [novarides.org](http://novarides.org). The award is scheduled to be formally handed out at a VTA luncheon this fall. She recognized the hard work of NVTC staff who worked on this campaign -- Matt Friedman, Jae Watkins and Melissa Walker -- as well as the team of jurisdictional staff.

Ms. Mattice also recognized NVTC's Grants Manager and DBE Officer Brittany Sumpter on her hard work on the NVTC Disadvantaged Business Enterprise Goal-Setting Methodology, which the Commission took action on earlier in the meeting as part of the Consent Agenda. As a direct recipient of Federal Transit Administration funding, NVTC is committed to ensuring that its sub-recipients continue to level the playing field by providing small businesses owned and controlled by socially and economically disadvantaged individuals a fair opportunity to compete for their federally funded-transportation contracts. Ms. Sumpter partnered with the City of Alexandria, to host their first ever "Virtual DBE Public Consultation" event. The virtual event solicited feedback and criticism of Alexandria's FY 2021–2023 Proposed DBE Goal Methodology from representatives of minority, women's, and community organizations in the area, which is required by FTA. The input received from this consultation was taken into consideration and used to support Alexandria's DBE Goal.

Ms. Mattice reminded Commissioners that the Financial Report was provided, which includes revenue trends for the regional gas tax collection. The regional gas tax supports a portion of the dedicated capital funding for WMATA, the C-ROC funding for VRE, and helps localities with their WMATA payments. The May 2020 Financial Report begins to show the impact of the reduction in fuel consumption due to the COVID-19 public health emergency. Mr. Kalkwarf will provide a full report on the revenue impacts at the September meeting. Over the course of the summer, staff will be actively engaging with NVTC jurisdictions and the Commonwealth to understand trends in transit ridership, recognizing that many systems are starting to add more service and run more buses to maximize the safety of customer as they resume their need to travel. Staff will also work closely with DRPT, VDOT and the Department of Motor Vehicles to analyze the actual revenue receipts so that the revenue outlook for both regular transit services as well as the Commuter Choice program can be presented in September.

Ms. Mattice stated that NVTC staff continue to work 100% remotely and plans on doing that through the summer, reassessing the safety and health of returning to the office prior to September. NVTC will also continue to hold meetings remotely during the declared state of emergency. She announced that there is no August meeting, but staff anticipates a busy fall with actions on Commuter Choice, WMATA reports to the General Assembly, NVTC's 2021 Legislative and Policy Agenda, among other actions. The next Commission meeting is scheduled for September 3 at 7:00 pm.

Adjournment

Without objection, Chair Cristol adjourned the meeting at 8:39 P.M.

Approved this 3<sup>rd</sup> day of September 2020.

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Katie Cristol  
Chair

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Jeffrey C. McKay  
Secretary-Treasurer

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## **RESOLUTION #2416**

**SUBJECT:** Finding Need to Conduct the July 2, 2020 Meeting Electronically

**WHEREAS:** On March 12, 2020, the Governor of Virginia declared a state of emergency in Virginia in response to the spread of novel coronavirus, or COVID-19, a communicable disease of public health threat as so declared by the State Health Commissioner on February 7, 2020 (“COVID-19”);

**WHEREAS:** In subsequent Executive Orders, particularly Executive Order Nos. 53 and 55, as amended, the Governor of Virginia, among other measures designed to ensure safe physical distancing between individuals, prohibited public and private in person gatherings of 10 or more individuals and ordered all individuals in Virginia to remain at their place of residence, with limited exceptions, to mitigate the impacts of COVID-19 and prevent its spread;

**WHEREAS:** The Northern Virginia Transportation Commission finds that it has a responsibility to demonstrate to the public, through the Commission’s conduct, the importance of maintaining proper physical distance from others and to avoid gathering in public where the risks of infection are highest, and to take measures that promote physical distancing in order to protect the public health and mitigate the impacts and spread of COVID-19, including, among others, conducting meetings electronically whenever possible;

**WHEREAS:** On April 22, 2020, the Virginia General Assembly adopted, and the Governor signed, budget bill amendments to HB 29 that expressly authorize “any public body, including any state, local, [or] regional body” to “meet by electronic means without a quorum of the public body . . . physically assembled at one location when the Governor has declared a state of emergency . . ., provided that (i) the nature of the declared emergency makes it impracticable or unsafe for the public body . . . to assemble in a single location; (ii) the purpose of the meeting is to discuss or transact the business statutorily required or necessary to continue operations of the public body . . . and the discharge of its lawful purposes, duties, and responsibilities” among other provisions; and

**WHEREAS:** Several member jurisdictions of the Northern Virginia Transportation Commission have adopted continuity of government ordinances pursuant to Va. Code Ann. § 15.2-1413 which ordinances, among other provisions, authorize regional bodies of which the locality is a member may meet electronically to transact business essential to the continuity of government.

**NOW, THEREFORE, BE IT RESOLVED** that the Northern Virginia Transportation Commission hereby finds that meeting by electronic means is authorized because the nature of the declared emergency makes it both impracticable and unsafe for the Commission to assemble in a single location on July 2, 2020, to discuss and transact the business of the Commission listed on the July 2, 2020 Commission Meeting Agenda.

**NOW, THEREFORE, BE IT FURTHER RESOLVED** that NVTC that hereby finds that meeting by electronic means is authorized because the items on the July 2, 2020 Commission Meeting Agenda are statutorily required or necessary to continue operations of the Commission and the discharge of the Commission's lawful purposes, duties, and responsibilities.

**NOW, THEREFORE, BE IT FURTHER RESOLVED** that NVTC hereby finds that the items on the July 2, 2020 Commission Meeting Agenda are encompassed within the continuity of operations ordinances adopted by several member localities of the Northern Virginia Transportation Commission as essential to the continued operation of the government during the disaster posed by the public health emergency resulting from COVID-19.

Approved this 2<sup>nd</sup> day of July 2020.



Jeffrey C. McKay  
Secretary-Treasurer



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Katie Cristol  
Chair

## Agenda Item #4: Washington Metropolitan Area Transit Authority (WMATA)



**TO:** Chair Cristol and NVTC Commissioners

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

**DATE:** August 27, 2020

**SUBJECT:** Washington Metropolitan Area Transit Authority (WMATA)

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*On March 11, 2020 the World Health Organization declared COVID-19 a pandemic setting forth a series of actions at the federal, state, and local levels to combat and contain the spread of the virus during this public health emergency. Since that time, NVTC jurisdictional transit agencies, including WMATA and VRE, have implemented substantial changes to transit operations, many of which are being updated daily. The information provided in these staff reports reflect decisions as of the publication date and are subject to change.*

At the September meeting WMATA General Manager/CEO Paul Wiedefeld will join the Commission to have a discussion on WMATA related issues. The General Manager was previously scheduled to join the Commission at its April meeting, but that meeting was cancelled due to the pandemic. The Commission will also receive reports from the chairs of NVTC’s 3% Cap Working Group and the NVTC WMATA Committee, as well as the Virginia WMATA Board members.

### **A. Presentation by WMATA General Manager/CEO Paul Wiedefeld**

WMATA General Manager/CEO Paul Wiedefeld will join the Commission to discuss WMATA’s COVID-19 response, WMATA’s fiscal condition, and other items.

### **B. WMATA COVID-19 Response**

On March 13, WMATA implemented Phase 3 of its Pandemic Flu Plan. Phase 3 is the highest level of response and includes all subsequent mitigation steps required during a public health emergency. WMATA expects to be at Phase 3 until further notice and has [developed a website for customers to stay up-to-date with the latest information](#).

On May 11, WMATA announced its service focused recovery plan. Below are planned service changes that will support changing demand for transit.

- WMATA announced it would [begin its managed re-entry phase of its recovery plan](#) in mid to late August.

- On August 16, WMATA provided additional rail service and re-opened the Silver Line and West Falls Church Station. Rail service is approximately 90% of pre-COVID levels.
- On August 23, WMATA [re-opened the East Falls Church and Arlington Cemetery Stations](#). Vienna and Dunn Loring Stations remain closed but will reopen on Tuesday, September 9. WMATA also provided additional Metrobus service, restoring approximately 75% of pre-COVID service. Metrobus remains free with rear door boarding.
- With congressional negotiations underway regarding a secondary COVID-19 recovery bill, WMATA General Manager [Paul Wiedefeld made the case for additional federal relief funding](#) to avert deep and counterproductive cuts. He noted that WMATA has been losing approximately \$2 million every weekday in revenues since March. While the CARES Act funding has been critical to keeping service going for essential workers, the anticipated exhaustion of these funds, continued decline in fare revenues, and threats to local and state funding sources will force WMATA to make very difficult choices to deal with a looming financial crisis.

### **C. Report from the Virginia WMATA Board Members**

#### **■ COVID-19 Recovery Planning and Budget Update**

On July 23, the WMATA Board received an update from the General Manager on WMATA's [COVID-19 recovery efforts](#). Ridership remained low in May, but the use of CARES Act funding offset revenue losses and no additional changes to the FY 2021 operating budget are proposed at this time. The FY 2021 operating budget outlook remains subject to COVID-19 trends and impacts. In addition, WMATA has taken advantage of this period of low ridership to advance several capital projects.

#### **■ Framework for Transit Equity**

On July 9, the WMATA Executive Committee received an [update on WMATA's transit equity framework](#). WMATA has a long-standing commitment to diversity, transit equity, and inclusion, and the WMATA Board and management continue to look for ways to elevate the conversation around these critical issues. The transit equity framework outlines specific areas that will be the focus of review and action plans. These areas include policing, public participation, fares and service, sustainability, and contracting and performance reporting.

#### **■ Sustainability Initiative Update**

On July 9, the WMATA Finance and Capital Committee received an [update on WMATA's sustainability initiatives](#). In 2019, WMATA replaced 75% of chillers with efficient state-of-the-art technology and installed updated LED lighting in 98% of underground Metrorail stations. In June 2020, WMATA entered into a lease agreement to begin installing new solar installations at Anacostia, Cheverly, Naylor Road, and Southern Avenue Stations. WMATA also has a number of actions underway or planned for the near future, including full completion of station and non-revenue lighting upgrades and incorporation of traction power energy recovery technologies into the state of good repair program. WMATA also was awarded a \$4.1 million FTA grant for electric



bus evaluation. WMATA plans to design the Northern and Bladensburg Bus Garages to be electric bus ready and to continue zero-emissions bus testing and evaluation.

- Farragut West Collision Report

On July 9, the WMATA Safety and Operations Committee received an [update on the progress of the corrective actions implemented after the collision between two out of service trains in the vicinity of the Farragut West Station](#) which occurred on October 7, 2019. The investigation determined that there were no adverse conditions at the time of the incident and that no engineered systems were observed to experience failure. Human factors were determined as the probable cause of the incident. In addition, the operator had been involved in multiple prior incidents. As a result of the operator's history and actions in the investigation, WMATA separated from the operator. Multiple corrective actions have been implemented and efforts to improve the safety of operations are underway.

- Silver Spring Derailment

On July 9, the WMATA Safety and Operations Committee received a [preliminary briefing on the Silver Spring derailment](#). On July 7, a Red Line train derailed on departure from the Silver Spring Station. There were no injuries. WMATA is completing additional interviews, reviewing data, and developing and implementing corrective action plans. WMATA will submit a report to the Washington Metrorail Safety Commission within 60 days.

- Acceptance of an Inspector General's Report

On July 9, the WMATA Executive Committee accepted a [report from the OIG's office on WMATA's data compromise response capabilities](#). The report, which is not publicly available for security reasons, found that WMATA may not be prepared to adequately respond to a data breach and may be exposed to significant costs and interruptions. The report found opportunities to improve these response processes and management concurred with the findings and recommendations of the report.

- New Carrollton Metro Station Joint Development

On July 23, the WMATA Board took a number of actions to advance [joint development at the New Carrollton Metrorail Station](#). This joint development project and associated board actions will consolidate surface parking lots and replace a parking structure, allowing the area to transform into a major mixed-use center and regional transit hub. The area is also home to WMATA's Maryland office building, which will be built on WMATA property.

- Fairfax County Free Student Bus Program Extension

On July 23, the WMATA Board [extended the Fairfax County Free Student Bus Program](#) for another year. Under the agreement, Fairfax County reimburses WMATA for fares associated with Metrobus rides taken by eligible Fairfax County students at Justice High School.

**D. Report from the Chair of the 3% Cap Working Group**

On May 22, Governor Northam [signed the state's biennial budget](#) directing the chair of NVTC to convene a working group to review the impact of Virginia's 3% cap on the annual growth in WMATA's operating subsidy payments. On July 30, working group members met to provide their feedback on the cap and to provide guidance and direction to staff. The working group has found that the cap appears to be useful in managing the growth of Virginia's subsidy payments to WMATA and that no additional legislative exclusions are necessary at this time. The working group also agreed with the comments provided by the NVTC WMATA Committee earlier in July – that it was too early to seek any legislative changes to the cap and to encourage NVTC staff to continue evaluating the legislative cap, WMATA's implementation of the cap, and any unintended consequences of the cap.

The working group will meet again in September to continue discussions and review the report drafted by staff, which will be presented to the NVTC WMATA Committee for review. The Commission will receive and approve the report in the fall before the report's November 10 due date to the chairs of the House Appropriations and Senate Finance and Appropriations Committees.

**E. Report from the Chair of the NVTC WMATA Committee**

The NVTC WMATA Committee met on July 16. The committee received an update on the Annual Report on the Performance and Condition of WMATA, which is due to the Governor and General Assembly by December 15. The committee also received an update from the chair of the 3% Cap Working Group and offered their guidance that no legislative actions are required on the 3% cap at this time and that no additional exclusions from the cap are necessary. Mr. Smedberg and Mr. Letourneau also provided an update to the committee on [WMATA's Transit Equity Framework](#). The next NVTC WMATA Committee meetings are scheduled for September 17 at 6:00 pm and October 29 at 6:00 pm.

## Agenda Item #5: State of Transit in Northern Virginia



**TO:** Chair Cristol and NVTC Commissioners

**FROM:** Kate Mattice and Scott Kalkwarf

**DATE:** August 27, 2020

**SUBJECT:** State of Transit in Northern Virginia

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At the September meeting Executive Director Kate Mattice and Director of Finance and Administration Scott Kalkwarf will brief the Commission on the state of transit in Northern Virginia.

Kate Mattice will provide an overview of how transit is operating in Northern Virginia; how WMATA, VRE, and local transit operators have adapted to the COVID-19 public health emergency; and discuss how the transit industry may evolve after the pandemic.

Scott Kalkwarf will provide an update on the latest projections for the financial resources that support transit, primarily the regional gas tax, operating and capital assistance from the Commonwealth, and WMATA dedicated funding.

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## Agenda Item #6: Legislative Update



**TO:** Chair Cristol and NVTC Commissioners

**FROM:** Kate Mattice, Zach Smith and Aimee Perron Seibert

**DATE:** August 27, 2020

**SUBJECT:** Legislative Update

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At the September meeting the Commission will be briefed on legislative developments during the Virginia General Assembly Special Session as well as any updates on Congressional actions related to public transit.

### A. Virginia General Assembly Update

The General Assembly reconvened on August 18 for a Special Session to adopt a budget based on Governor Northam's revised revenue forecast in light of the ongoing COVID-19 public health emergency. The Commonwealth is projected to receive up to [\\$2.7 billion less in revenues over the next two years](#) than projected at the end of the General Assembly's Session in April. However, the General Assembly is anticipated to adopt a final budget that avoids major cuts to programs and state services and continues to advance equity.

After a historic session that produced a streamlined transportation funding allocation model for Virginia and new revenues for local transit operators, WMATA and VRE, the Commonwealth is expected to face a shortfall of \$750 million in transportation revenue over the next two years due to the decline in fuel and sales tax collections. NVTC staff will continue to track revenue projections and related legislative developments.

### B. Federal Update

Congress recessed for the traditional August break without securing a new COVID-19 relief package. Although the House voted on an emergency measure for the Postal Service on August 22, members are otherwise back in their districts and negotiations between the parties on pandemic legislation are at a standstill. The Senate [declined to include additional emergency funding for transit](#) in its most recent \$1 trillion COVID-19 relief bill in response to the House of Representative's [HEROES Act](#) passed in May. However, the American Public Transportation Association (APTA) [estimates that the public transportation industry will need at least \\$32 billion](#) in the next round of emergency funding. Federal lawmakers will return to Capitol Hill on September 14, but there is no indication of when talks would resume on the next COVID-19 relief package.

Annual federal transportation [appropriations for FFY 2021](#) (due by September 30) are also still awaiting Congressional approval. The House of Representatives passed a consolidated appropriations bill that included transportation ([H.R. 7617](#)) on July 31, 2020. The House bill includes a full \$150 million in dedicated capital funding for the Washington Metropolitan Area Transit Authority. This funding is part of a federal-state partnership between the federal government, Virginia, Maryland, and the District of Columbia established by the Passenger Rail Investment and Improvement Act of 2008 (PRIIA), which provides \$300 million annually for WMATA's capital budget. The Senate has yet to act on FFY 2021 appropriations bills.

### **C. Annual Joint NVTC-PRTC Legislative Briefing**

The annual Joint NVTC-PRTC Legislative Briefing is scheduled for Monday, December 7 at 8:30 am. The event will provide an overview of federal and state issues affecting transit in Northern Virginia. NVTC has invited Secretary of Transportation Shannon Valentine to participate as the keynote speaker.

**TO:** Chair Cristol and NVTC Commissioners

**FROM:** Kate Mattice, Matt Cheng, and Dan Goldfarb, PE

**DATE:** August 27, 2020

**SUBJECT:** NVTC Transit Resource Center

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At the September meeting the Commission will receive a presentation from staff on NVTC's transit planning and modeling tool and its application for the Northern Virginia region.

### **A. NVTC's TBEST Transit Planning Tool Overview**

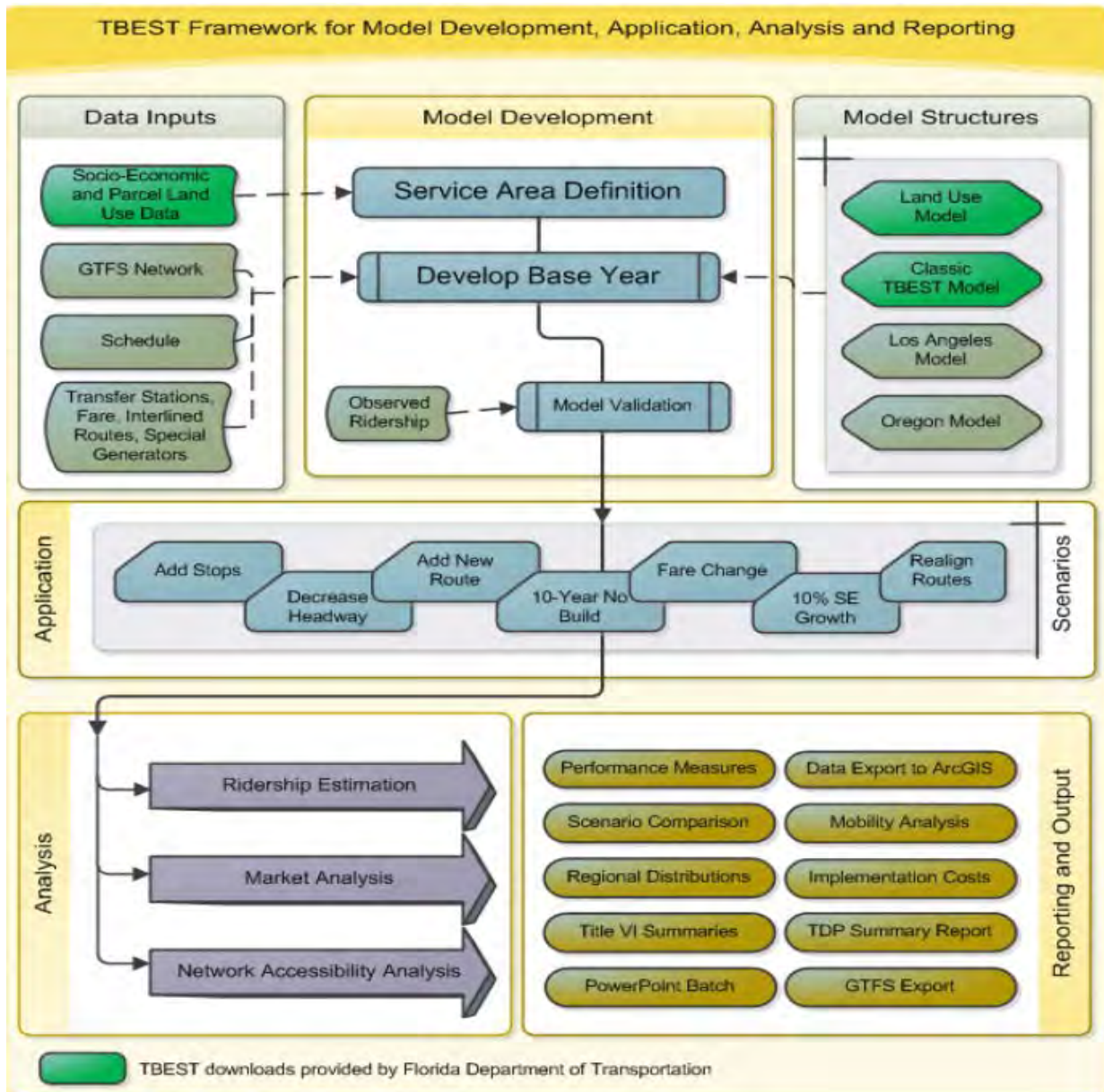
In 2016, NVTC sought to identify a comprehensive transit planning and data analysis tool to assist local jurisdictions in studying transit service changes. Staff identified TBEST, which stands for Transit Boardings Estimation and Simulations Tool, as an appropriate modeling structure to help transit agencies develop their short-term scenario planning and assess Northern Virginia transit networks.

TBEST combines parcel land use, employment and census data to build a database of socioeconomic information that enables forecast ridership at the bus stop level (Figure 1). Since 2016, NVTC staff have developed this unique database for all Northern Virginia jurisdictions, as well as integrated Fairfax Connector, ART, DASH, CUE and WMATA transit systems into the model. This integration in TBEST has allowed NVTC staff to provide technical support for several key studies for Northern Virginia systems including, ridership forecasting for the Alexandria Transit Vision Plan, as well as ridership and accessibility analysis for upcoming Fairfax Connector area studies in Franconia-Springfield, Silver Line Phase II and Centreville-Vienna.

In addition to stop level ridership forecasting, TBEST allows planners to view socioeconomic and land use attributes of routes at parcel and census block levels. Using NVTC's database and TBEST software, staff can visualize the coverage and trip potential of transit routes for specific land use categories such as single family, mixed use or office buildings. TBEST can also help uncover demographic information such as coverage for zero-car households, minority population, distribution of income level, limited English proficiency households and other Title VI census categories. Finally, TBEST offers a module for planners to help compare accessibility for different transit systems, providing an index for total travel time for passengers using current and future and theoretical transit networks.



Figure 1: Overview of the Technical Framework for the TBEST Tool



NVTC's TBEST technical assistance is available to all Northern Virginia transit agencies, and staff continue to solicit feedback from jurisdictional staff on future applications and transit planning needs. With plans to update the socioeconomic database for the for the 2020 census results, NVTC also intends to partner with the Commonwealth and regional planning entities such as Metropolitan Washington Council of Governments (MWCOCG) and Transportation Planning Board (TPB) to coordinate further modeling and data resources for local transit systems.



## Agenda Item #8: Commuter Choice Program



**TO:** Chair Cristol and NVTC Commissioners

**FROM:** Kate Mattice, Ben Owen and Jae Watkins

**DATE:** August 27, 2020

**SUBJECT:** Commuter Choice Program

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At the September meeting the Commission will be asked to provide feedback on a revised approach to the Commuter Choice on the I-66 Corridor Round Four (FY 2021-2022) program and receive an update on the forthcoming activities on the Commuter Choice on the I-395/95 Corridor Round Two (FY 2022-2023) call for projects.

### **A. Commuter Choice on the I-66 Corridor Round Four Program Update**

Following receipt of updated I-66 Inside the Beltway toll revenue estimates from the Virginia Department of Transportation (VDOT), NVTC staff resumed work on a [Commuter Choice on the I-66 Corridor](#) Round Four (FY 2021-2022) Program of Projects. Based upon the availability of new, carryover and de-obligated funds, as well as uncertainty in the timing of future toll revenues, staff propose that the Commission be presented a smaller Program of Projects for the current fiscal year (FY 2021) for approval in October and hold the remaining projects for consideration prior to FY 2022. This approach would allow some projects to move ahead immediately while still providing opportunity for additional projects to be funded once there is greater confidence on the level of available FY 2022 revenues.

#### Status of Projected Program Revenues

The COVID-19 public health emergency that began in March caused a steep and enduring decline in the I-66 Inside the Beltway toll revenues that fund the Commuter Choice program. In the spring of 2020, monthly toll revenues dropped to approximately 10% of VDOT budgeted levels; currently I-66 Inside the Beltway toll revenues are at approximately 25% of historic monthly budgeted levels. VDOT expects overall collections for FY 2021 to be 40% of the annual amount budgeted prior to COVID-19, estimated at no more than \$3.6 million total available to NVTC for projects during this time.

Combined with carryover and interest funding, NVTC staff propose an initial Round Four program selection of approximately \$4 million. As VDOT's FY 2021 revenues are based upon projections through next June, NVTC staff are proposing that the program expect no more than \$1.8 million in *new* FY 2021 toll revenues (50% of projected) for the Commuter Choice program plus an additional \$2.2 million from recoveries, carryover of previous balances, and interest payments. While this is a conservative approach, any additional new revenues beyond the \$1.8 million in FY

2021 would still be available to NVTC for a second Round Four program next year – up to \$10 million for FY 2021 and \$15 million for FY 2022 – consistent with the I-66 Inside the Beltway [Memorandum of Agreement with the Commonwealth](#). Furthermore, NVTC would also anticipate the use of existing carryover revenues to program oversight and administration consistent with the approved FY 2021 NVTC General and Administrative Budget.

#### Status of Program Applications

Eleven applications with a total funding request of \$17.2 million remain under consideration for funding under the broader Round Four program. Three proposed projects have been deferred by their applicants until the next call for projects in the I-66 corridor and two others now have reduced funding requests. One deferral and one cost reduction, totaling \$1.4 million, reflect the availability of existing Commuter Choice transit services to continue operation without additional funds. This one-time flexibility, which Program Advisory Committee (PAC) members strongly supported in recent briefings, allows recipients to get full value for their funding since many transit services have now been reduced or suspended for up to five months already due to COVID-19.

**Table 1: List of Proposed Projects Remaining Under Consideration for Round Four (FY 2021-2022) Funding for Commuter Choice on the I-66 Corridor**

Applicant	Application Title	Application Score (100 Points)	Funding Request
Fairfax County	McLean Metro Station North Entrance	85	\$1,000,000
OmniRide	Renewal of Bus Service from Gainesville to Pentagon/Navy Yard	80	\$461,100
City of Falls Church	Restoration of Peak-Period Metrobus Route 28X, Tysons Corner to Mark Center	73	\$3,305,967
OmniRide	Renewal of Bus Service from Haymarket to Rosslyn	71	\$137,100
OmniRide	TDM Strategy – I-66 Corridor Vanpool Parking Benefit	62	\$85,000
Fairfax County	New Bus Service from Reston South to Crystal City	59	\$5,110,800
City of Fairfax	City of Fairfax Bike Share Implementation	59	\$460,000
Arlington County	Lee Highway HOV and Bus-Only Lane in Rosslyn	57	\$710,000
Town of Vienna	New Park and Ride at Patrick Henry Library	56	\$5,050,000
Loudoun County	Renewal of Purcellville Metro Connection Bus Service	52	\$709,030
Fairfax County	TDM Strategy – Fare Buy Down on Bus Service from Reston North to Crystal City	44	\$154,500
<b>TOTAL FUNDING REQUEST</b>			<b>\$17,183,497</b>

### Staff Proposed Program of Projects

Based upon the very limited available revenues and the uncertainty of when travel volumes will increase in the I-66 Inside the Beltway corridor, NVTC staff have identified six projects (Table 2) for an initial funding program for Round Four. These projects provide the highest confidence for performance and/or support the return to travel patterns in the future, specifically continued operating funding for three existing Commuter Choice transit routes as well as three lower cost capital projects that would be underway quickly and support longer-term ridership growth.

**Table 2: Staff Proposed Projects for the Initial Round Four (FY 2021) Funding of the Commuter Choice on the I-66 Corridor Program**

Applicant	Application Title	Application Score (100 Points)	Funding Request
Fairfax County	McLean Metro Station North Entrance	85	\$1,000,000
OmniRide	Renewal of Bus Service from Gainesville to Pentagon/Navy Yard	80	\$461,100
OmniRide	Renewal of Bus Service from Haymarket to Rosslyn	71	\$137,100
City of Fairfax	City of Fairfax Bike Share Implementation	59	\$460,000
Arlington County	Lee Highway HOV and Bus-Only Lane in Rosslyn	57	\$710,000
Loudoun County	Renewal of Purcellville Metro Connection Bus Service	52	\$709,030
<b>TOTAL FUNDING REQUEST</b>			<b>\$3,477,230</b>

The remaining projects (Table 3), including new transit services, transit demand management efforts, and larger capital projects, would continue to be eligible for funding consideration in a second Round Four (FY 2022) program of projects at the discretion of the Commission, pending available toll revenues. The larger expansion projects would be challenging to accommodate within available revenue, while the new transit services and transit demand management efforts anticipate near-term ridership that may be slow to materialize due to the continued repercussions of COVID-19.

**Table 3: Projects Remaining Under Consideration for Second Round Four (FY 2022)  
Funding of the Commuter Choice on the I-66 Corridor Program**

Applicant	Application Title	Application Score (100 Points)	Funding Request
City of Falls Church	Restoration of Peak-Period Metrobus Route 28X, Tysons Corner to Mark Center	73	\$3,305,967
OmniRide	TDM Strategy – I-66 Corridor Vanpool Parking Benefit	62	\$85,000
Fairfax County	New Bus Service from Reston South to Crystal City	59	\$5,110,800
Town of Vienna	New Park and Ride at Patrick Henry Library	56	\$5,050,000
Fairfax County	TDM Strategy – Fare Buy Down on Bus Service from Reston North to Crystal City	44	\$154,500
<b>TOTAL FUNDING REQUEST</b>			<b>\$13,706,267</b>

### Next Steps

NVTC’s Program Advisory Committee (PAC) will meet at 5:00 p.m. on Thursday, September 17 to recommend the proposed Round Four Program of Projects for Commission action at the October meeting. Staff are also working with the Commonwealth to identify a timeframe for briefing and seeking approval from the Commonwealth Transportation Board on the projects under consideration for funding. The current timeframe for the workshop briefing and approval is October and December, respectively.

Public comment on the projects under consideration for funding will be open from September 1 through September 21. A virtual town hall meeting will take place at noon on Friday, September 11, for members of the public to learn more about the proposed projects. Staff will share the comments with the PAC and the Commission prior to or in conjunction with any approval action on a Program of Projects.

### **B. Commuter Choice on the I-395/95 Corridor Update**

NVTC staff are preparing for the [Commuter Choice on the I-395/95 Corridor](#) Round Two (FY 2022-2023) call for projects this fall. Staff are currently working with NVTC’s Commonwealth partners to understand the potential impacts of COVID-19 on available revenue for the program. However, staff plan to advance the call for projects regardless, providing as much continuity as possible for transit services and other operations projects that successfully recompile for funding. Staff have also begun to engage with the Potomac and Rappahannock Transportation Commission (PRTC), which has joint approval authority with NVTC over the I-395/95 corridor program, and recently briefed members of the NVTC-PRTC Joint Commission Working Group (JCWG) on the upcoming call for projects.

As part of the approval action to open the call for projects in November, staff will seek the Commissions’ approval of a set of proposed policy changes to the Commuter Choice program:

- A framework for supporting larger capital projects within the structure of Commuter Choice that would manage the risk associated with more complex projects and, for ease of programming, introduce Commuter Choice funding awards that span consecutive two-year programs;
- A minimum funding award for Commuter Choice projects commensurate with recipients' administrative responsibilities under the program;
- A framework for transportation demand management (TDM) projects that would ensure funds are targeted to toll payers and have directly measurable outcomes; and
- A requirement for upfront executive- or Board/Council-level support documentation for proposed projects that would require the significant engagement of a third party, such as VDOT, WMATA or another jurisdiction, for successful implementation.

Both NVTC and PRTC will also be asked to approve the technical evaluation process for the Round Two program. Staff intend to mirror the evaluation process used for the I-66 Round Four program with no substantive changes. At the time that the I-66 Round Four technical evaluation process was adopted, staff indicated an intent, supported by applicants and the PAC/Commission, to use this process in both corridors for at least five years.

The applicant engagement process for Round Two will provide applicants with more meaningful feedback from NVTC on how well their proposed projects align with Commuter Choice's eligibility requirements and goals. Staff will also provide more targeted support for developing the information needed for the application. The process improvements result from feedback to NVTC's recent regional TDM needs assessment as well as NVTC's experience with calls for projects.

### Background

Commuter Choice on the I-395/95 Corridor began in 2019 with an inaugural program that funded 10 multimodal improvements in the corridor, nine of which were in operation by the time that the 395 Express Lanes opened in November. NVTC and PRTC have joint approval responsibilities under the program, though NVTC provides day-to-day management of the program per the [agreement between the two Commissions](#). The JCWG, consisting of three Commissioners apiece from NVTC and PRTC, serves as the advisory group for the I-395/95 corridor program.

Funds for the I-395/95 corridor program come solely from an annual transit investment payment by Transurban, the concessionaire for the corridor's Express Lanes. The next payment will be due this fall around the anniversary of the 395 Express Lanes' opening. As travel in the Express Lanes has been down sharply since this spring, staff will report to the two Commissions in the fall of any impact on available revenues for the Commuter Choice program.

Staff reviewed and discussed the proposed policy changes with applicant staff during a July webinar and briefed PAC and JCWG members on them in August. Applicant staff generally indicated that they understood the motivations for the changes and did not have significant concerns with them. Staff would incorporate these changes into program guidance materials if the Commissions approve them.

To help ensure continuity of Commuter Choice-funded transit services in case Round Two revenue falls short of projections, staff will allow recipients of funding for transit services to continue those projects until funds are expended, rather than limiting the services to a specific duration of support. Any transit service that had been funded and either was in operation or had yet to start when the public health emergency began in mid-March may benefit from this flexibility. PAC and JCWG members all supported allowing the flexibility when staff presented it as part of last month's briefings.

#### Next Steps

Staff will brief the Commissions next month on the call for projects and the proposed policy changes. Staff will then seek the Commissions' action on both in November, as well as the technical evaluation process that will be used for the Round Two program. The call for projects would remain open through January. Approval of a Round Two program of projects by both Commissions and the CTB would be expected to occur in June.

## Agenda Item #9: Department of Rail and Public Transportation (DRPT)



**TO:** Chair Cristol and NVTC Commissioners

**FROM:** Kate Mattice

**DATE:** August 27, 2020

**SUBJECT:** Department of Rail and Public Transportation (DRPT)

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At the September meeting DRPT Director Jennifer Mitchell will give her report, including an update on the impacts of the COVID-19 public health emergency on state transit funding.

### **A. DRPT Monthly Report**

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

### **B. Quarterly Updates on WMATA Reform**

Secretary of Transportation Shannon Valentine provided a [quarterly update on activity taken to revise the WMATA Compact and implement other reforms at WMATA](#). These reports are sent to the chairmen of the House and Senate Transportation Committees in accordance with an enactment clause to [HB2136](#) which was passed in 2017.



## COMMONWEALTH of VIRGINIA

Jennifer L. Mitchell  
Director

Virginia Department of Rail and Public Transportation  
600 E. Main Street, Suite 2102  
Richmond, VA 23219

Ph: 804-786-4440  
Fax: 804-225-3752  
Virginia Relay Center  
800-828-1120 (TDD)

TO: Chair Cristol and NVTC Commissioners

FROM: Jennifer Mitchell, Director

DATE: August 21, 2020

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

The General Assembly convened in Richmond on August 18 for a special session to address police reform as well as offer amendments to the Commonwealth's 2020-2022 Biennial Budget. Due to the COVID-19 pandemic, the Secretary of Finance is forecasting that transportation revenues will be approximately \$750 million less than prior forecasts.

As a result, Governor Northam has offered several amendments to provide the Commonwealth Transportation Board (CTB) with flexibility in managing transportation programs. Specifically, the CTB would be able to transfer funds within the Commonwealth Transportation Fund to address this revenue shortfall to minimize the impact of current projects, including the Transforming Rail in Virginia initiative. Additionally, DRPT would be able to transfer funds within the Commonwealth Mass Transit Fund to meet critical transit funding needs. Lastly, the Governor offered an amendment allowing DRPT to maintain the agency's operating budget at Fiscal Year 2020 levels so that the Virginia Passenger Rail Authority can be mobilized in a timely manner.

The CTB did not meet in August. The next scheduled meeting is September 15-16. The CTB is expected to authorize an extension of state transit operating assistance and the NVTC WMATA allocation for an additional period of time at FY20 levels. The current authorization expires in September. The CTB has not approved an FY 21-26 SYIP, and the FY20-25 SYIP remains in effect. The CTB will also receive a briefing from DRPT on WMATA's FY 20 compliance with the legislative and CTB policy requirements related to dedicated funding. At the October meeting DRPT anticipates making a recommendation on whether to withhold any funding for non-compliance.

*[DRPT.Virginia.gov](http://DRPT.Virginia.gov)*

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



On July 24, the Virginia Breeze reinstated intercity bus service on its Blacksburg to Washington, DC route. The service also was rebranded as the *Valley Flyer*. It also makes stops in Northern Virginia at Dulles Airport and the West Falls Church Metro station. On August 7, two new intercity bus routes became operational: the *Piedmont Express* connecting Danville and Union Station in Washington DC, and the *Capital Connector* connecting Martinsville and Washington, DC (Union Station) via Richmond. The *Piedmont Express* makes the same two stops in Northern Virginia as the *Valley Flyer*. The *Capital Connector* operates as an express service between Richmond and Washington, DC. For safety, passengers are currently required to wear face coverings and buses will operate at 50 percent capacity. All three Virginia Breeze services operate one trip daily in each direction (northbound and southbound).

In partnership with the Maryland Transit Administration (MTA) and in coordination with stakeholders in both Virginia and Maryland, DRPT continues to advance the I-495 American Legion Bridge Transit/TDM Study. The first regional stakeholder meeting was held online on July 16 and the next meeting is scheduled to be held online on August 28. DRPT anticipates that the study will be complete by the end of the year.

Finally DRPT staff in both Alexandria and Richmond are still advised to telework until further notice per Governor Northam's executive order.

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**TO:** Chair Cristol and NVTC Commissioners

**FROM:** Kate Mattice

**DATE:** August 27, 2020

**SUBJECT:** Virginia Railway Express (VRE)

*On March 11, 2020 the World Health Organization declared COVID-19 a pandemic setting forth a series of actions at the federal, state, and local levels to combat and contain the spread of the virus during this public health emergency. Since that time, NVTC jurisdictional transit agencies, including WMATA and VRE, have implemented substantial changes to transit operations, many of which are being updated daily. The information provided in these staff reports reflect decisions as of the publication date and are subject to change.*

At the September meeting the Acting VRE CEO will update the Commission on VRE's response to the COVID-19 public health emergency and other activities. There are no VRE actions this month.

### **A. VRE COVID-19 Response**

On Tuesday, March 17, VRE began operating on an "S" schedule, which is traditionally used on holidays and during inclement weather, due to the significant drop in ridership as a result of the COVID-19 public health emergency. An [update from Acting VRE Chief Executive Officer Rich Dalton](#) is attached that highlights VRE service changes, ridership and the steps VRE is implementing to help contain the spread of the coronavirus.

### **B. VRE CEO Report and Minutes**

Acting VRE CEO Rich Dalton will provide his report. The [Minutes of the July 17, 2020 VRE Operations Board meeting](#) and the [VRE CEO Report for August 2020](#) are attached.

### **C. VRE FY 2022 Key Budget Issues**

VRE staff plans to present a preliminary FY 2022 budget in September 2020 to the Operations Board. VRE's financial planning process provides for initial consideration and discussion of key budget issues and assumptions well before the preliminary budget presentation, which ensures challenges can be identified, publicly vetted, and fully addressed before final approval.

The VRE budget adoption process for FY 2022 will be unlike any in recent years as a result of the COVID-19 public health emergency and its significant impacts on the economy and VRE's ridership. VRE staff continues to address certain key issues raised in last year's budget (e.g., diesel fuel hedging, the new DRPT methodology for capital grants), but broader economic and policy issues will be paramount. Accurately forecasting ridership and revenue in this environment will be difficult, and staff will likely select an approved projection for ridership/revenue relatively late in the process in order to have as much current information as possible. Amending the current year's (FY 2021) budget will also be a more substantive part of this two year's process, as whatever is projected for FY 2022 must also incorporate projections for the rest of FY 2021.

The attached [VRE memorandum](#) describes the key budget issues in more detail, which include:

1. Revenue Shortfalls and CARES Act Support
2. Policy of Alternating 3% Fare and Subsidy Increases
3. Expense Reductions in FY 2021 and FY 2022
4. Transforming Rail in Virginia Program
5. Required Liability Insurance Coverage
6. Capital Charge Contributions for Northeast Corridor (NEC)

VRE staff will continue to work on the budget with the VRE Finance Committee and jurisdictional staff, with a final budget presented to the Operations Board in November for approval and referral to the Commissions scheduled for December 2020.



VIRGINIA RAILWAY EXPRESS

TO: Northern Virginia Transportation Commission Chair Cristol and Commissioners

FROM: Rich Dalton, Acting Chief Executive Officer

DATE: August 25, 2020

SUBJECT: VRE Monthly Update

Ridership continues to slowly grow. Since my last update in late June, average daily ridership has gone from just under 1,000 to nearly 1,200. The number of weekly passenger trips has increased by more than 1,000 to 5,957. Here's what ridership looks like over the past four weeks compared to the same weeks in 2019.

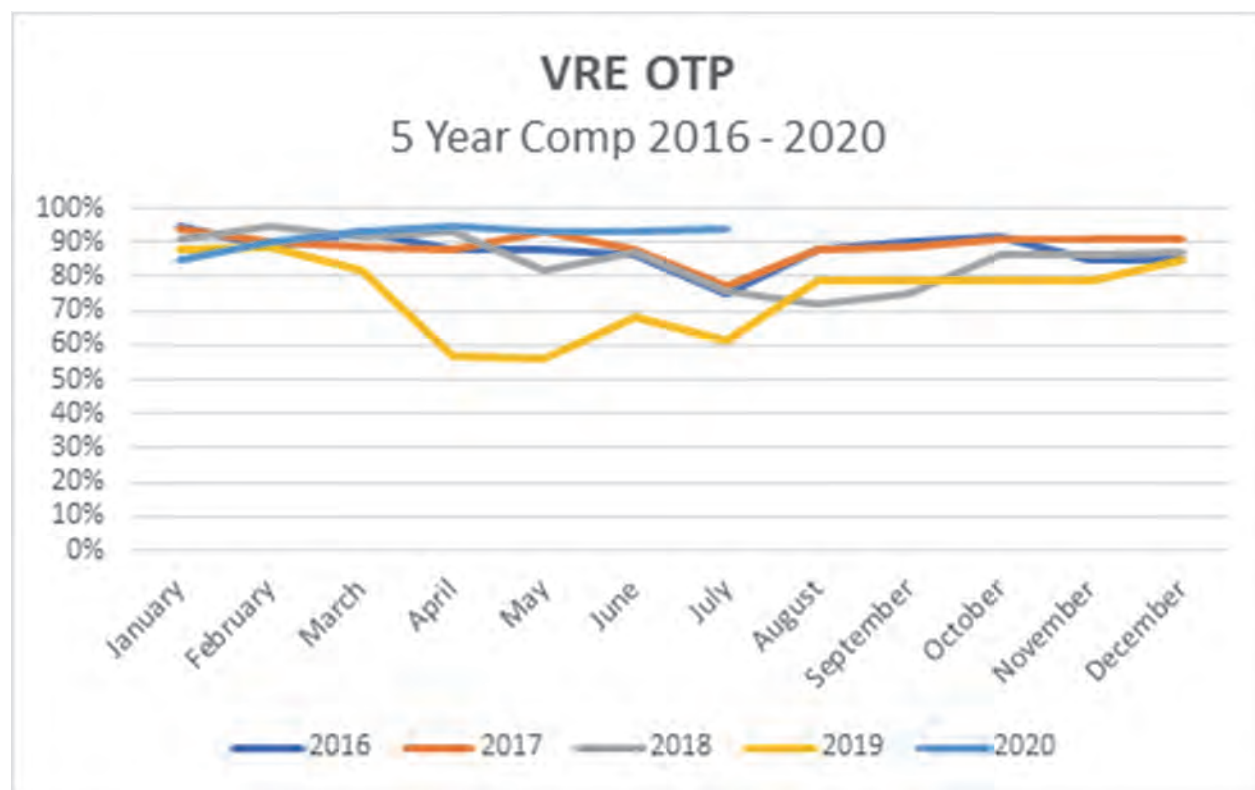
Week Ending	2020 Ridership	Average Daily Ridership 2020	2019 Ridership	Numeric Difference	Percentage Difference
July 31	5,754	1,151	95,784	-90,030	-93.9%
August 7	5,237	1,047	94,084	-88,847	-94.4%
August 14	5,872	1,174	91,333	-85,461	-93.6%
August 21	5,957	1,191	94,009	-88,052	-93.7%

At the end of July, we [added a round trip – trains 300 and 307 – on the Fredericksburg Line](#) to support social distancing in our railcars. Under our [current distancing plan](#), roughly a third of our seats – 45 of 130 – are available to passengers. We continue to monitor ridership and will add or lengthen trains as the numbers grow. Our [train utilization trends web page](#), which is updated weekly, serves as a decision-making tool for passengers who want the greatest amount of distancing.

Our ridership recovery campaign continues to evolve. We have prepared a series of [videos that highlights the precautions we have taken](#) to ensure the safe and healthy return of passengers. These videos emphasize our [cleaning and sanitizing procedures](#), and social distancing protocols.

On-time performance (OTP) in June and July was 93 and 94 percent, respectively. While lower ridership helps improve OTP, as it takes passengers less time to board and detrain, our new seasonal schedule has played a major role in mitigating the effects of heat-related speed restrictions. OTP generally dips during the summer due to these restrictions, but the slight adjustments to the Fredericksburg Line southbound schedule has eliminated those delays. In

July, with nearly 100 percent of our operating days under heat orders, we had no trains delayed with heat orders as the cause.



Our procurement staff has been busy [issuing and evaluating three requests for proposals and two invitation for bids](#) (IFB), many of which will come before you over the next few months. Only one solicitation, an IFB for improvements to our Rolling Road station, is currently open.

VRE's Continuity of Operations team meets virtually each day and is in constant contact. Our supply chain, staffing, business processes, and other functional areas of the organization remain in good shape.



**MINUTES**  
**VIRGINIA RAILWAY EXPRESS**  
**OPERATIONS BOARD MEETING**  
**July 17, 2020**

WebEx Electronic Meeting with YouTube Live-Stream

**Members Present**

\*Andrea Bailey (PRTC)  
 \*Elizabeth Bennet-Parker (NVTC)  
 \*Meg Bohmke (PRTC)  
 \*Katie Cristol (NVTC)  
 \*Margaret Franklin (PRTC)  
 \*Matt Kelly (PRTC)  
 \*Jeanine Lawson (PRTC)  
 \*Jennifer Mitchell (DRPT)  
 \*Cindy Shelton (PRTC) \*\*  
 \*Gary Skinner (PRTC)  
 \*Ralph Smith (PRTC)  
 \*Dan Storck (NVTC)  
 \*James Walkinshaw (NVTC)

**Jurisdiction**

Prince William County  
 City of Alexandria  
 Stafford County  
 Arlington County  
 Prince William County  
 City of Fredericksburg  
 Prince William County  
 Commonwealth of Virginia  
 Stafford County  
 Spotsylvania County  
 City of Manassas  
 Fairfax County  
 Fairfax County

**Members Absent**

Walter Alcorn (NVTC)  
 Preston Banks (PRTC)

Fairfax County  
 City of Manassas Park

**Alternates Present**

Hector Cendejas (PRTC)

City of Manassas Park

**Alternates Absent**

Canek Aguirre (NVTC)  
 Victor Angry (PRTC)  
 Pete Candland (PRTC)  
 Deborah Frazier (PRTC)  
 Libby Garvey (NVTC)  
 Jason Graham (PRTC)  
 Jeff McKay (NVTC)  
 Michael McLaughlin (DRPT)  
 Pam Sebesky (PRTC)  
 Gary Snellings (PRTC)  
 Ann Wheeler (PRTC)

City of Alexandria  
 Prince William County  
 Prince William County  
 Spotsylvania County  
 Arlington County  
 City of Fredericksburg  
 Fairfax County  
 Commonwealth of Virginia  
 City of Manassas  
 Stafford County  
 Prince William County

\*Voting Member

\*\*Delineates arrival/departure following the commencement of the Operations Board Meeting.

### **Staff and General Public**

Karen Finucan Clarkson - VRE  
Rich Dalton – VRE  
John Duque – VRE  
Chris Henry - VRE  
Robert Hostelka - VRE  
Lezlie Lamb – VRE

Steve MacIsaac – VRE Legal Counsel  
Kate Mattice – NVTC  
Kristin Nutter – VRE  
Mark Schofield – VRE  
Alex Sugatan - VRE  
Joe Swartz – VRE

### **Call to Order – 1**

Chairman Skinner called the meeting to order at 9:00 A.M.

### **Roll Call – 2**

### **Resolution Finding Need to Conduct July 17, 2020 Meeting Electronically – 3**

Mr. Dalton briefed the Operations Board on Agenda Item 3, a Resolution Finding Need to Conduct July 17, 2020 Meeting Electronically.

Ms. Bailey moved, with a second by Mr. Smith to approve Resolution #03-07-2020, Finding Need to Conduct July 17, 2020 Meeting Electronically.

The vote in favor was cast by Members Bailey, Bennett-Parker, Bohmke, Cendejas, Cristol, Franklin, Kelly, Lawson, Mitchell, Shelton, Skinner, Storck, and Walkinshaw.

### **Approval of the Agenda –4**

Ms. Cristol moved, with a second by Ms. Bailey to approve the agenda as presented.

The vote in favor was cast by Members Bailey, Bennett-Parker, Bohmke, Cendejas, Cristol, Franklin, Kelly, Lawson, Mitchell, Shelton, Skinner, Storck, and Walkinshaw.

### **Approval of the Minutes of the June 19, 2020 VRE Operations Board Meeting – 5**

Ms. Bailey moved, with a second by Mr. Smith, to approve the Minutes from June 19, 2020.

The vote in favor was cast by Members Bailey, Bennett-Parker, Bohmke, Cristol, Franklin, Kelly, Lawson, Mitchell, Shelton, Skinner, Storck, and Walkinshaw. Mr. Cendejas abstained.

### **Chairman's Comments – 6**

Chairman Skinner welcomed everyone participating in and viewing the meeting and reported he had recently sent a letter to Representatives Beyer and Wittman on behalf of VRE, thanking them for introducing the Long Bridge Act of 2020. Chairman Skinner also announced the Finance Committee would meet after the VRE Operations Board meeting adjourned and reminded Members there is no meeting in August.

### **Acting Chief Executive Officer's Report – 7**

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

- Safety/ COVID-19 update
- Ridership
  - Plans for adding trains to accommodate social distancing as ridership returns



- Performance
- Temporary changes to the Amtrak Step-Up program
- Funding updates
- Welcoming Back Riders

### **Public Comment Time – 8**

The Chairman announced that public comments were being accepted electronically through the Public Comments Form. A link to the form can be found at [vre.org](http://vre.org) and the link would remain active through the end of the meeting. The Clerk will read the comments into the record prior to adjournment.

### **Action items - 9**

#### **Authorization to Execute a Contract Mobile Ticketing Services – 9A**

Ms. Bailey moved, with a second by Mr. Smith to authorize the Acting CEO to execute a contract with Svanaco, Inc. (DBA AmericanEagle.com) for mobile ticketing services in the amount of \$988,630, plus a ten percent contingency of \$98,863, for a total not to exceed \$1,087,493, for a base year and five option years.

The vote in favor was cast by Members Bailey, Bennett-Parker, Bohmke, Cendejas, Cristol, Franklin, Kelly, Lawson, Mitchell, Shelton, Skinner, Storck, and Walkinshaw.

#### **Authorization to Execute a Contract for Federal Government Relations Services – 9B**

Mr. Smith moved, with a second by Ms. Bohmke, to authorize the Acting CEO to execute a contract for with Cardinal Infrastructure, LLC for federal government relations services in the amount of \$480,000, plus a five percent contingency of \$24,000, for a total amount not to exceed \$504,000, for a three year base period and two one-year option periods.

The vote in favor was cast by Members Bailey, Bennett-Parker, Bohmke, Cendejas, Cristol, Franklin, Kelly, Lawson, Mitchell, Skinner, Storck, and Walkinshaw. Ms. Shelton was not heard to respond.

#### **Authorization to Execute a Sole Source Contract for Fare Media Validators – 9C**

Ms. Bailey moved, with a second by Ms. Bennett-Parker, to authorize the Acting CEO to execute a sole source contract with Scheidt & Bachmann for fare media validators in the amount of \$391,000, plus a twenty percent contingency of \$78,000, for a total not to exceed \$469,200.

The vote in favor was cast by Members Bailey, Bennett-Parker, Bohmke, Cendejas, Cristol, Franklin, Kelly, Lawson, Mitchell, Shelton, Skinner, Storck, and Walkinshaw.

#### **Authorization to Issue a GEC VII Task Order for Survey Services for the L'Enfant Station and Fourth Track Project – 9D**

Ms. Bailey moved, with a second by Ms. Bennett-Parker, to authorize the Acting CEO to issue a task order under the General Engineering Consulting Services (GEC) contract with NXL Construction Services, Inc. for survey services for the L'Enfant Station and Fourth Track project in the amount of \$178,421, plus a twenty percent contingency of \$35,684, for a total not to exceed \$214,105.

The vote in favor was cast by Members Bailey, Bennett-Parker, Bohmke, Cendejas, Cristol, Franklin, Kelly, Lawson, Mitchell, Shelton, Skinner, Storck, and Walkinshaw.

#### Authorization to Amend the Contract for Financial Advisory Services – 9E

Ms. Bailey moved, with a second by Ms. Bennett-Parker, to authorize the Acting CEO to amend the contract with PFM Financial Advisors, LLC for financial advisory services on a task order basis in the amount of \$400,000, increasing the authorization from \$300,000 to a total amount not to exceed \$700,000.

The vote in favor was cast by Members Bailey, Bennett-Parker, Bohmke, Cendejas, Cristol, Franklin, Kelly, Lawson, Mitchell, Shelton, Skinner, Storck, and Walkinshaw.

#### Authorization to Amend the GEC VII Task Order for Design Services for the Quantico Station Improvements – 9F

Ms. Bailey moved, with a second by Ms. Bennett-Parker, to authorize the Acting CEO to amend the task order for design services for the Quantico Station Improvements, issued to STV, Inc. under the GEC VII contract in the amount of \$217,072, plus a ten percent contingency of \$21,707, for a total of \$238,779, increasing the authorization for this task order from \$830,833 to a total amount not to exceed \$1,069,612.

The vote in favor was cast by Members Bailey, Bennett-Parker, Bohmke, Cendejas, Cristol, Franklin, Kelly, Lawson, Mitchell, Shelton, Skinner, Storck, and Walkinshaw.

#### Authorization to Withdraw from Standard Project Agreements with the Northern Virginia Transportation Authority for Lorton and Rippon Stations – 9G

Ms. Cristol moved, with a second by Mr. Cendejas, to authorize the Acting CEO to formally withdraw VRE from the existing standard project agreements with the Northern Virginia Transportation Authority for the Lorton and Rippon Station projects.

The vote in favor was cast by Members Bailey, Bennett-Parker, Bohmke, Cendejas, Cristol, Franklin, Kelly, Lawson, Mitchell, Shelton, Skinner, Storck, and Walkinshaw.

#### Information Items – 10

##### FY 2022 Key Budget Issues

VRE Chief Financial Officer, Mark Schofield, briefed the Operations Board on the following key issues in the development of the Preliminary FY 2022 Operating and Capital Budget.

1. Revenue shortfalls and CARES Act support
2. Policy of Alternating 3 percent fare and subsidy increases
3. Expense Reductions in FY 2021 and FY 2022
4. Transforming Rail in Virginia Program
5. Insurance
6. Baseline Capital Charge contributions for Northeast Corridor

#### Spending Authority Report – 10B

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

- On June 5, 2020, VRE issued a Task Order in the amount of \$97,722 to STV Inc. under the Mechanical Engineering Consulting Services VII contract to provide engineering services in support of Life Cycle Maintenance projects.
- On June 10, 2020, VRE issued a Task Order in the amount of \$76,951 to Keolis Rail Services Virginia, LLC under the Maintenance Services for Commuter Rail contract to purchase and install social distancing floor decals on VRE's passenger railcars.
- On June 10, 2020, VRE issued a Task Order in the amount of \$79,675 to Keolis Rail Services Virginia, LLC under the Maintenance Services for Commuter Rail contract to purchase and install social distancing seat decals on VRE's passenger railcars.
- On June 10, 2020, VRE issued a Task Order in the amount of \$60,021 to Keolis Rail Services Virginia, LLC under the Maintenance Services for Commuter Rail contract to purchase and install hand sanitizer dispensers on VRE's passenger railcars.
- On June 18, 2020, VRE issued a Purchase Order in the amount of \$78,475 to Technology International, Inc. for the purchase of five utility carts to be utilized at the Broad Run and Crossroads Maintenance and Storage Facilities.
- On June 22, 2020, VRE issued a Task Order in the amount of \$99,376 to STV Inc. under the Mechanical Engineering Consulting Services VII contract to provide general engineering services for the 1<sup>st</sup> year of the contract.
- On June 25, 2020, VRE issued a Task Order in the amount of \$85,257 to STV Inc. under the Mechanical Engineering Consulting Services VII contract to provide National Transit Database (NTD) and asset management reporting.
- On June 25, 2020, VRE issued a Task Order in the amount of \$92,111 to STV Inc. under the Mechanical Engineering Consulting Services VII contract to provide oversight for the ongoing overhaul of VRE's railcar trucks.

***Chairman Skinner asked the Clerk to read public comments. The Clerk read one Public Comment received during the defined Public Comment period from Erik Olson of Washington, DC. This Public Comment is attached.***

#### **Closed Session – 11**

At 10:12 a.m. Ms. Cristol moved, and Ms. Bailey seconded, the following:

Pursuant to the Virginia Freedom of Information Act (Section 2.2-3711.A(1) of the Code of Virginia), I move that the VRE Operations Board convene a closed meeting for the purpose of discussing one personnel matter concerning an appointee of the Commissions.

The vote in favor was cast by Members Bailey, Bennett-Parker, Bohmke, Cendejas, Cristol, Franklin, Kelly, Lawson, Mitchell, Shelton, Skinner, Storck, and Walkinshaw.

[Ms. Shelton left the meeting during the Closed Session]

At 12:00 p.m. Ms. Cristol moved, and Ms. Bennett-Parker seconded, the following:

The VRE Operations Board certifies that, to the best of each member's knowledge and with no individual member dissenting, at the just concluded Closed Session:

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

The vote in favor was cast by Members Bailey, Bennett-Parker, Bohmke, Cendejas, Cristol, Franklin, Kelly, Lawson, Mitchell, Storck, and Walkinshaw.

#### **Operations Board Members Time – 12**

Chairman Skinner and Members Storck and Walkinshaw thanked Ms. Cristol for her leadership of the VRE CEO Selection Committee.

Ms. Mitchell moved, with a second by Ms. Bailey, to adjourn the meeting.

The vote in favor was cast by Members Bailey, Bennett-Parker, Bohmke, Cendejas, Franklin, Kelly, Lawson, Mitchell, Skinner, Storck, and Walkinshaw. Ms. Cristol did not vote.

The meeting adjourned at 12:13 p.m.

Approved this 18<sup>th</sup> day of September 2020

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Gary Skinner  
Chair

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Jeanine Lawson  
Secretary

#### **CERTIFICATION**

This certification hereby acknowledges the minutes for the July 17, 2020 Virginia Railway Express Operations Board Meeting have been recorded to the best of my ability.



Leslie M. Lamb

From: [vre.no.reply@gmail.com](mailto:vre.no.reply@gmail.com)  
To: [Lezlie Lamb](#)  
Subject: Public Comments  
Date: Monday, July 13, 2020 1:22:21 PM

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## A response was submitted for the form "Public Comments"

(REQUIRED) First and Last Name: Erik Olson

City or County of residence: Washington, D.C.

Comments: The Metra tracks in Illinois connect to VRE and run into Washington, DC, making its upcoming procurement decisions for rolling stock relevant for VRE. Metra received nearly \$500 million in CARES Act emergency domestic relief funding and is actively in discussions with procurement bidders for capital improvement projects, including rolling stock. Does VRE consider it appropriate to use taxpayer dollars allocated to invest in the U.S. and keep Americans at work with Chinese government-owned enterprises like CRRC that source most of their steel and components in China? Shouldn't these emergency funds from DC be kept in IL and the U.S.? For additional context, language was included in the 2019 National Defense Authorization Act that immediately banned CRRC from contracting with WMATA. Congress and the Administration recognized the risk of allowing a Chinese SOE to operate in the nation's capital. Is VRE considering this language and its relevance to the upcoming Metra decision and how that impacts VRE?

Acknowledgement Yes

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VIRGINIA RAILWAY EXPRESS  
OPERATIONS BOARD

## Virginia Railway Express Operations Board

### Resolution 3-06-2020

#### Resolution Finding Need to Conduct June 19, 2020 Meeting Electronically

**WHEREAS**, on March 12, 2020, the Governor of Virginia declared a state of emergency in Virginia in response to the spread of novel coronavirus, or COVID-19, a communicable disease of public health threat as so declared by the State Health Commissioner on February 7, 2020 (“COVID-19”); and,

**WHEREAS**, in subsequent Executive Orders, particularly Executive Order Nos. 53 and 55, as amended, the Governor of Virginia, among other measures designed to ensure safe physical distancing between individuals, prohibited public and private in person gatherings of 10 or more individuals and ordered all individuals in Virginia to remain at their place of residence, with limited exceptions, to mitigate the impacts of COVID-19 and prevent its spread; and,

**WHEREAS**, the Virginia Railway Express Operations Board finds that it has a responsibility to demonstrate to the public, through the Board’s conduct, the importance of maintaining proper physical distance from others and to avoid gathering in public where the risks of infection are highest, and to take measures that promote physical distancing in order to protect the public health and mitigate the impacts and spread of COVID-19, including, among others, conducting meetings electronically whenever possible; and,

**WHEREAS**, on April 22, 2020, the Virginia General Assembly adopted, and the Governor signed, budget bill amendments to HB 29 that expressly authorize “any public body, including any state, local, [or] regional body” to “meet by electronic communication means without a quorum of the public body . . . physically assembled at one location when the Governor has declared a state of emergency . . . , provided that (i) the nature of the declared emergency makes it impracticable or unsafe for the public body . . . to assemble in a single location; (ii) the purpose of the meeting is to discuss or transact the business statutorily required or necessary to continue operations of the public body . . . and the discharge of its lawful purposes, duties, and responsibilities” among other provisions; and,



Northern Virginia  
Transportation Commission  
2300 Wilson Blvd., Suite 230  
Arlington, VA 22201  
703-524-3322



Virginia Railway Express  
1500 King Street, Suite 202  
Alexandria, VA 22314  
703-684-1001  
VRE.org



Potomac and Rappahannock  
Transportation Commission  
14700 Potomac Mills Road  
Woodbridge, VA 22192  
703-580-6121

**WHEREAS**, jurisdictions of the Virginia Railway Express Operations Board have adopted continuity of government ordinances pursuant to Va. Code Ann. § 15.2-1413 which ordinances, among other provisions, authorize regional bodies of which the locality is a member to meet electronically to transact business to assure the continuity of government;

**NOW, THEREFORE, BE IT RESOLVED**, the Virginia Railway Express Operations Board hereby finds that meeting by electronic means is authorized because the nature of the declared emergency makes it both impracticable and unsafe for the Operations Board to assemble in a single location on June 19, 2020, to discuss and transact the business of the Operations Board listed on the June 19, 2020 Operations Board Meeting Agenda; and,

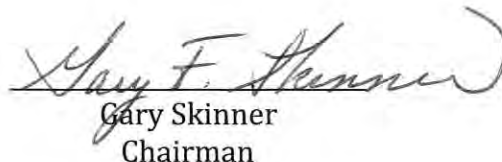
**BE IT FURTHER RESOLVED**, the Virginia Railway Express Operations Board hereby finds that meeting by electronic means is authorized because the items on the June 19, 2020 Operations Board Meeting Agenda are statutorily required or necessary to continue operations of the Operations Board and the discharge of the Operations Board's lawful purposes, duties, and responsibilities; and,

**BE IT FURTHER RESOLVED**, the Virginia Railway Express Operations Board hereby finds that the items on the June 19, 2020 Operations Board Meeting Agenda are encompassed within the continuity of operations ordinances adopted by several member localities of the Virginia Railway Express Operations Board to assure the continued operation of the government during the disaster posed by the public health emergency resulting from COVID-19.

Approved this 19<sup>th</sup> day of June 2020



Jeanine Lawson  
Secretary



Gary Skinner  
Chairman



**Virginia Railway Express  
Operations Board**

**Resolution  
9A-06-2020**

**Authorization to Execute a Contract for  
Seat Bottoms for Passenger Railcars**

**WHEREAS**, the VRE Operations Board adopted a life cycle maintenance strategy in January 2014 to maintain VRE locomotives and passenger railcars at the highest level of reliability throughout the equipment lifecycle; and,

**WHEREAS**, passenger seat bottom cushions have lost their ability to bear weight and are unable to return to their original dimensions; and,

**WHEREAS**, the VRE Operations Board authorized the Chief Executive Officer to issue an Invitation for Bids for the purchase and delivery of seat bottoms for passenger railcars on December 15, 2017; and,

**WHEREAS**, an Invitation for Bids was issued on January 17, 2020 with bids due May 29, 2020; and,

**WHEREAS** it was determined FELLFAB Corporation was the lowest responsive-responsible bidder;

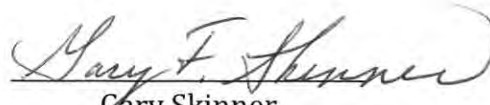
**NOW, THEREFORE, BE IT RESOLVED THAT**, the VRE Operations Board does hereby find that, in accordance with recently adopted amendments to budget bills HB 29 and 30, meeting by electronic means is authorized because the nature of the declared emergency makes it both impracticable and unsafe for the Operations Board to assemble in a single location on June 19, 2020, and that meeting by electronic means is authorized because the items on the June 19, 2020 Operations Board Meeting Agenda are statutorily required or necessary to continue operations of the Operations Board and the discharge of the Operations Board's lawful purposes, duties, and responsibilities; and further find that meeting by electronic means is authorized because the items on the June 19, 2020 Operations Board Meeting Agenda are encompassed within the continuity of operations ordinances adopted by member localities of the Virginia Railway Express Operations Board to assure the continued operation of the government during the disaster posed by the public health emergency resulting from COVID-19; and,

**BE IT FURTHER RESOLVED THAT**, the VRE Operations Board does hereby authorize the Acting Chief Executive Officer to execute a contract with FELLFAB Corporation of Atlanta, Georgia, for Seat Bottoms for Passenger Railcars in the amount of \$1,072,675, plus a 10 percent contingency of \$107,268, for a total amount not to exceed \$1,179,943.

Approved this 19<sup>th</sup> day of June 2020



Jeanine Lawson  
Secretary



Gary Skinner  
Chairman

**Virginia Railway Express  
Operations Board**

**Resolution  
9B-06-2020**

**Authorization to Execute a Sole Source Contract for  
Central Diagnostic Cloud Services for VRE Locomotives**

**WHEREAS**, the Central Diagnostic System is designed to increase on-time reliability and the performance of VRE's locomotives; and,

**WHEREAS**, the Central Diagnostic System provides preventive maintenance and troubleshooting data used to diagnose problems; and,

**WHEREAS**, the Central Diagnostic System provides select VRE and Wabtec Railway Electronics personnel critical information such as GPS location, fault codes and descriptions, operator actions, and other reference information; and,

**WHEREAS**, Wabtec Railway Electronics maintains VRE's cloud based central diagnostic operating system; and,

**WHEREAS**, in accordance with state and federal requirements, and VRE Procurement Policies, a determination has been made, and public notice thereof will be provided, that Wabtec Railway Electronics is the original equipment manufacturer and the only contractor able to provide Central Diagnostic Cloud Services for VRE's locomotives;

**NOW, THEREFORE, BE IT RESOLVED THAT**, the VRE Operations Board does hereby find that, in accordance with recently adopted amendments to budget bills HB 29 and 30, meeting by electronic means is authorized because the nature of the declared emergency makes it both impracticable and unsafe for the Operations Board to assemble in a single location on June 19, 2020, and that meeting by electronic means is authorized because the items on the June 19, 2020 Operations Board Meeting Agenda are statutorily required or necessary to continue operations of the Operations Board and the discharge of the Operations Board's lawful purposes, duties, and responsibilities; and further find that meeting by electronic means is authorized because the items on the June 19, 2020 Operations Board Meeting Agenda are encompassed within the continuity of operations ordinances adopted by member localities of the Virginia Railway Express Operations Board to assure the continued operation of the government during the disaster posed by the public health emergency resulting from COVID-19; and,


**BE IT FURTHER RESOLVED THAT**, the VRE Operations Board does hereby authorize the Acting Chief Executive Officer to execute a Sole Source Contract with Wabtec Railway Electronics of Germantown, Maryland for Central Diagnostic Cloud Services for VRE

Locomotives for a term of three years in the amount of \$406,221, plus a 10 percent contingency of \$40,622, for a total amount not to exceed \$446,843.

Approved this 19<sup>th</sup> day of June 2020



Jeanine Lawson  
Secretary



Gary Skinner  
Chairman

**Virginia Railway Express  
Operations Board**

**Resolution  
9C-06-2020**

**Authorization to Amend the Maintenance Services for VRE Facilities  
Task Order for On-Call Services**

**WHEREAS**, on April 20, 2018, the Operations Board authorized a new five-year contract with a base period of three years and one two-year option for Maintenance Services for VRE Facilities with NVE, Inc.; and,

**WHEREAS**, the Operations Board concurrently authorized issuance of a task order for On-Call Services for miscellaneous repair, installation and inspection services at VRE rail stations, maintenance and storage facilities, and office locations; and,

**WHEREAS**, additional task order authorization is requested to enable continued On-Call Services to be performed through the base term of the contract;

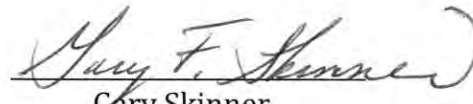
**NOW, THEREFORE, BE IT RESOLVED THAT**, the VRE Operations Board does hereby find that, in accordance with recently adopted amendments to budget bills HB 29 and 30, meeting by electronic means is authorized because the nature of the declared emergency makes it both impracticable and unsafe for the Operations Board to assemble in a single location on June 19, 2020, and that meeting by electronic means is authorized because the items on the June 19, 2020 Operations Board Meeting Agenda are statutorily required or necessary to continue operations of the Operations Board and the discharge of the Operations Board's lawful purposes, duties, and responsibilities; and further find that meeting by electronic means is authorized because the items on the June 19, 2020 Operations Board Meeting Agenda are encompassed within the continuity of operations ordinances adopted by member localities of the Virginia Railway Express Operations Board to assure the continued operation of the government during the disaster posed by the public health emergency resulting from COVID-19; and,

**BE IT FURTHER RESOLVED THAT**, the VRE Operations Board does hereby authorize the Acting Chief Executive Officer to amend the current Task Order for On-Call Services executed with NVE, Inc. under the Maintenance Services for VRE Facilities contract in the amount of \$300,000, plus a five percent contingency of \$15,000, for a total of \$315,000. This will increase the total authorization for this task order from \$698,250, to a total amount not to exceed \$1,013,250.

Approved this 19<sup>th</sup> day of June 2020



Jeanine Lawson  
Secretary



Gary Skinner  
Chairman

**Virginia Railway Express  
Operations Board**

**Resolution  
9D-06-2020**

**Authorization to Execute a Contract for an Enterprise Resource  
Planning Software Solution and Technology Services**

**WHEREAS**, VRE currently manages its business functions with multiple, non-integrated software systems; and,

**WHEREAS**, VRE has performed an analysis to define the specifications for an Enterprise Resource Planning (ERP) solution; and,

**WHEREAS**, the analysis showed VRE would benefit greatly from an ERP system to provide efficiency for staff through the creation of a single source of data for integrated financials, procurement, inventory management and invoice processing, and one that is scalable and capable of integrating with existing VRE applications; and,

**WHEREAS**, software license/maintenance agreements are classified as an exception to VRE's Purchasing Policies and Procedures and do not require a competitive solicitation process; and,

**WHEREAS**, the VRE Technical Evaluation Team reviewed and evaluated proposed software solutions from a range of potential providers and unanimously recommended the Munis® ERP system provided by Tyler Technologies, Inc.; and,

**WHEREAS**, the VRE Operations Board relies upon staff to have complied with all applicable laws, regulations, policies and procurement procedures that pertain to this action in the development of its recommendation to the VRE Operations Board;

**NOW, THEREFORE, BE IT RESOLVED THAT**, the VRE Operations Board does hereby find that, in accordance with recently adopted amendments to budget bills HB 29 and 30, meeting by electronic means is authorized because the nature of the declared emergency makes it both impracticable and unsafe for the Operations Board to assemble in a single location on June 19, 2020, and that meeting by electronic means is authorized because the items on the June 19, 2020 Operations Board Meeting Agenda are statutorily required or necessary to continue operations of the Operations Board and the discharge of the Operations Board's lawful purposes, duties, and responsibilities; and further find that meeting by electronic means is authorized because the items on the June 19, 2020 Operations Board Meeting Agenda are encompassed within the continuity of operations ordinances adopted by member localities of the Virginia

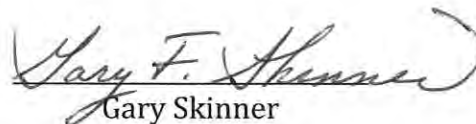
Railway Express Operations Board to assure the continued operation of the government during the disaster posed by the public health emergency resulting from COVID-19; and,

**BE IT FURTHER RESOLVED THAT,** the VRE Operations Board does hereby authorize the Acting Chief Executive Officer to execute a contract with Tyler Technologies, Inc. of Plano, Texas, for the purchase and implementation of an Enterprise Resource Planning (ERP) Software Solution and Technology Services in the amount of \$1,450,320, plus a 20% contingency of \$290,064, for a total amount not to exceed \$1,740,384.

Approved this 19<sup>th</sup> day of June 2020



Jeanine Lawson  
Secretary



Gary Skinner  
Chairman



**Virginia Railway Express  
Operations Board**

**Resolution  
9E-06-2020**

**Authorization to Issue a Task Order for Accounting and Financial  
Support Services for Enterprise Resource Planning Implementation**

**WHEREAS**, VRE is initiating the implementation of an organization-wide Enterprise Resource Planning software solution; and,

**WHEREAS**, specialized consulting support services are necessary to ensure the new Enterprise Resource Planning software system meets audit requirements, incorporates modernized policies and procedures for accounting and finance, and provides effective support for the goals and objectives of VRE; and,

**WHEREAS**, Prince William County has an existing task order contract with RSM US LLP for internal audit services which includes a rider clause that extends the contract to other public entities for the purpose of cooperative purchasing; and,

**WHEREAS**, the critical services of ensuring audit compliance and mitigating internal risk fall within the scope of the Prince William County contract, and RSM has extensive expertise with assisting in ERP system implementations and data migrations;

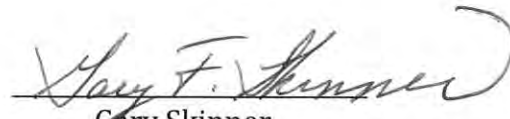
**NOW, THEREFORE, BE IT RESOLVED THAT**, the VRE Operations Board does hereby find that, in accordance with recently adopted amendments to budget bills HB 29 and 30, meeting by electronic means is authorized because the nature of the declared emergency makes it both impracticable and unsafe for the Operations Board to assemble in a single location on June 19, 2020, and that meeting by electronic means is authorized because the items on the June 19, 2020 Operations Board Meeting Agenda are statutorily required or necessary to continue operations of the Operations Board and the discharge of the Operations Board's lawful purposes, duties, and responsibilities; and further find that meeting by electronic means is authorized because the items on the June 19, 2020 Operations Board Meeting Agenda are encompassed within the continuity of operations ordinances adopted by member localities of the Virginia Railway Express Operations Board to assure the continued operation of the government during the disaster posed by the public health emergency resulting from COVID-19; and,

**BE IT FURTHER RESOLVED THAT**, the VRE Operations Board does hereby authorize the Acting Chief Executive Officer to issue a Task Order to RSM US LLP for Accounting and Financial Support Services for Enterprise Resource Planning Implementation in the amount **\$286,500, with a 10 percent contingency of \$28,650, for a total amount not to exceed \$315,150.**

Approved this 19<sup>th</sup> day of June 2020



Jeanine Lawson  
Secretary



Gary Skinner  
Chairman

**Virginia Railway Express  
Operations Board**

**Resolution  
9F-06-2020**

**Authorization to Execute a Letter of Intent Regarding the Design,  
Funding and Construction of the Planned VRE Crystal City Station**

**WHEREAS**, a new VRE Crystal City Station has been proposed on JBG-SMITH property; and,

**WHEREAS**, VRE and JBG-SMITH intend to collaborate on the station design; and,

**WHEREAS**, the station design will aim to support the broader vision that JBG-SMITH is pursuing for National Landing (i.e. Crystal City, Pentagon City, and adjacent areas) while ensuring that VRE's design requirements are met; and,

**WHEREAS**, ongoing coordination will minimize redesign costs and overall disruption of VRE and JBGS activities; and,

**WHEREAS**, a Letter of Intent will identify the collaboration process;

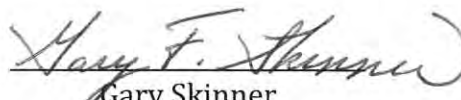
**NOW, THEREFORE, BE IT RESOLVED THAT**, the VRE Operations Board does hereby find that, in accordance with recently adopted amendments to budget bills HB 29 and 30, meeting by electronic means is authorized because the nature of the declared emergency makes it both impracticable and unsafe for the Operations Board to assemble in a single location on June 19, 2020, and that meeting by electronic means is authorized because the items on the June 19, 2020 Operations Board Meeting Agenda are statutorily required or necessary to continue operations of the Operations Board and the discharge of the Operations Board's lawful purposes, duties, and responsibilities; and further find that meeting by electronic means is authorized because the items on the June 19, 2020 Operations Board Meeting Agenda are encompassed within the continuity of operations ordinances adopted by member localities of the Virginia Railway Express Operations Board to assure the continued operation of the government during the disaster posed by the public health emergency resulting from COVID-19; and,

**BE IT FURTHER RESOLVED THAT**, the VRE Operations Board does hereby authorize the Acting Chief Executive Officer to execute a Letter of Intent with JBG-SMITH regarding the design, funding, and construction of the planned VRE Crystal City Station in a form approved by legal counsel.

Approved this 19<sup>th</sup> day of June 2020



Jeanine Lawson  
Secretary



Gary Skinner  
Chairman

# CEO REPORT

AUGUST 2020



# 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 | AUGUST 2020

# TABLE OF CONTENTS

SUCCESS AT A GLANCE ..... 3

ON-TIME PERFORMANCE ..... 4

AVERAGE DAILY RIDERSHIP ..... 6

SUMMONSES ISSUED ..... 7

TRAIN UTILIZATION ..... 8

PARKING UTILIZATION ..... 9

FINANCIAL REPORT FOR MARCH 2020 .....10

FACILITIES UPDATE.....11

UPCOMING PROCUREMENTS .....12

CAPITAL PROJECTS UPDATES .....13

PROJECTS PROGRESS REPORT .....15



VIRGINIA RAILWAY EXPRESS  
A better way. A better life.



# SUCCESS AT A GLANCE



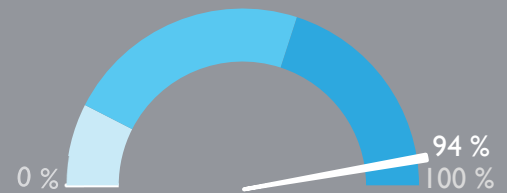
## PARKING UTILIZATION

The total number of parking spaces used in the VRE system during the month, divided by the total number of parking spaces available.



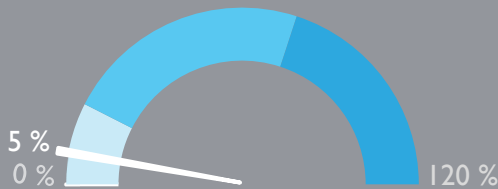
## AVERAGE DAILY RIDERSHIP

The average number of boardings each operating day inclusive of Amtrak Step-Up boardings and reduced, "S" schedule, service.  
Same month, previous year: 19,001



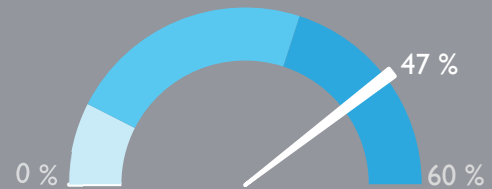
## ON-TIME PERFORMANCE

Percent of trains arriving at their destination within five minutes of the schedule.  
Same month, previous year: 61%



## SYSTEM CAPACITY

The percent of peak hour train seats occupied. The calculation excludes reverse flow and non-peak hour trains.



## OPERATING RATIO

*Through June 2020*

Operating revenues, such as fares and advertising, divided by departmental expenses reflect the percentage of operating costs covered by such revenues.  
Budgeted operating ratio: 52%

July 2020

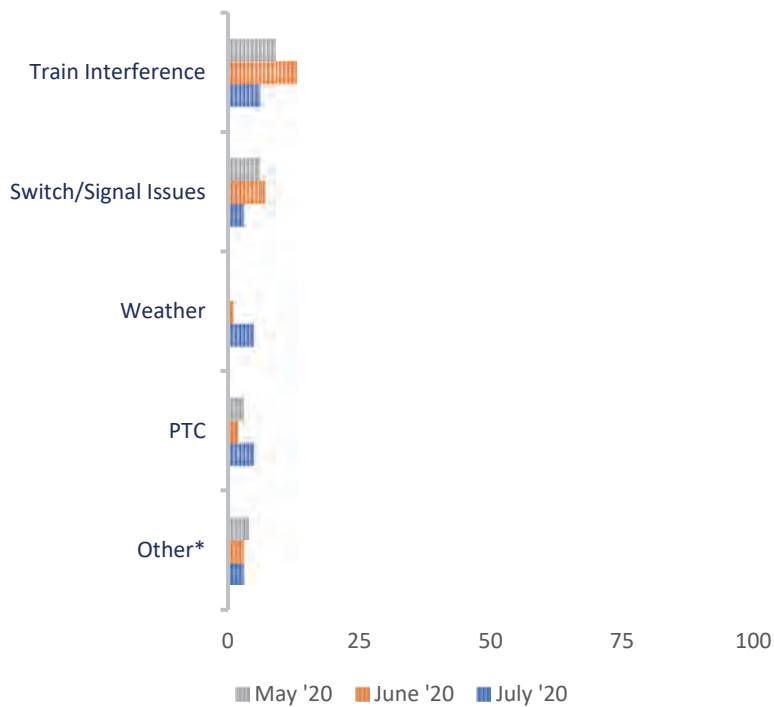


# ON-TIME PERFORMANCE

## OUR RECORD

	July 2020	June 2020	July 2019
Manassas Line	95%	89%	70%
Fredericksburg Line	93%	97%	53%
Systemwide	94%	93%	61%

## PRIMARY REASON FOR DELAY



VRE operated 346 trains in July. Our on-time rate for July was 94 percent.

Twenty-two trains arrived more than 5 minutes late to their final destinations. Of those late trains, nine were on the Manassas Line (41 percent), and 13 were on the Fredericksburg Line (59 percent).

On-time performance continues to be strong, with both lines coming in over 90 percent in July. Despite the reduction in freight and passenger traffic, train interference continues to be the largest contributor to VRE delays.

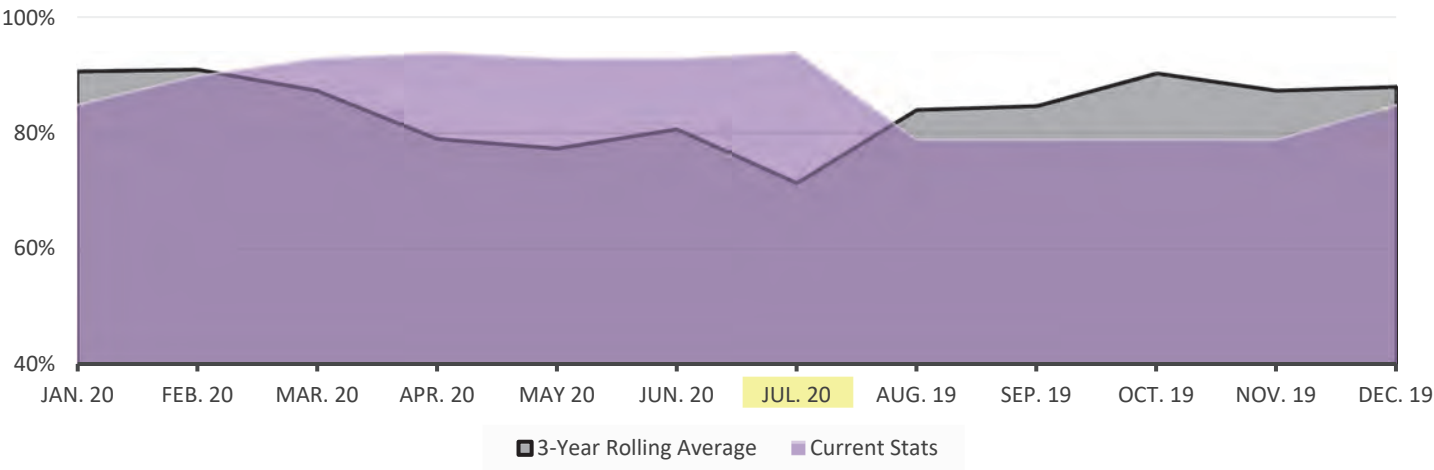
\*Includes trains that were delayed due to operational testing and passenger handling.

## LATE TRAINS

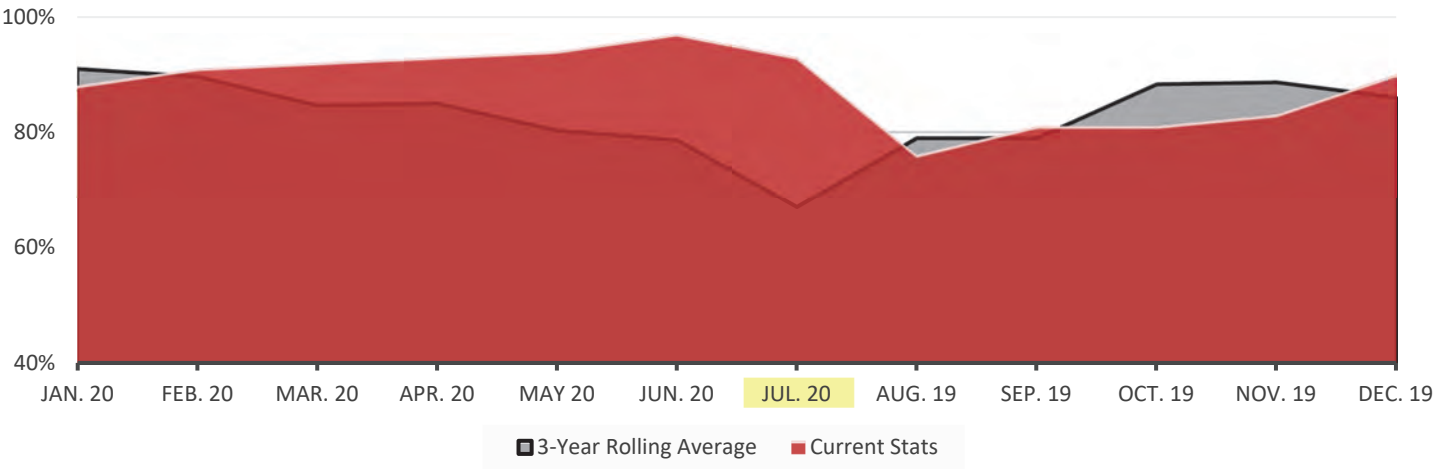
	System Wide			Fredericksburg Line			Manassas Line		
	May	June	July	May	June	July	May	June	July
Total late trains	22	25	22	10	6	13	12	19	9
Average minutes late	41	14	16	58	21	18	28	11	12
Number over 30 minutes	8	2	3	5	2	2	3	0	1
Heat restrictions	1	15	20	1	15	20	0	0	0

ON-TIME PERFORMANCE

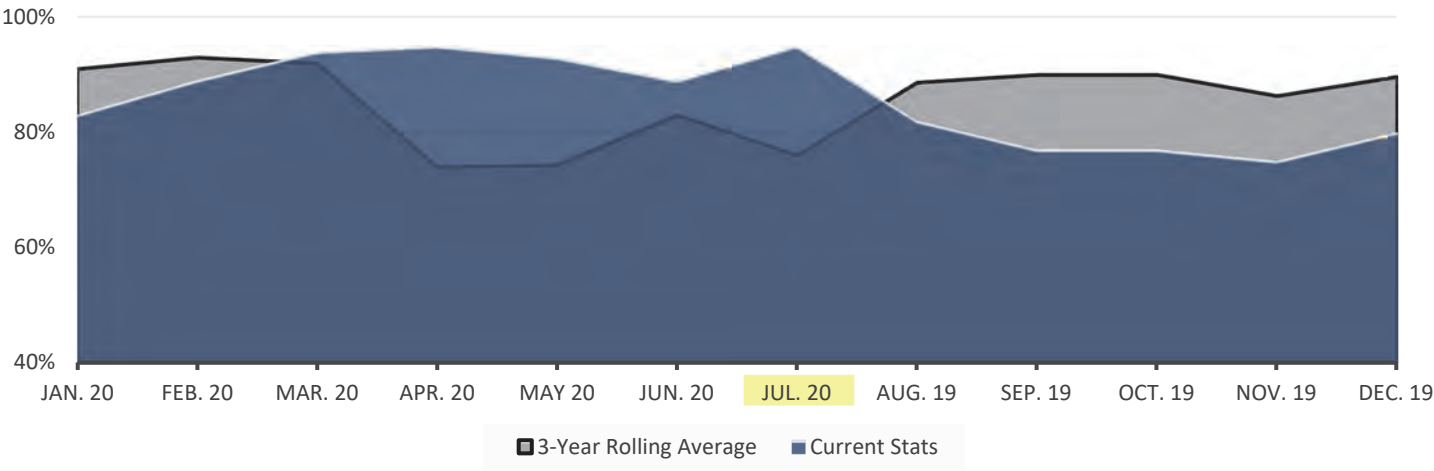
VRE SYSTEM



FREDERICKSBURG LINE

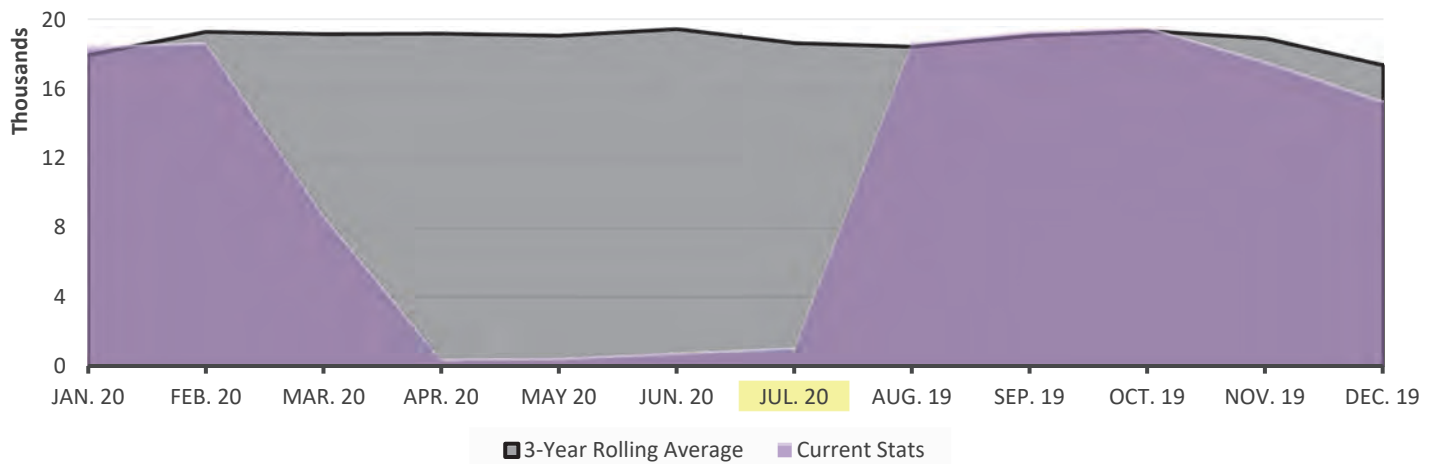


MANASSAS LINE

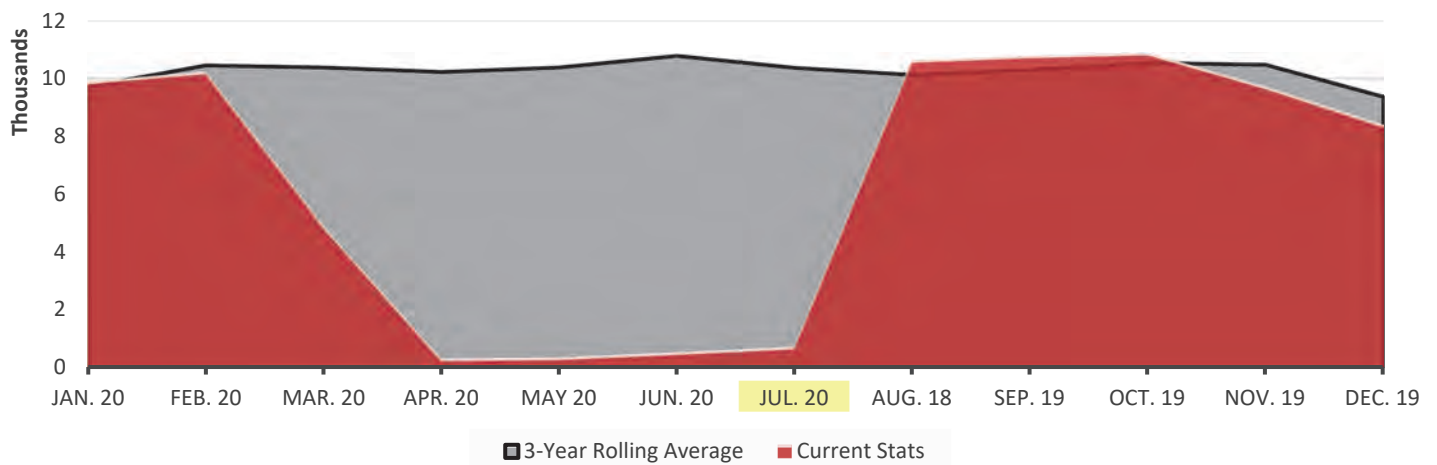


# AVERAGE DAILY RIDERSHIP

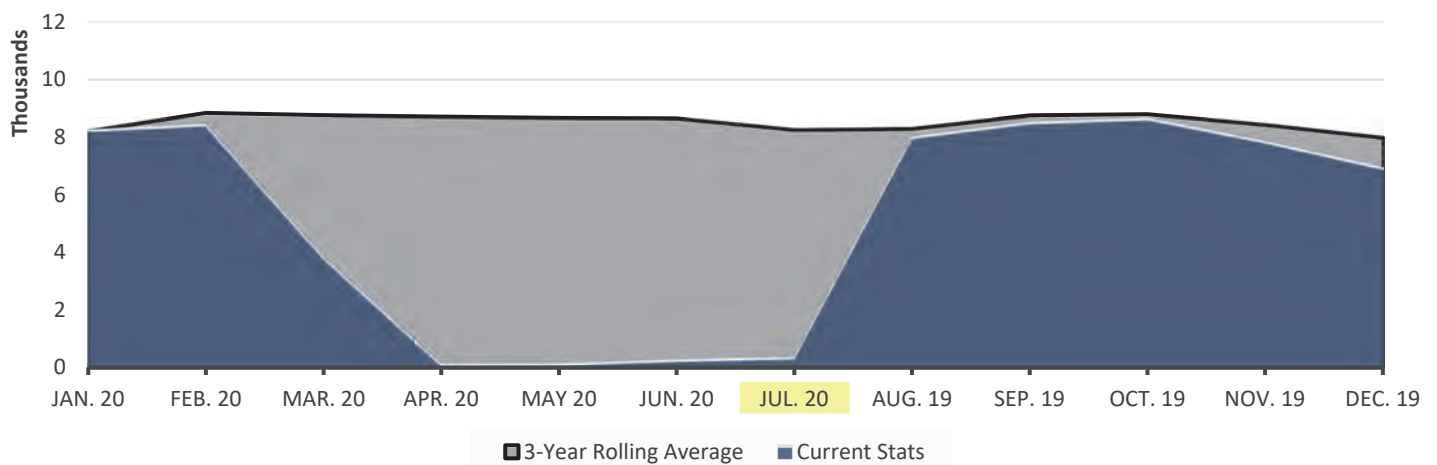
## VRE SYSTEM



## FREDERICKSBURG LINE



## MANASSAS LINE



AUGUST 2020

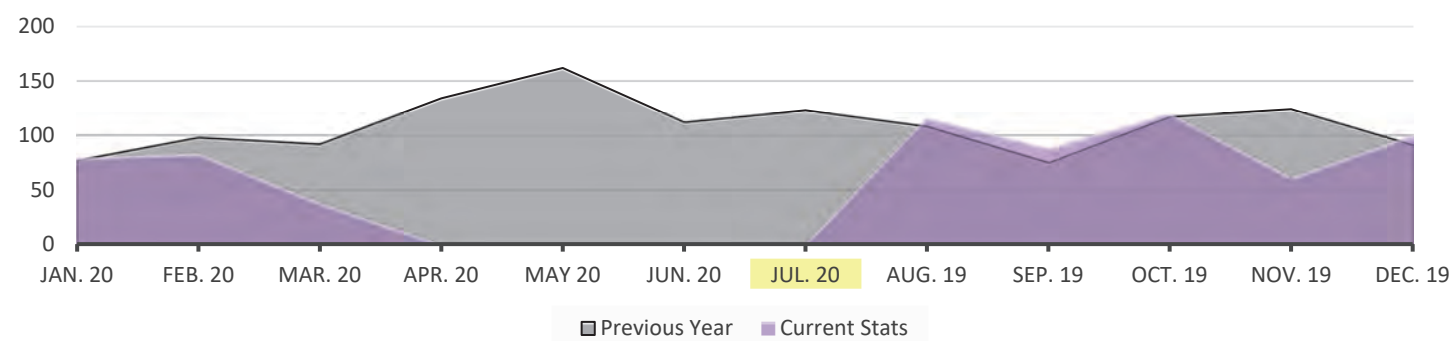
## RIDERSHIP UPDATES

Average daily ridership (ADR) in July was approximately 1,100. ADR for the month was up from June (825) as we now run on the “S” Schedule Plus (which adds trains 300 and 307 to service) necessitated by the COVID-19 pandemic.

	July 2020	June 2020	July 2019
Monthly Ridership	23,287	18,093	418,029
Average Daily Ridership	1,109	822	19,001
Full Service Days	0	0	22
“S” Service Days	21	22	0

## SUMMONSES ISSUED

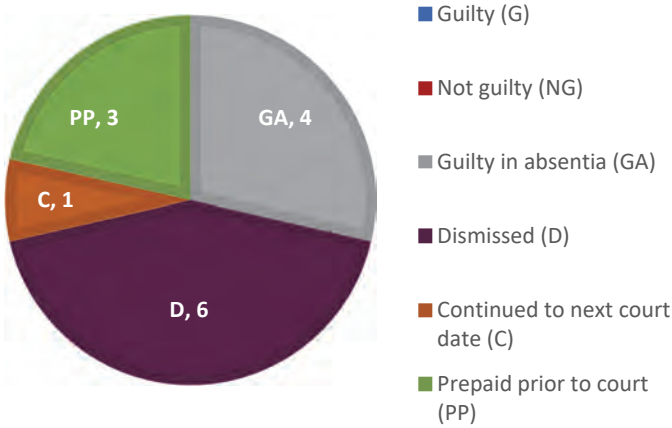
### VRE SYSTEM



### SUMMONSES WAIVED OUTSIDE OF COURT

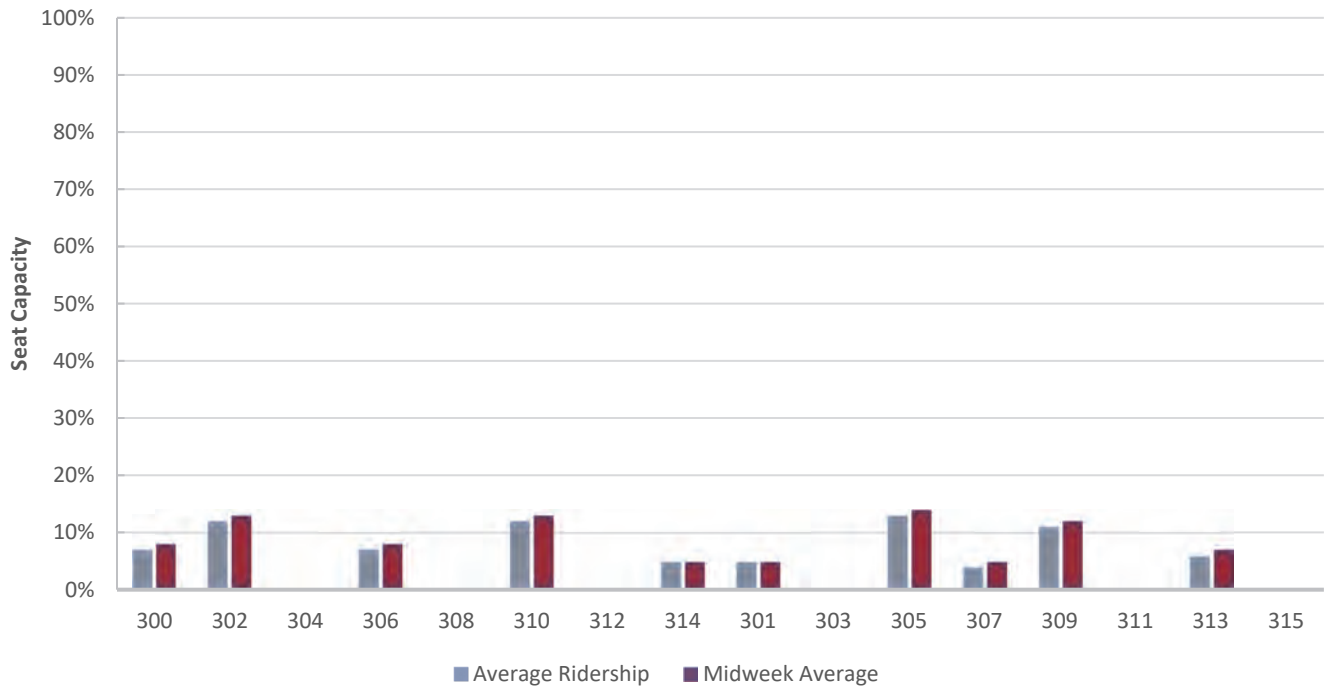
Reason for Dismissal	Occurrences
Passenger showed proof of a monthly ticket	0
One-time courtesy	0
Per the request of the conductor	0
Defective ticket	0
Per ops manager	0
Unique circumstances	0
Insufficient information	0
Lost and found ticket	0
Other	0
Total Waived	0

### MONTHLY SUMMONSES COURT ACTION

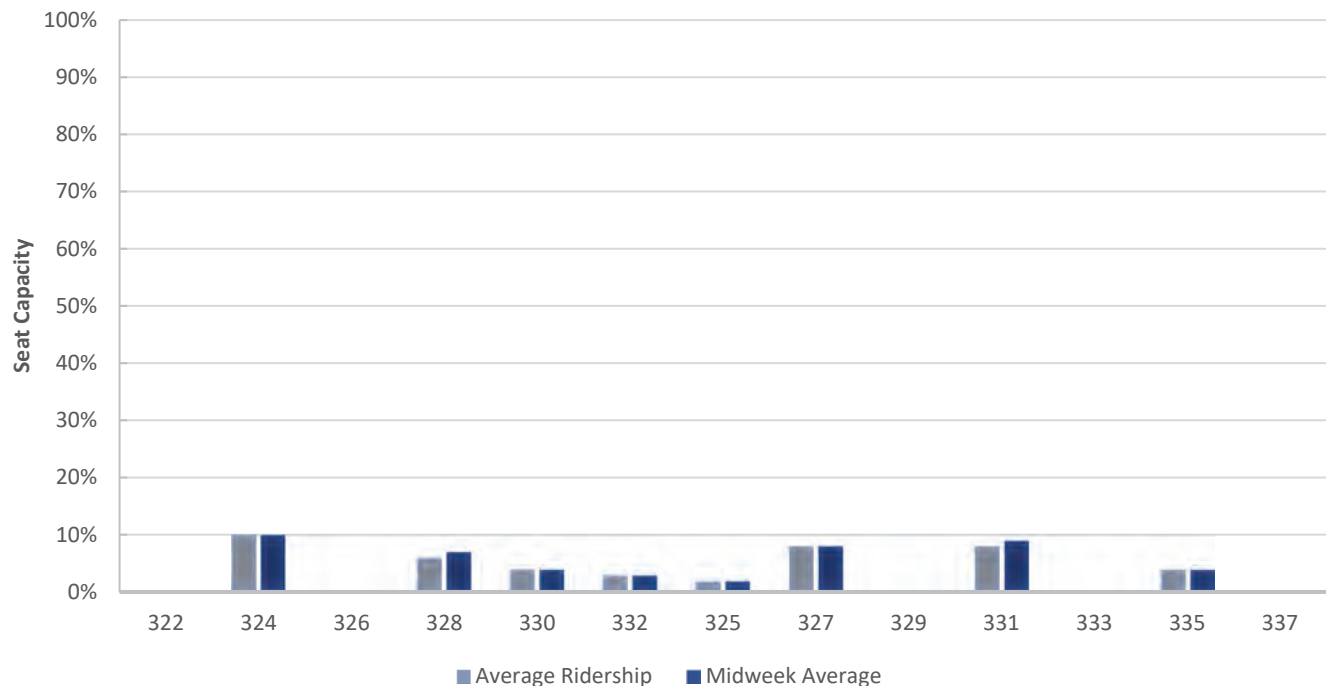


# TRAIN UTILIZATION

## FREDERICKSBURG LINE

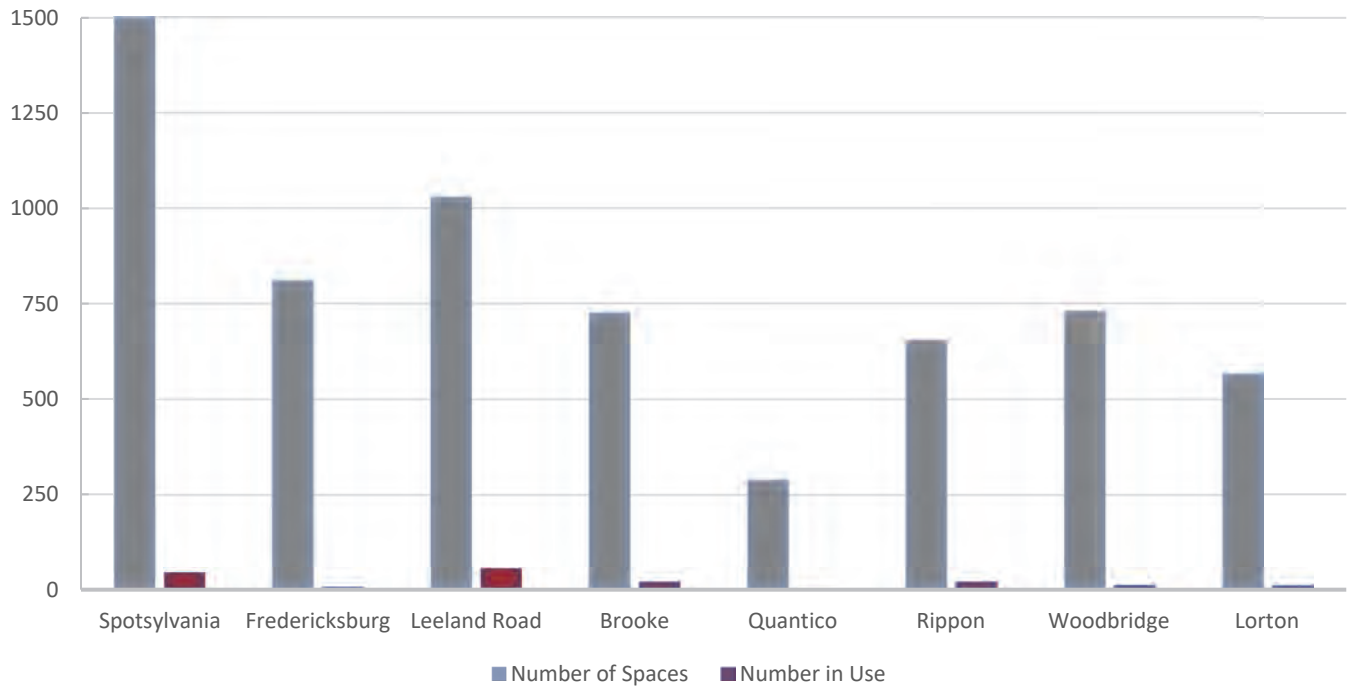


## MANASSAS LINE

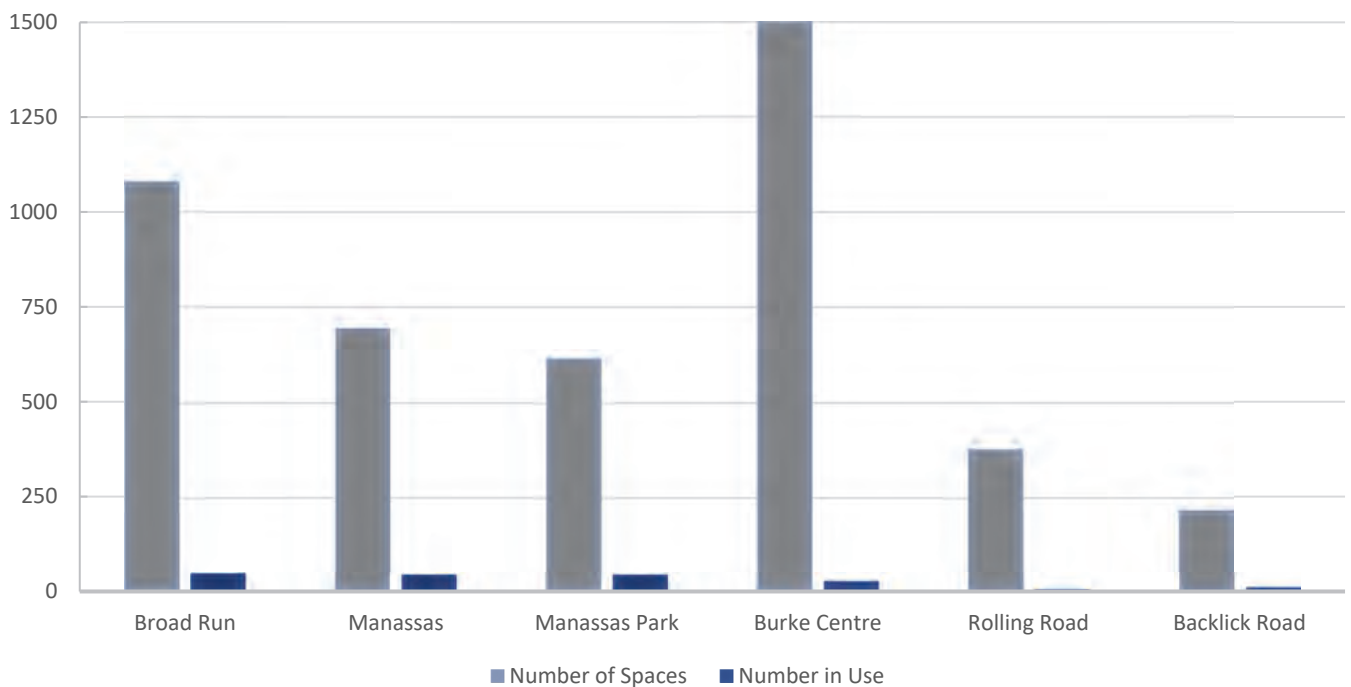


## PARKING UTILIZATION

### FREDERICKSBURG LINE



### MANASSAS LINE



## FINANCIAL REPORT FOR JUNE 2020

Due to the end of the fiscal-year finance audit, the financial report does not appear this month. The reports for July and fiscal year 2020 will appear in the September CEO Report.

## FACILITIES UPDATE

The following is a status update of VRE facilities projects.

### Completed projects:

1. Replacement of existing lighting with LED fixtures at Crossroads MASF service & inspection and train wash buildings
2. Installation of hand sanitizer dispensers and associated decal signage at all stations except Union Station
3. Installation of additional hand sanitizer dispensers at Alexandria headquarters
4. Installation of public notice signage for Alexandria pedestrian tunnel project in coordination with VRE Office of Development



*Public signage notice for Alexandria pedestrian tunnel*



*Public signage notice for Alexandria pedestrian tunnel*

### Projects scheduled to be completed this quarter:

1. Replacement of timber pedestrian crossing at Quantico Station
2. Submission of IFB package for canopy roof replacement at Backlick Road Station
3. Submission of IFB package for replacement of tactile warning strips at various stations
4. Submission of IFB package for overhaul of emergency generators at Woodbridge and Manassas stations, Alexandria headquarters and Fredericksburg office

### Projects scheduled to be initiated this quarter:

1. Issuance of GEC task orders for design of minor structural repairs at Franconia-Springfield, Woodbridge, Rippon, Brooke and Manassas Stations
2. Repair of minor cracks in west platform at Woodbridge Station
3. Repair of platform sealer delamination at Spotsylvania Station
4. Cleaning of storm drainage systems in Woodbridge and Manassas parking garages

### Ongoing projects:

1. Design of waiting area at L'Enfant Station
2. Replacement of signage at Franconia-Springfield, Woodbridge and Leeland Road stations
3. Replacement of waste and recycling receptacles at various stations
4. Design of renovations to Alexandria headquarters



# UPCOMING PROCUREMENTS

- Program management services
- Canopy roof replacement at the Backlick Road Station
- Modernization of VRE Woodbridge Station east elevator
- Passenger car wheelchair lift assemblies
- 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
- Purchase of forklift trucks
- Final design services for VRE Broad Run expansion
- Renewal of locomotive head end power engine systems
- Overhaul of emergency generators
- Headquarters renovations

## CAPITAL PROJECTS UPDATES

The following is a status update of VRE capital projects.

Completed projects or major project milestones:

1. Long Bridge Project (*study by others*) – DRPT issued a RFP for architectural/engineering consulting services, with proposals due August 4. DDOT and FRA expect to publish the final environmental impact statement this summer.
2. New Washington Union Station Improvements (*study by others*) – FRA released the Draft Environmental Impact Statement (DEIS) and Draft Section 4(f) Evaluation for comment from agencies and the public on June 4. Two telephonic public hearings took place on July 14.

Projects or project phases scheduled to be completed this quarter:

3. Franconia-Springfield Station Improvements draft 90% complete plans
4. Lorton Station Second Platform design close-out is underway
5. Rippon Station Improvements revised preliminary design plans
6. Brooke Station Improvements revised preliminary design plans
7. Leeland Road Station Improvements revised preliminary design plans
8. Broad Run Expansion (BRX) Section 106 Consultation
9. Construction of Benchmark Road Slope Stabilization (Hamilton to Crossroads closeout)

Projects or project phases scheduled to be initiated this quarter:

10. IFB for construction of Quantico Station Improvements
11. IFB for construction of Lifecycle Overhaul & Upgrade Facility (LOU)
12. IFB for construction of Rolling Road Station Improvements
13. Request for proposals (RFP) advertised for LOU Construction Management

Ongoing projects:

14. Broad Run Expansion (BRX)
15. Manassas Park Parking Improvements
16. Rolling Road Station Improvements
17. Crossroads Maintenance and Storage Facility (MSF) – land acquisition completed
18. Lifecycle Overhaul & Upgrade Facility (LOU)
19. Benchmark Road Slope Stabilization (Hamilton to Crossroads closeout)
20. Leeland Road Station Improvements
21. Brooke Station Improvements
22. Quantico Station Improvements
23. Rippon Station Improvements
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*
34. Long Bridge Project – *study by others*
35. Washington Union Station Improvements Environmental Impact Statement – *study by others*

*Projects Progress Report Follows*

## PASSENGER

PROJECT	DESCRIPTION	PHASE					
		CD	PE	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. <span style="color: red;">▲</span>	◆	◆	◆	N/A	●	
Lorton Station Improvements	Construct new second platform with pedestrian overpass. <span style="color: blue;">A</span>	◆	◆	◆	N/A	●	
Rippon Station Improvements	Extend existing platform, construct new second platform with pedestrian overpass. <span style="color: blue;">A</span>	◆	●	●	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. <span style="color: blue;">A</span>	◆	●	●	N/A		
Leeland Road Station Improvements	Extend existing platform, construct new second platform with pedestrian overpass. <span style="color: blue;">A</span>	◆	●	●	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: u Completed I Underway n On Hold A part of the "Penta-Platform" program

<sup>1</sup> Total project cost estimate in adopted FY2020 CIP Budget; percentage complete based on VRE Operations Board authorization

<sup>2</sup> Does not include minor (< \$50,000) operating expenditures

\* \$2,181,630 authorization divided across five "Penta-Platform" program stations

ESTIMATED COSTS (\$)						STATUS		
Total <sup>1</sup>	Funded	Unfunded	Authorized	Expended <sup>2</sup>	Percent Complete <sup>1</sup>	Project Completion Date		
31,875,014	31,875,014	-	2,382,759	2,193,257	90%	4th QTR 2020		Design underway. CSX and City of Alexandria review progressing.
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	-	*	612,756	35%	4th QTR 2022		FD underway with anticipated completion 4th QTR 2020. Ongoing coordination with DRPT projects.
16,150,000	16,150,000	-	*	805,605	30%	4th QTR 2022		FD underway with anticipated completion 4th QTR 2020. Ongoing coordination with DRPT projects.
16,634,793	16,634,793	-	*	397,897	20%	4th QTR 2023		PE design/EC anticipated completion 4th QTR 2020. Ongoing coordination with DRPT projects.
No costs for VRE. Private developer providing station.					10%	TBD		Potomac Shores VRE Station design underway to include parking structure. 60% Re-Design Submittal received and under review by CSX and VRE.
18,372,949	18,372,949	0	830,833	683,892	60%	TBD		SMART SCALE grant agreement pending. FD completion and Construction Procurement anticipated 2nd Quarter 2020.
23,391,019	23,391,019	-	*	392,814	20%	4th QTR 2023		DRPT LONP received; REF grant pending. PE design/EC anticipated completion 4th QTR 2020. Ongoing coordination with DRPT projects.
15,527,090	15,527,090	-	*	365,142	20%	4th QTR 2023		DRPT LONP received; REF grant pending. PE design/EC anticipated completion 4th QTR 2020. Ongoing coordination with DRPT projects.
25,983,000	25,983,000	0	2,238,144	670,225	30%	4th QTR 2022		Evaluating City of Manassas Park relocation request.
5,000,000	2,000,000	3,000,000	640,503	418,887	70%	3rd QTR 2021		Invitation for Bids (IFB) issued on 8/14/2020.
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	PE	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

<sup>1</sup> Total project cost estimate in adopted FY2020 CIP Budget; percentage complete based on VRE Operations Board authorization

<sup>2</sup> Does not include minor (< \$50,000) operating expenditures

Total <sup>1</sup>	ESTIMATED COSTS (\$)				Percent Complete <sup>1</sup>	Project Completion Date	STATUS	
	Funded	Unfunded	Authorized	Expended <sup>2</sup>				
32,500,000	32,500,000	-	33,285,519	30,578,003	99%	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		FD completion pending Final Electrical Design Coordination with REC. IFB anticipated 2nd Quarter 2020, upon
2,950,000	2,950,000	-	2,950,000	163,565	100%	1st QTR 2020		Land acquisition has been completed.
89,666,508	89,666,508	-	3,588,305	2,257,455	90%	4th QTR 2021		Preliminary design has been completed and continuing to collaborate with Amtrak on agreements.
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		American Eagle working on redesign with uplift to new platform projected for late summer 2020.





## VIRGINIA RAILWAY EXPRESS

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VIRGINIA RAILWAY EXPRESS  
OPERATIONS BOARD

**Agenda Item 10-A**  
**Information Item**

**To: Chairman Skinner and the VRE Operations Board**

**From: Rich Dalton**

**Date: July 17, 2020**

**Re: FY 2022 Key Budget Issues**

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**Introduction:**

VRE staff will present a preliminary FY 2022 budget in September 2020 for the Operations Board's consideration, with final budget approval and referral to the Commissions scheduled for December 2020. VRE's financial planning process provides for initial consideration and discussion of key budget issues well before the preliminary budget presentation, which ensures challenges can be identified, publicly vetted, and fully addressed before final approval.

**Background:**

VRE has adopted a financial planning process that provides for early consideration of key budget issues and assumptions. During the budget cycle, VRE staff will meet regularly with staff members from the jurisdictions to develop the proposed budget. The Finance Committee will also review major budget issues for referral to the Operations Board as required. In accordance with the Master Agreement, a consolidated financial projection over a six-year time frame is provided each year as a component of the annual budget.

The budget adoption process for FY 2022 will be unlike any in recent years as a result of the COVID-19 pandemic and its significant impacts on the economy and VRE's ridership. Staff continues to address certain key issues raised in last year's budget (e.g., diesel fuel hedging, the new DRPT methodology for capital grants), but broader economic and policy issues will be paramount. Accurately forecasting ridership and revenue in this environment will be difficult, and staff will likely select an approved projection for ridership/revenue relatively late in the process in order to have as much current information as possible. Amending the current year's (FY 2021) budget will also be a more substantive part of this



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year's process, as whatever is projected for FY 2022 must also incorporate projections for the rest of FY 2021.

### **Issue 1: Revenue Shortfalls and CARES Act Support**

Fare revenue in June 2020 remained down approximately 80% compared to a normal month, though it has dropped less than ridership, which is still down approximately 95% (though slowly and steadily rising). There is great uncertainty about how and when ridership may return – it is likely to depend on the overall economy, riders' perception of safety on trains (and VRE's ability to provide "distanced" capacity), and whether workers are required and able to return to their workplaces, which includes increases in telework, the need to care for other family members, and many other challenges. Given the uncertainty over the pace of growth and the final "equilibrium" level of daily ridership, as well as events that might change the current recovery trajectory (e.g., a successful vaccine, a major "second wave" in the fall), staff will examine a range of possible scenarios.

VRE must also prepare for a possible reduction in state support as a result of tax revenue shortfalls. The Commonwealth has been working to reprogram existing funds to support critical current operations, and operating assistance for the first quarter of FY 2021 has remained at the same level as FY 2020, but future funding levels are uncertain.

The CARES Act has provided VRE with funding equal to approximately two years' worth of fare revenue to backstop lost revenues and support additional COVID-related expenses. Thanks to this funding, VRE will remain committed to providing safe and reliable commuter rail service to customers in FY 2021 and 2022 while also ensuring local jurisdictions do not bear the burden of a fare revenue shortfall.

### **Issue 2: Policy of Alternating 3% Fare and Subsidy Increases**

The approved FY 2021 budget included a 3% increase in total jurisdictional subsidy and kept passenger fares unchanged. Subsidy payments for the first half of FY 2021 were received on time and in full from all nine jurisdictions despite the financial challenges posed by the pandemic.

Under the Board's existing policy direction to consider fare and subsidy increases in alternating years, the starting point for a "normal" FY 2022 would be zero change to the total subsidy and consideration of a 3% fare increase. However, given the challenges faced by both riders and jurisdictions, other alternatives will be considered.

At the outset of the pandemic, VRE committed that no request would be made for additional jurisdictional subsidy in FY 2021. In that same spirit, VRE will not ask for any jurisdictional subsidy increase in FY 2022. However, decisions must be made about subsidy allocation. A master agreement survey in October 2020 (which would generate the required data on the residence of riders) is unlikely to produce reliable results for the allocation of subsidy. VRE could instead use prior year data, which is similar to the

approach being taken by the Federal Transit Administration for federal funding allocations, but other approaches could be used.

There are three alternatives to consider with respect to passenger fares in FY 2022: 1) an increase of 3% or less; 2) no change; 3) a reduction in fares, either temporary or permanent. Staff will present these scenarios to the Operations Board and solicit feedback as the budget process continues.

### **Issue 3: Expense Reductions in FY 2021 and FY 2022**

Staff will be looking closely at all discretionary expenses in the operating budget, particularly consulting, professional services, any new non-critical initiatives, and the replacement or upgrade of existing items (furniture, equipment, etc.), and will be deferring or eliminating these expenditures where practical. In addition to COLA and merit increases, the previously approved hiring of five new employees in FY 2021 has also been deferred.

### **Issue 4: Transforming Rail in Virginia Program**

As discussed previously with the Operations Board, the Commonwealth's rail transformation program will have a substantial impact on VRE's six-year Capital Improvement Program (CIP), and changes to project scopes, timelines, and funding sources will be fully fleshed out during the upcoming budget process. In addition, a track access agreement with the new Virginia Passenger Rail Authority is being negotiated and is expected to come into effect during FY 2021.

As part of the FY 2021 budget approval, the Operations Board also authorized staff to continue discussions with DRPT about a contribution to the rail transformation program from VRE's Commuter Rail Operating and Capital (C-ROC) funds. These discussions – which contemplate a combination of debt issuance proceeds and pay-as-you-go cash – will occur separately from, but in parallel with, the budget adoption process. We do not expect to recommend any further C-ROC commitments to specific VRE capital projects (currently \$15 million is committed to the Crystal City Station and \$30 million to the L'Enfant Station and Fourth Track, covering FY2019-2021 C-ROC funds) until these negotiations are resolved.

### **Issue 5: Insurance**

VRE is required to have at least \$295 million of liability insurance coverage in order to operate. In recent years, VRE has been able to get the necessary coverage through international underwriters without much change year-to-year in premiums.

However, VRE faced significant challenges this year (FY 2021) in securing the required coverage, as did other commuter and freight rail properties. These challenges are unrelated to our operations or safety record, but instead are the result of major capacity constraints in the insurance markets related to West Coast wildfires and other claims. Ultimately, all the required coverage was secured, but the premiums increased substantially, and significant uncertainty remains about future years.

VRE and other operators cannot wait and hope these issues resolve themselves. VRE staff will be working with representatives of the Commuter Rail Coalition, the Federal Railroad Administration, and Virginia's Department of Risk Management to identify and implement alternative approaches to securing liability insurance that provide the necessary coverage at a sustainable cost.

#### **Issue 6: Baseline Capital Charge Contributions for Northeast Corridor**

Capital renewal is the ongoing repair/replacement of the existing railroad infrastructure in the Northeast Corridor (NEC) that is required to ensure reliable and safe train operations. VRE is included in NEC through our use of Union Station. A key component of capital renewal is the Baseline Capital Charge (BCC) Program, which is funded by ongoing capital contributions of Amtrak and the commuter railroads, including VRE. VRE makes this BCC contribution as part of its access agreement with Amtrak.

The BCC amount is determined by the "NEC Commuter and Intercity Rail Cost Allocation Policy," and the NEC Commission has recently changed that cost allocation policy. The preliminary result of the changes is that VRE's required annual contribution could increase from approximately \$600,000 to over \$3 million. Discussions are ongoing with Amtrak and the NEC Commission on the allocation methods and the timing of any costs that may be incurred.

#### **Next Steps:**

**September 2020:** Present preliminary FY 2022 budget and CIP to the Operations Board

**October/November 2020:** In-depth review of preliminary budget with Operations Board, Finance Committee, and jurisdictional staff

**December 2020:** Present final FY 2022 budget and CIP for Operations Board approval and referral to the Commissions

**TO:** Chair Cristol and NVTC Commissioners

**FROM:** Kate Mattice

**DATE:** August 27, 2020

**SUBJECT:** Executive Director Report

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### **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).

This month the Executive Director Newsletter reports on applicant briefings for the Commuter Choice program and progress on two major reports due to the General Assembly this fall. There is also a round-up of Metro improvement projects completed or started this summer and a breakdown of transit services restored across the region in recent weeks.

### **B. NVTC Financial Reports**

The [June 2020 Financial Report](#) and the [July 2020 Financial Report](#) are provided for your information.



## Executive Director Newsletter

September 2020

Welcome to fall. At this time of year, we are normally sending our kids back to school and settling back into our routines after summer breaks. But there's nothing routine about 2020. Kids across Northern Virginia are learning from home and that has a direct impact on transit in the region. If you have school-age children, you know the challenges. If your kids are home, you likely need to be a home as well. And that means not going to work in person, if possible, and not riding Metro, VRE or one of the buses that serve our region. That means transit ridership will likely lag until schools reopen. While COVID-19 has been disruptive to transit, we have to remember that we measure transit performance in years and even decades.

That's why the work of NVTC continues in earnest. We'll pass two milestones for our Commuter Choice program in the coming months – selection of the next round of projects for the I-66 inside the Beltway corridor and call for projects for the I-395/95 corridor. Those projects will help reduce traffic congestion that we know will return as the pandemic eases. Our Commuter Choice team will also publish its annual report in the fall, detailing the successful projects currently operating in both corridors.

Speaking of reports, NVTC will produce a new report this year analyzing the impact of Virginia's 3% cap in the growth of operating costs at WMATA. Chair Katie Cristol has led a series of meetings examining the effectiveness of the cap and making recommendations to the General Assembly. At the same time staff is working on the annual Report on the Condition and Performance of WMATA, due to the General Assembly in December. We will also present an update to our regional fare collection strategic plan, reflecting the major technological and operational changes to transit systems since 2018. Finally, we'll publish our 2020 annual report highlighting the work of NVTC during this tumultuous year.

We wrap up our fall activities with our annual Joint NVTC/PRTC Legislative and Policy Briefing in early December. While we don't know if this will be an in person or virtual event, we do look forward to hearing from invited guest Virginia Transportation Secretary Shannon Valentine and local transit leaders about their policy priorities for the coming year. While the pandemic has changed the way we work at NVTC, as you can see, it hasn't slowed us down as we enter another busy season.

**Executive Director**

### Inside This Issue

Commuter Choice team briefs potential applicants	2
Fare Collection Strategic Plan Update in the home stretch	2
Sen. John Bell joins Commission	3
Reports on WMATA due to the General Assembly this fall	3
Metro summer rebuilding program adds projects to take advantage of historically-low ridership	4
Region's transit providers ramp up service following historic rollback	6
NVTC's Mattice to NOVA Chamber: Transit key to region's reopening	8
NVTC demonstrates innovative planning tool to regional transit planners	8
Study process begins for American Legion Bridge replacement	9
Telling the story of transit during a pandemic	9
Business group reaches out to NVTC on regional rail study	10

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### Key Dates

- Sept. 10 - Legislative and Policy Committee
- Sept. 15 - 16 CTB
- Sept. 17 - PAC Committee
- Sept. 17 - WMATA Committee
- Sept. 18 - VRE Operations Board
- Oct. 1 - Commission Meeting



## Commuter Choice team briefs potential applicants

NVTC's [Commuter Choice](#) team has been busy developing program policy changes that will be brought forward for Commission consideration this fall as part of opening the next call for projects in the I-395/95 corridor. The proposed changes build on NVTC's lessons learned with the program to improve our administration as well as predictability for applicants and recipients. Ben Owen, Commuter Choice program manager, led a webinar for eligible program applicants to review the proposed changes and obtain staff's feedback on them. Ben also briefed our program partners in the I-395/95 corridor, the Potomac and Rappahannock Transportation Commission, on the upcoming steps to prepare for the call for projects. The Commuter Choice team also briefed members of NVTC's Program Advisory Committee and the NVTC/PRTC Joint Commission Working Group on a one-on-one basis in August.

Ben also highlighted the Commuter Choice program as part of a Federal Highway Administration-sponsored webinar on strategies to encourage the use of transit and other alternative modes as part of expressway tolling projects.

The screenshot shows a webinar interface. On the left, a green sidebar contains the text: "Each corridor has a multi-decade payout schedule and typically about \$30 million in available funds per two-year program." The main content area features a presentation slide titled "About Commuter Choice" with the subtitle "A competitive grant program that invests toll revenues from two Northern Virginia expressway corridors into transportation projects that benefit toll payers, in that they...". Below the title, it says "Maximize Person Throughput & Implement Multimodal Improvements". The slide includes three circular icons: "Improve mobility" (showing a city skyline), "Support new, diverse travel choices" (showing a smartphone), and "Enhance transportation safety and travel reliability" (showing a carpooling car). On the right, a video feed shows Ben Owen, the program manager, speaking. Below the video feed is a "Question/Discussion Pad" with several comments from participants, including links to grant information and feedback on the audio.

## Fare Collection Strategic Plan Update in the home stretch

Efforts to update NVTC's [regional fare collection](#) strategic plan are nearing completion as NVTC's Technology Program Manager Patricia Happ wrapped up discussions with local transit providers on their current and future priorities for fare collection activities, including the impact of COVID-19 on fare collection. The Regional Fare Collection Strategic Plan, initially adopted in 2018, outlines NVTC's coordination and support of regional partners on fare collection upgrades and initiatives.

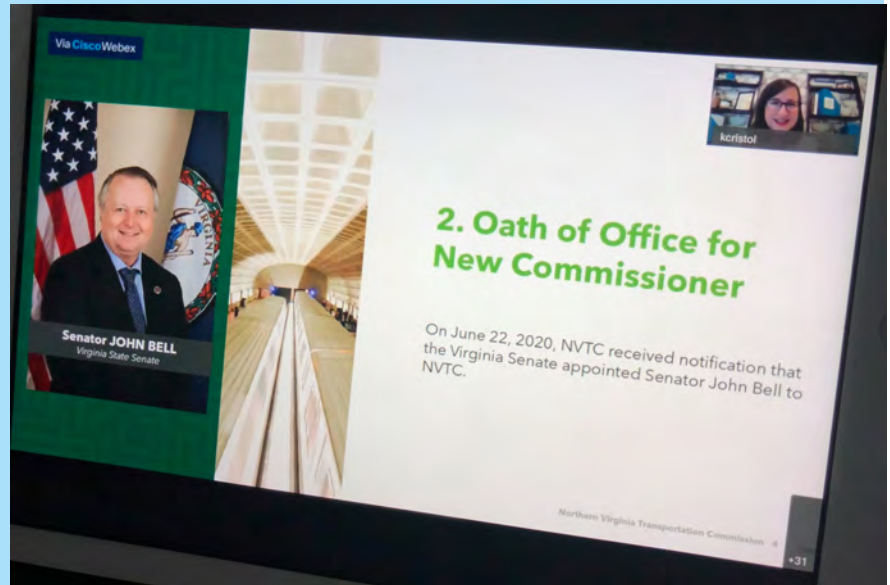
While most Northern Virginia's regional bus systems suspended fare collection as a precaution during the COVID-19 public health emergency, installation of barriers to protect bus operators as well as the resumption of schools and employees returning to workplaces will prompt resumption of fare collection. Despite the near-term change in fare collection activities, transit providers shared that

they continue to look to regional approaches, coordinated by NVTC, to help facilitate bus farebox upgrades, off board fare payment options, and implementation of next generation fare technologies with a specific focus on Metro's fare payment strategy initiatives.

The Commission will be asked to adopt the updated Regional Fare Collection Strategic Plan this fall.

## Sen. John Bell joins Commission

Chair Katie Cristol [swore in](#) Sen. John Bell as NVTC's newest Commissioner at the July Commission meeting. Sen. Bell's district covers parts of Loudoun and Prince William Counties. He was elected last year after previously serving two terms in the House of Delegates. Sen. Bell's appointment brings the Commission to full strength and he's the tenth new Commissioner this year, reflecting a significant change in the make up of the 21-member body. We also welcomed one new alternates this year.



## Reports on WMATA due to the General Assembly this fall

NVTC's WMATA Committee will review and transmit two reports on WMATA to the Commission this fall. The General Assembly mandates both reports, which focus on Virginia's 3% growth cap on WMATA's operating assistance payments and WMATA's performance metrics.

The 3% cap working group will meet in September to complete the report on the impact of Virginia's 3% cap on WMATA. The working group met over the summer and sought guidance from the WMATA Committee. The group members found that the cap is useful in managing the growth of Virginia's subsidy payments to WMATA and that the legislature does not need to exclude additional items from the cap. The working group acknowledges that it is too soon to make any legislative changes to the cap, given the legislation's recent enactment. However, the working group has encouraged NVTC staff to continue to evaluate the legislative cap, WMATA's implementation of the cap, and any unintended consequences of the cap and report any additional findings to the Commission in the future.

The WMATA Committee will meet in September to review the working group's report. The Commission will receive and approve the report on the 3% cap before the report's November 10 due date to the chairs of the House Appropriations and Senate Finance and Appropriations Committees.

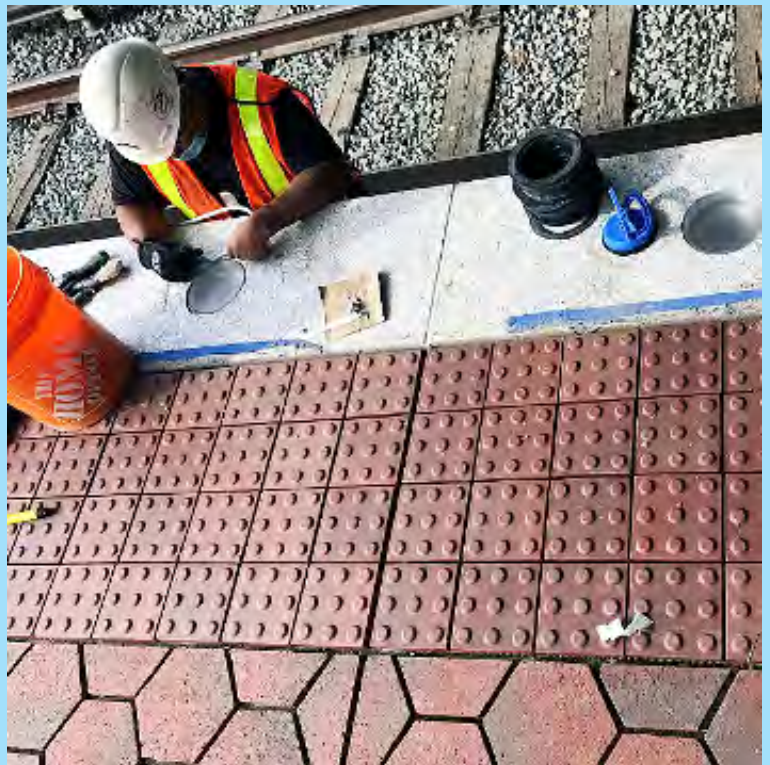
The WMATA Committee has added a meeting to its calendar this year to conclude the update to the Annual Report on the Performance and Condition of WMATA. This year's report on WMATA will reflect the impact of the COVID-19 public health emergency on WMATA's performance metrics. That report will be submitted in December, reflecting a later due date approved by the General Assembly this year.



# Metro summer rebuilding program adds projects to

## Platform Improvement Project

Metro's summer 2020 [Platform Improvement Project](#) remains on track, despite earlier uncertainty over the pace of construction due to the COVID-19 pandemic. The four Orange Line and five Silver Line stations west of Ballston closed Memorial Day weekend. Construction contractors have spent the summer rebuilding the platforms, installing enhanced lighting and upgrading public-address systems, passenger information displays and shelters at Vienna, Dunn Loring and East and West Falls Church Stations. At the same time, crews completed work to connect Phases 1 and 2 of the Silver Line. The five Silver Line Stations – McLean, Tysons Corner, Greensboro, Spring Hill, and Wiehle-Reston East – reopened August 16, as did West Falls Church. The three remaining Orange Line stations are scheduled to reopen by September 8.



East Falls Church (top right and left); West Falls Church (bottom left); Dunn Loring (bottom right). Courtesy: Metro

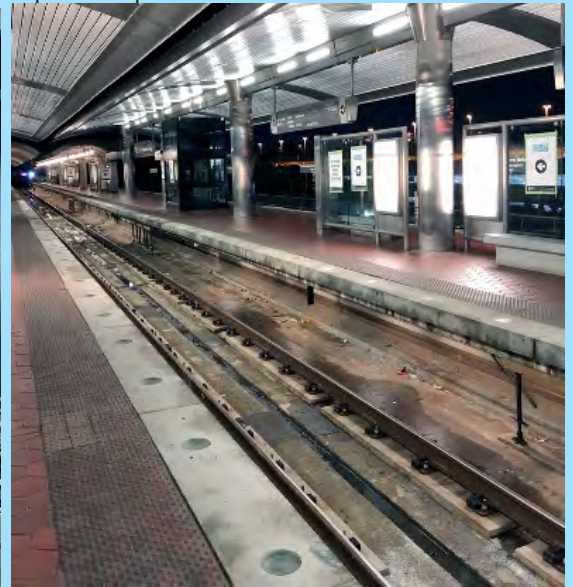




# to take advantage of historically-low ridership

## Reagan National Airport platform

Metro started rebuilding the platforms at the Ronald Reagan National Airport station August 7. The work had been planned for fall 2022 to spring 2023, to coincide with the construction of a new terminal at the airport. Metro started the work early, saying it needs “to address critical structural issues presented by crumbling concrete in need of immediate repair.” Contractors will reconstruct the concrete and granite platform edges and install new slip-resistant tiles. The station will remain open during construction, though there will be periodic full or partial platform closures.



*Photos courtesy Metro*

## Huntington escalators

Metro started work to replace escalators at the Huntington Metro Station on August 19. The agency says it taking advantage of low ridership due to the COVID-19 pandemic to do the work a year earlier than previously planned. The station's south entrance will be closed for approximately five months. Passengers are encouraged to park in the north garage, as the station's north entrance remains open during construction. Metro also operates a free, ADA-accessible shuttle between the south and north entrances. The work includes the removal of one standard-width escalator and two narrow-width escalators. They will be replaced with two standard-width escalators, which Metro explains will help alleviate platform crowding. Metro says the current escalators are 37-years-old and beyond their useful lives.



*Photo courtesy Metro*



# Region's transit providers ramp up service following

Metro, VRE and other transit providers that serve Northern Virginia have begun restoring transit service that they slashed as schools and businesses shuttered in response to the growing COVID-19 pandemic. Ridership that had dropped more than 90% in some cases, slowly grew over the summer as Virginia, D.C. and Maryland moved to a state of managed reopening.

## Metro

On June 28, Metrorail reopened 15 stations that had been shuttered, including Clarendon, Virginia Square, Eisenhower Avenue and Van Dorn Street. Nine station entrances that had been temporarily closed also reopened. On August 16, Metrorail put more trains in service and expanded hours. That same day, Metrorail reopened six Silver Line Stations west of Ballston, which had been closed for the Platform Improvement Project. East Falls Church and Arlington Cemetery reopened August 23, with the remaining stations, Dunn Loring and Vienna, scheduled to reopen September 8.

On August 23, Metrobus added service with near-normal weekday service on 174 routes while operating 109 routes Saturdays and 99 Sundays.



## VRE

After running on a reduced "S" schedule, with four round trips on both the Fredericksburg and Mannassas lines, VRE added one round trip starting July 27. "We have seen enough of an increase on our Fredericksburg Line to warrant an additional round trip," VRE Acting CEO Rich Dalton said in a news release. VRE maintains a Train Utilization Trends webpage to give people a sense of how much space they'll have while riding.



## ART

ART resumed the majority of its bus service to pre-pandemic levels starting August 23. Ten routes returned to full service, while two routes continued on a modified weekday schedule. Four routes remain out of service.



# historic rollback

## DASH

DASH will increase service levels in Alexandria to approximately 80% of pre-COVID service on September 13. Weekday service will be restored on several routes and limited service will resume on most routes that were discontinued in March.

## Fairfax Connector

Fairfax Connector returned to full service August 29 and added new service supported by NVTC's Commuter Choice program. The weekday express service connects the Stringfellow Road Park and Ride Lot with stop in Washington near L'Enfant Plaza. Fairfax Connector also added four daily round trips between the Fairfax County Government Center and Foggy Bottom, also supported by Commuter Choice.



## Loudoun County Transit

Loudoun County Transit resumed Metro Connection buses, with reduced schedules, to Wiehle-Reston East on July 6. Commuter bus service returned, with reduced schedules, on July 13, with buses connecting Loudoun County to downtown Washington, The Pentagon, Rosslyn and Crystal City.



## OmniRide

OmniRide resumed all service June 22, while operating on a Friday schedule, which is a step down from full service.

## Virginia Breeze

Virginia Breeze resumed bus service between Washington and Blacksburg July 24. The bus line makes stops at the West Falls Church Metro Station and Dulles International Airport, traveling the I-66 and I-81 corridors. The Virginia Department of Rail and Public Transportation also announced that it has renamed the service the "Valley Flyer." Two additional routes went into service a week later. The Piedmont Express will connect Washington and Danville and the Capital Connector will run between Washington, Richmond and Martinsville.

**VIRGINIA BREEZE**  
BUS LINES



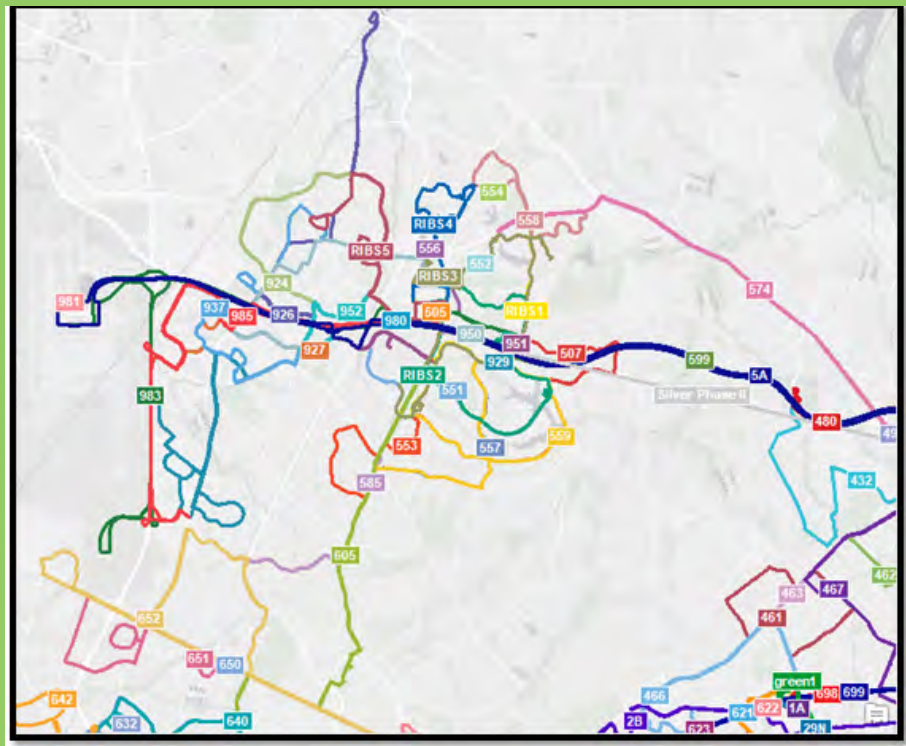
## NVTC's Mattice to NOVA Chamber: Transit key to region's reopening

NVTC Executive Director Kate Mattice shared the impact and opportunities of COVID-19 on our area transit systems at the NOVA Chamber's annual State of Transportation Event, joining Virginia Secretary of Transportation Shannon Valentine, NVTA's Monica Backmon and the U.S. Chamber of Commerce's Ed Mortimer. Kate reminded the audience of the key role public transit plays in supporting Northern Virginia's economy and in moving essential workers. Kate answered questions on the opportunities for contactless fare payment technologies and on how our transit agencies are already mobilizing to support workers returning to their jobs.



## NVTC demonstrates innovative planning tool to regional transit planners

Program Analyst Matt Cheng presented NVTC's Transit Boardings Estimation and Simulation Tool (TBEST) at TPB's Travel Forecasting Subcommittee. Matt detailed the development of source data and transit database for TBEST as well as the technical capabilities of the software, including stop-level ridership projections, equity and accessibility analysis, and operational planning workflows. He then answered questions regarding challenges and objectives associated with TBEST and future uses by NVTC. Matt will present an overview of TBEST to the Commission at the September meeting and brief Management Advisory Committee members about the jurisdictional technical assistance available to them through NVTC's TBEST analysis.



*An example of the TBEST model used to plan Fairfax Connector routes*

## Study process begins for American Legion Bridge replacement

NVTC staff participated in the I-495 [American Legion Bridge](#) (ALB) Transit/Transportation Demand Management Study First Stakeholder Meeting in July. The study follows the joint announcement last year by Virginia Gov. Ralph Northam and Maryland Gov. Larry Hogan that the two states would work together to replace the heavily-congested bridge that carries the northern part of the Capital Beltway over the Potomac River. The study is being conducted jointly by the Virginia Department of Rail and Public Transportation (DRPT) and Maryland Department of Transportation Maryland Transit Administration (MDOT MTA) to identify a range of current and potential multimodal solutions that could be implemented to reduce congestion, improve trip reliability and regional connections, and enhance existing and planned multimodal mobility and connectivity. During this meeting staff had the opportunity to listen to presentations on study purpose, timeline, and scope of work. NVTC staff then participated in breakout sessions in which stakeholders from Virginia, Maryland and DC were able to brainstorm potential strategies/recommendations to address transit and TDM needs. Feedback from the breakout sessions will help guide the development of the I-495 ALB Transit/TDM Study and ensure that the final outcomes have the potential to address the needs of commuters in the region.

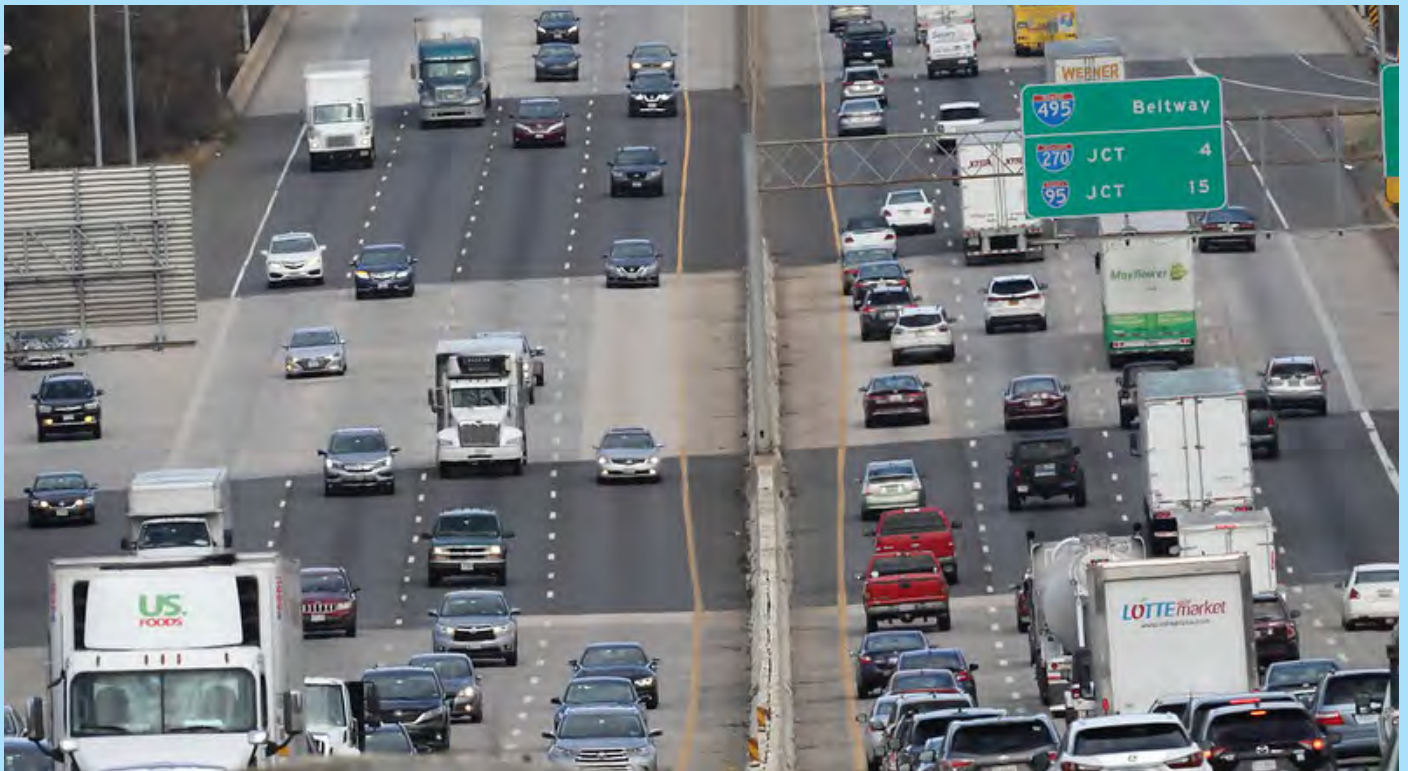


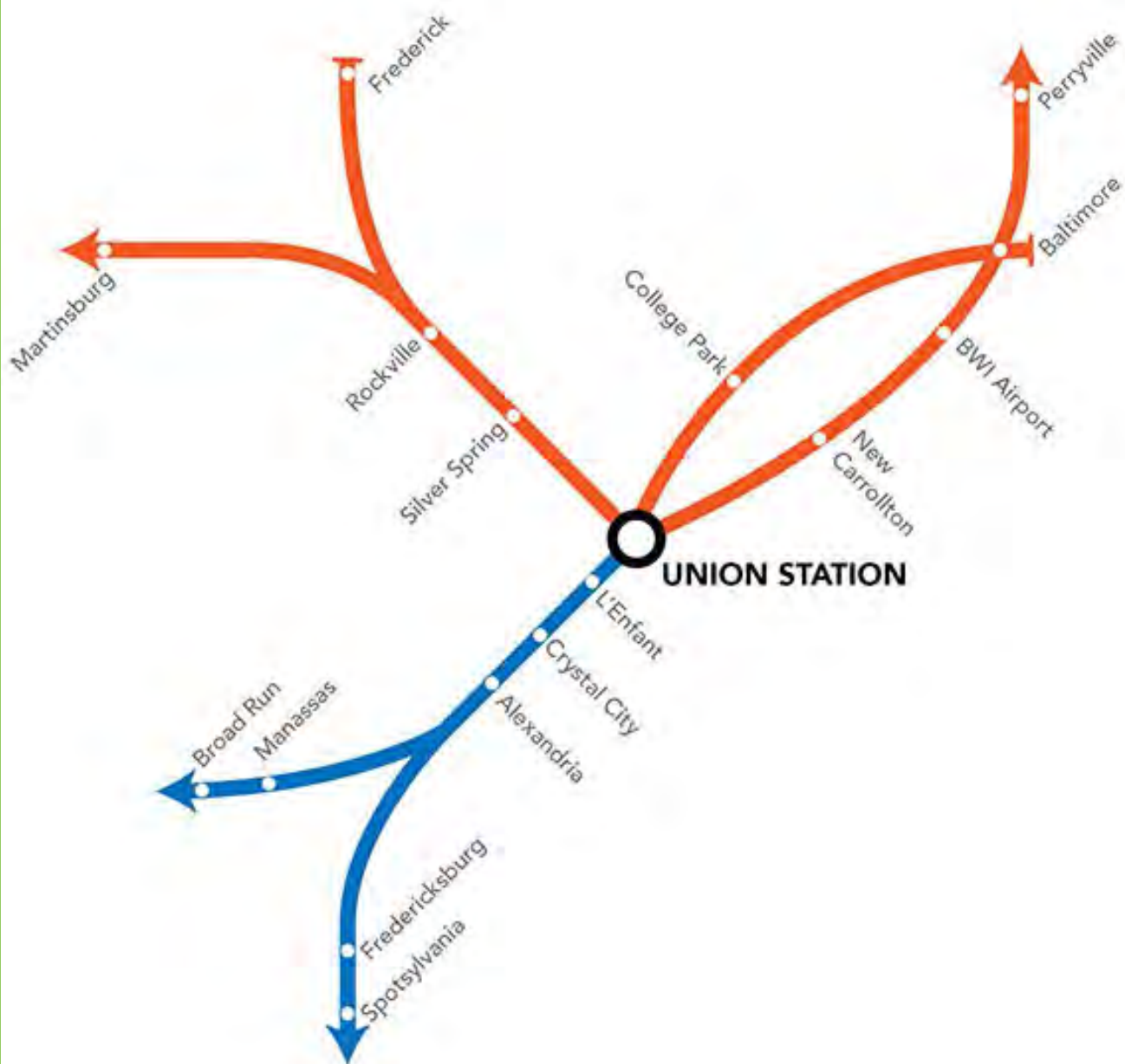
Photo Courtesy VDOT

## Telling the story of transit during a pandemic

NVTC Communications and Outreach Manager Matt Friedman served as a panelist for an online discussion on the topic of "Communications in a Time of Pandemics." [DC Family Communicators](#), a group for LGBTQ professionals working in communications, sponsored the event. As the only panelist from a government body, Matt talked about the challenges the COVID-19 pandemic presented to NVTC and our ability to hold public meetings and how we moved to online meetings, while ensuring that members of the public are able to watch and provide comments to Commissioners. Matt also touched on how the pandemic changed the way we talk about transit, including the need for transit to provide transportation for essential workers.

## Business group reaches out to NVTC on regional rail study

NVTC Executive Director Kate Mattice participated in the inaugural meeting of the advisory committee for the Greater Washington Partnership's Capital Region Rail Network Visioning Study. The [goal](#) of this seven-month effort is to develop an integrated commuter rail vision and supporting technical report for the greater Washington region, (Baltimore through to Richmond) focused on alleviating infrastructure constraints, continuing the growth in business and equity opportunities, and leveraging the momentum of recent regional efforts to enhance rail service. Advisory committee members included regional government entities, business groups, and current and former local officials from Baltimore, Montgomery and Prince George's Counties in Maryland, the District of Columbia, and Northern Virginia. The effort will also involve technical discussions with staff from VRE, Amtrak and other rail experts in the region. The final Vision Report and Technical Report are expected to be published in October and January, respectively.

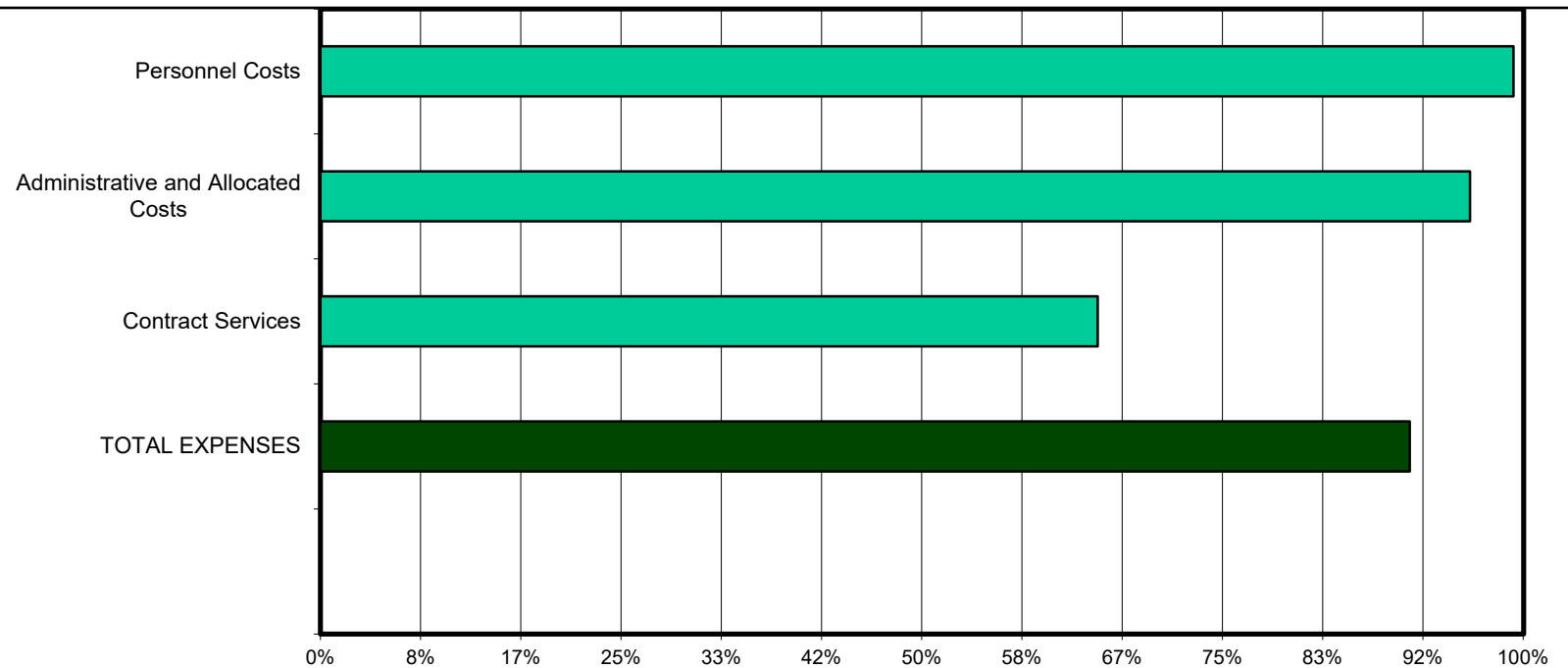


# Northern Virginia Transportation Commission

Financial Reports  
June 2020



Percentage of FY 2020 NVTC Administrative Budget Used  
June 2020  
(Target 100% or less)



**Note: Refer to pages 2 and 3 for details**

**NORTHERN VIRGINIA TRANSPORTATION COMMISSION**  
**G&A BUDGET VARIANCE REPORT**  
June 2020

	<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	\$ 173,814.95	\$ 1,887,984.12	\$ 1,881,500.00	\$ (6,484.12)	-0.3%
Temporary Employee Services	-	-	-	-	
Total Personnel Costs	<u>173,814.95</u>	<u>1,887,984.12</u>	<u>1,881,500.00</u>	<u>(6,484.12)</u>	<u>-0.3%</u>
<u>Benefits</u>					
Employer's Contributions:					
FICA	11,680.74	130,304.28	128,000.00	(2,304.28)	-1.8%
Group Health Insurance	12,021.79	136,739.76	169,300.00	32,560.24	19.2%
Retirement	13,765.00	154,446.00	148,100.00	(6,346.00)	-4.3%
Workmans & Unemployment Compensation	162.00	3,848.62	6,000.00	2,151.38	35.9%
Life Insurance	299.27	6,381.08	6,900.00	518.92	7.5%
Long Term Disability Insurance	813.62	9,586.69	9,100.00	(486.69)	-5.3%
Total Benefit Costs	<u>38,742.42</u>	<u>441,306.43</u>	<u>467,400.00</u>	<u>26,093.57</u>	<u>5.6%</u>
<u>Administrative Costs</u>					
Commissioners Per Diem	1,200.00	11,551.27	17,800.00	6,248.73	35.1%
<i>Rents:</i>	<i>30,532.71</i>	<i>305,089.64</i>	<i>303,700.00</i>	<i>(1,389.64)</i>	<i>-0.5%</i>
Office Rent	30,520.21	284,318.72	283,400.00	(918.72)	-0.3%
Parking & Transit Benefits	12.50	20,770.92	20,300.00	(470.92)	-2.3%
<i>Insurance:</i>	<i>1,904.50</i>	<i>8,052.50</i>	<i>6,800.00</i>	<i>(1,252.50)</i>	<i>-18.4%</i>
Public Official Bonds	500.00	2,600.00	2,000.00	(600.00)	-30.0%
Liability and Property	1,404.50	5,452.50	4,800.00	(652.50)	-13.6%
<i>Travel:</i>	<i>939.20</i>	<i>35,910.86</i>	<i>42,800.00</i>	<i>6,889.14</i>	<i>16.1%</i>
Conference / Professional Development	939.20	21,619.29	26,200.00	4,580.71	17.5%
Non-Local Travel	-	2,203.04	4,300.00	2,096.96	48.8%
Local Travel, Meetings and Related Expenses	-	12,088.53	12,300.00	211.47	1.7%
<i>Communication:</i>	<i>1,413.94</i>	<i>15,421.83</i>	<i>13,800.00</i>	<i>(1,621.83)</i>	<i>-11.8%</i>
Postage	137.26	1,604.33	1,400.00	(204.33)	-14.6%
Telephone and Data	1,276.68	13,817.50	12,400.00	(1,417.50)	-11.4%
<i>Publications &amp; Supplies</i>	<i>184.94</i>	<i>27,771.89</i>	<i>25,600.00</i>	<i>(2,171.89)</i>	<i>-8.5%</i>
Office Supplies	201.20	3,651.09	2,700.00	(951.09)	-35.2%
Duplication and Paper	(144.26)	10,541.30	10,900.00	358.70	3.3%
Public Engagement	128.00	13,579.50	12,000.00	(1,579.50)	-13.2%

**NORTHERN VIRGINIA TRANSPORTATION COMMISSION**  
**G&A BUDGET VARIANCE REPORT**  
June 2020

	<u>Current Month</u>	<u>Year To Date</u>	<u>Annual Budget</u>	<u>Balance Available</u>	<u>Balance %</u>
<i>Operations:</i>	5,933.54	23,858.74	36,500.00	12,641.26	34.6%
Furniture and Equipment (Capital)	3,893.44	8,675.56	14,600.00	5,924.44	40.6%
Repairs and Maintenance	100.00	682.50	1,000.00	317.50	31.8%
Computer Operations	1,940.10	14,500.68	20,900.00	6,399.32	30.6%
<i>Other General and Administrative:</i>	350.17	8,352.20	9,300.00	947.80	10.2%
Memberships	80.72	1,520.25	1,400.00	(120.25)	-8.6%
Fees and Miscellaneous	269.45	6,831.95	6,400.00	(431.95)	-6.7%
Advertising (Personnel/Procurement)	-	-	1,500.00	1,500.00	100.0%
Total Administrative Costs	<u>42,459.00</u>	<u>436,008.93</u>	<u>456,300.00</u>	<u>20,291.07</u>	<u>4.4%</u>
<u>Contracting Services</u>					
Auditing	7,125.00	30,300.00	23,800.00	(6,500.00)	-27.3%
Contract Services and Support - Commuter Choice	59,278.99	428,010.97	690,500.00	262,489.03	38.0%
Contract Services and Support - Other	18,664.13	68,247.50	120,000.00	51,752.50	43.1%
Legal	2,916.67	35,000.00	35,000.00	-	0.0%
Total Contract Services	<u>87,984.79</u>	<u>561,558.47</u>	<u>869,300.00</u>	<u>307,741.53</u>	<u>35.4%</u>
 Total Gross G&A Expenses	<u>\$ 343,001.16</u>	<u>\$ 3,326,857.95</u>	<u>\$ 3,674,500.00</u>	<u>\$ 347,642.05</u>	<u>9.5%</u>

**NVTC**  
**RECEIPTS and DISBURSEMENTS**  
**June 2020**

June 2020			Virginia LGIP				
Date	Payer / Payee	Purpose	Wells Fargo Checking	Wells Fargo Savings	NVTC G&A / Project	Commuter Choice	Trusts
RECEIPTS							
3	DRPT	Capital grants receipts - Fairfax					\$ 1,037,512.00
11	Commuter Choice	Project reimbursement			176,121.00		
15	DRPT	Capital grants receipts - Fairfax					1,013,495.00
15	DRPT	Capital grant receipt - Fare collection project			88,984.00		
16	DRPT	Technical assistance - Fare collection project			7,474.00		
24	VRE	Staff support		14,278.74			
25	DRPT	Capital and operating assistance - WMATA					13,251,468.00
29	AIG	Premium refund		79.36			
29	Commuter Choice	Project reimbursement			143,080.00		
30	Banks	Investment earnings		6.71	43.02	14,142.50	60,423.92
			-	14,364.81	415,702.02	14,142.50	15,362,898.92
DISBURSEMENTS							
1-30	Various	G&A expenses	(269,185.04)				
5	Alexandria	95/395 Commuter Choice projects reimbursements				(1,487,918.00)	
5	Fairfax	95/395 Commuter Choice project reimbursement				(2,120,785.00)	
5	Fairfax	I-66 Commuter Choice project reimbursement				(3,120,000.00)	
11	Kimley-Horn	Consulting - Fare payment program	(12,101.64)				
11	Kimley-Horn	Consulting - 95/395 Commuter Choice	(5,565.33)				
11	Kimley-Horn	Consulting - 66 Commuter Choice	(4,964.56)				
11	NVTC	I-66 Commuter Choice project reimbursement				(155,848.00)	
11	NVTC	95/395 Commuter Choice project reimbursement				(20,273.00)	
17	Alexandria	Costs incurred - Regional fare project			(88,984.00)		
18	NVRC	95/395 Commuter Choice project reimbursement				(58,295.00)	
18	Arlington	I-66 Commuter Choice project reimbursement				(215,496.00)	
18	Loudoun	I-66 Commuter Choice project reimbursement				(36,705.00)	
25	Fairfax	Other operating					(8,060,343.00)
25	Loudoun	I-66 Commuter Choice project reimbursement				(162,301.00)	
29	Kimley-Horn	Consulting - Fare payment program	(11,350.41)				
29	NVTC	I-66 Commuter Choice project reimbursement				(105,727.00)	
29	NVTC	95/395 Commuter Choice project reimbursement				(37,353.00)	
30	Banks	Service charges	(53.42)	(14.54)			
			(303,220.40)	(14.54)	(88,984.00)	(7,520,701.00)	(8,060,343.00)
TRANSFERS							
11	Transfer	Savings to checking	100,000.00	(100,000.00)			
11	Transfer	LGIP to checking	175,000.00		(175,000.00)		
			275,000.00	(100,000.00)	(175,000.00)	-	-
NET INCREASE (DECREASE) FOR MONTH			\$ (28,220.40)	\$ (85,649.73)	\$ 151,718.02	\$ (7,506,558.50)	\$ 7,302,555.92

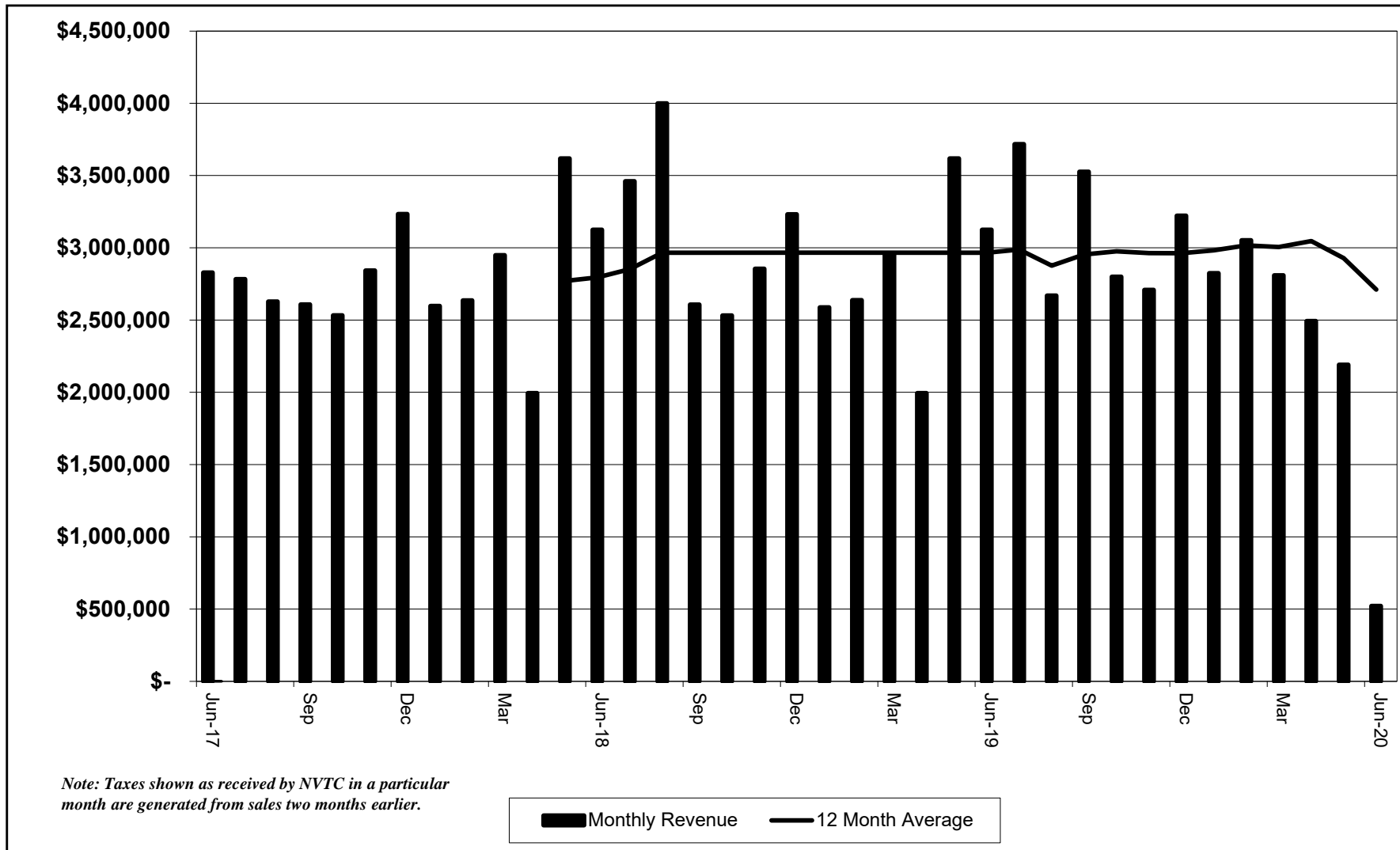
**NVTC  
INVESTMENT REPORT  
June 2020**

Type	Rate	Balance 5/31/2020	Increase (Decrease)	Balance 6/30/2020	Balance			
					NVTC G&A/Project	Commuter Choice	Jurisdictions Trust Fund	Loudoun Trust Fund
<b><u>Cash Deposits</u></b>								
Wells Fargo: NVTC Checking	N/A	\$ 77,935.71	\$ (28,220.40)	\$ 49,715.31	\$ 49,715.31	\$ -	\$ -	\$ -
Wells Fargo: NVTC Savings	0.160%	115,010.66	(85,649.73)	29,360.93	29,360.93	-	-	-
<b><u>Investments</u></b>								
Bank of America: Virginia Local Government Investment Pool	0.420%	219,270,064.56	(52,284.56)	219,217,780.00	262,672.52	38,750,492.30	140,282,912.05	39,921,703.13
		<u>\$ 219,463,010.93</u>	<u>\$ (166,154.69)</u>	<u>\$ 219,296,856.24</u>	<u>\$ 341,748.76</u>	<u>\$ 38,750,492.30</u>	<u>\$ 140,282,912.05</u>	<u>\$ 39,921,703.13</u>

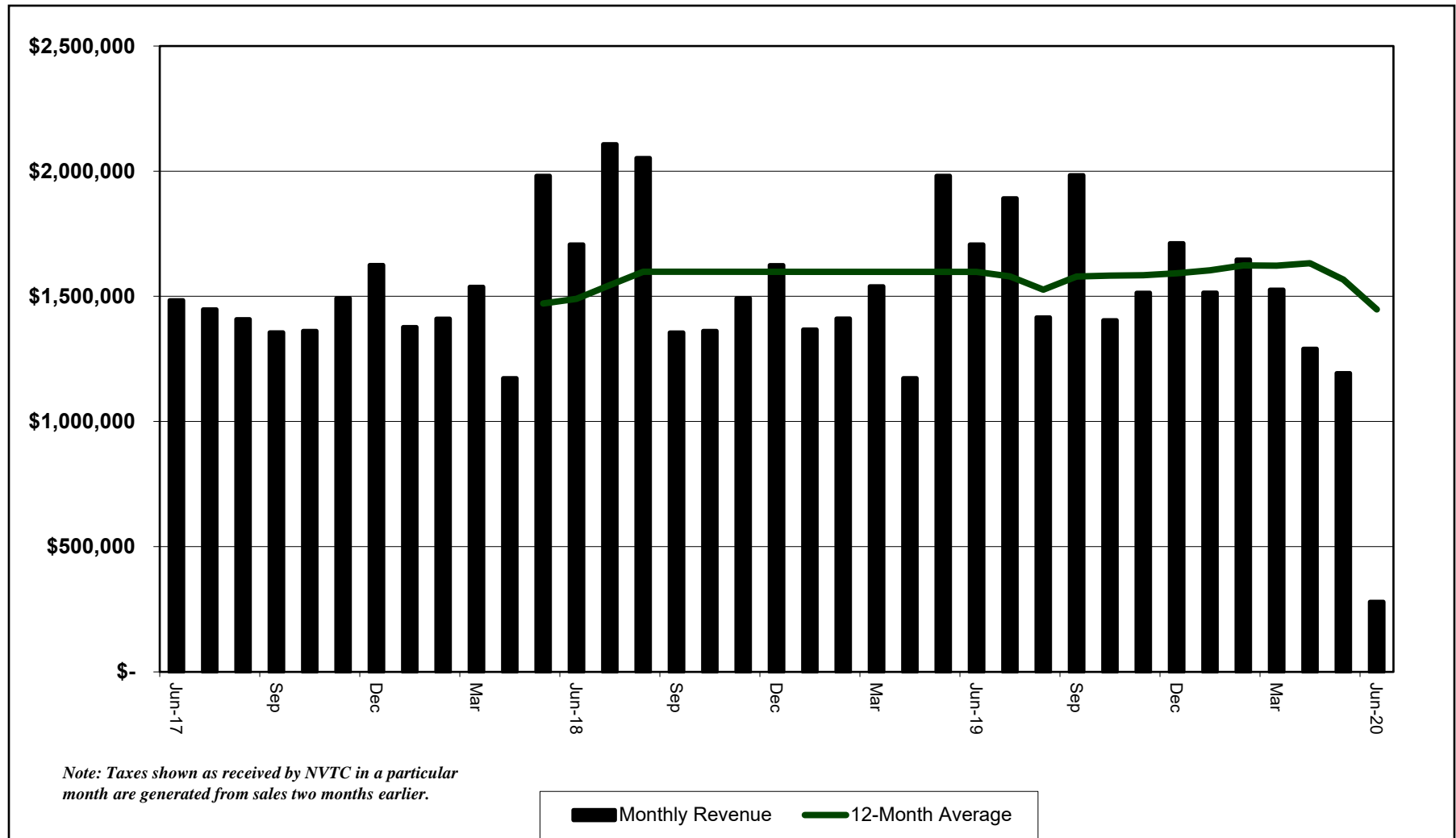
# NVTC MONTHLY GAS TAX REVENUE

## ALL JURISDICTIONS

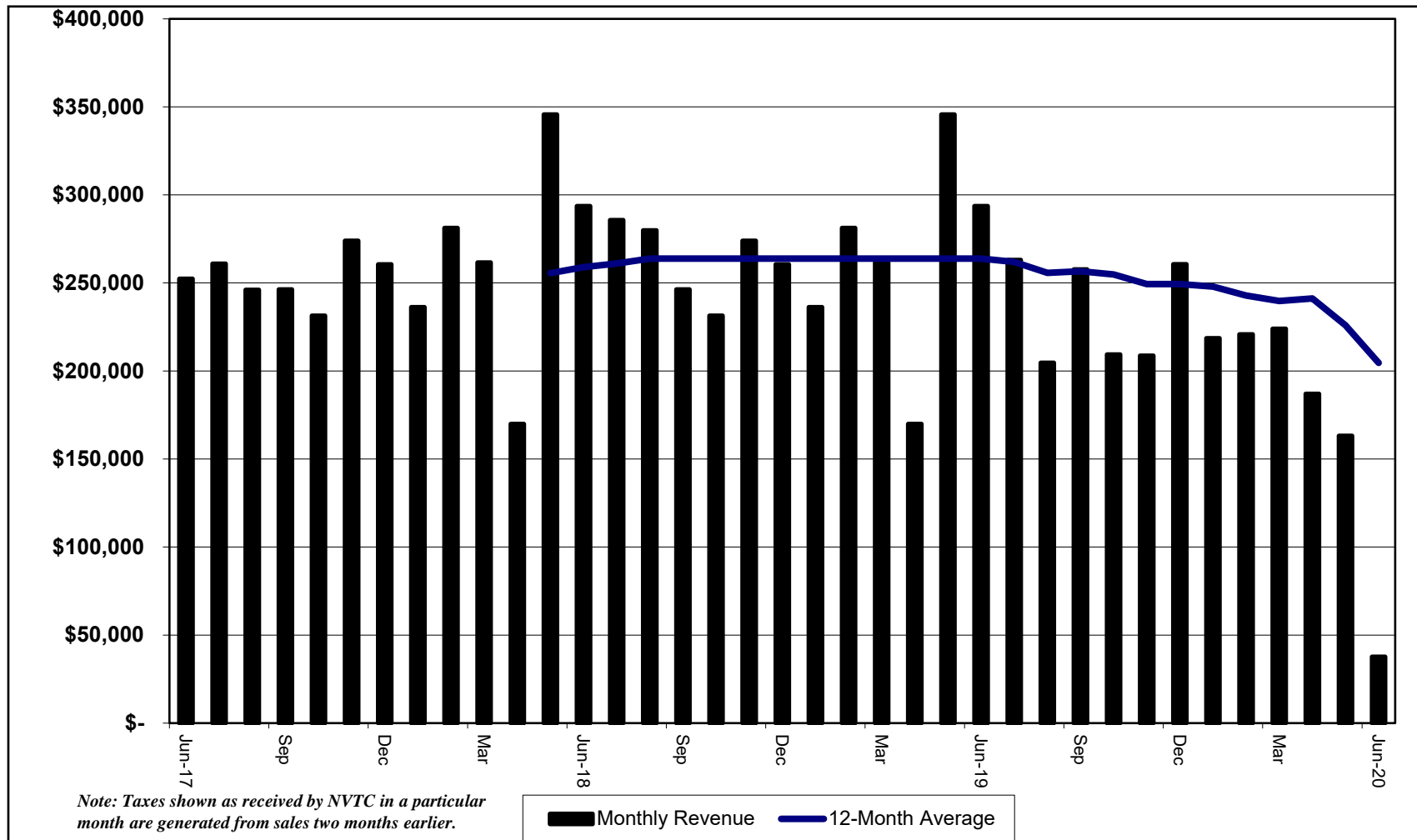
### FISCAL YEARS 2017-2020



NVTC MONTHLY GAS TAX REVENUE  
FAIRFAX COUNTY  
FISCAL YEARS 2017-2020

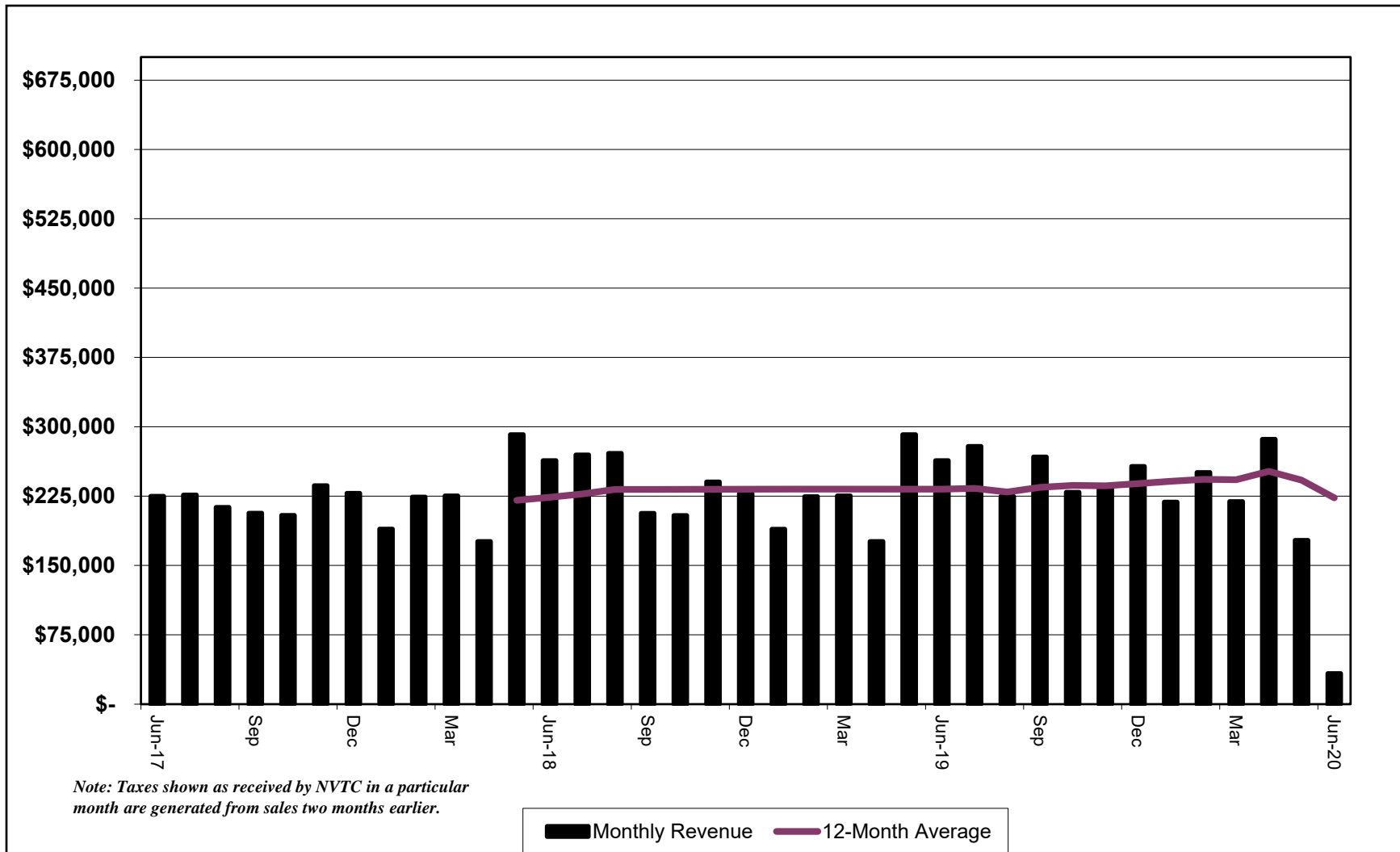


# NVTC MONTHLY GAS TAX REVENUE CITY OF ALEXANDRIA FISCAL YEARS 2017-2020

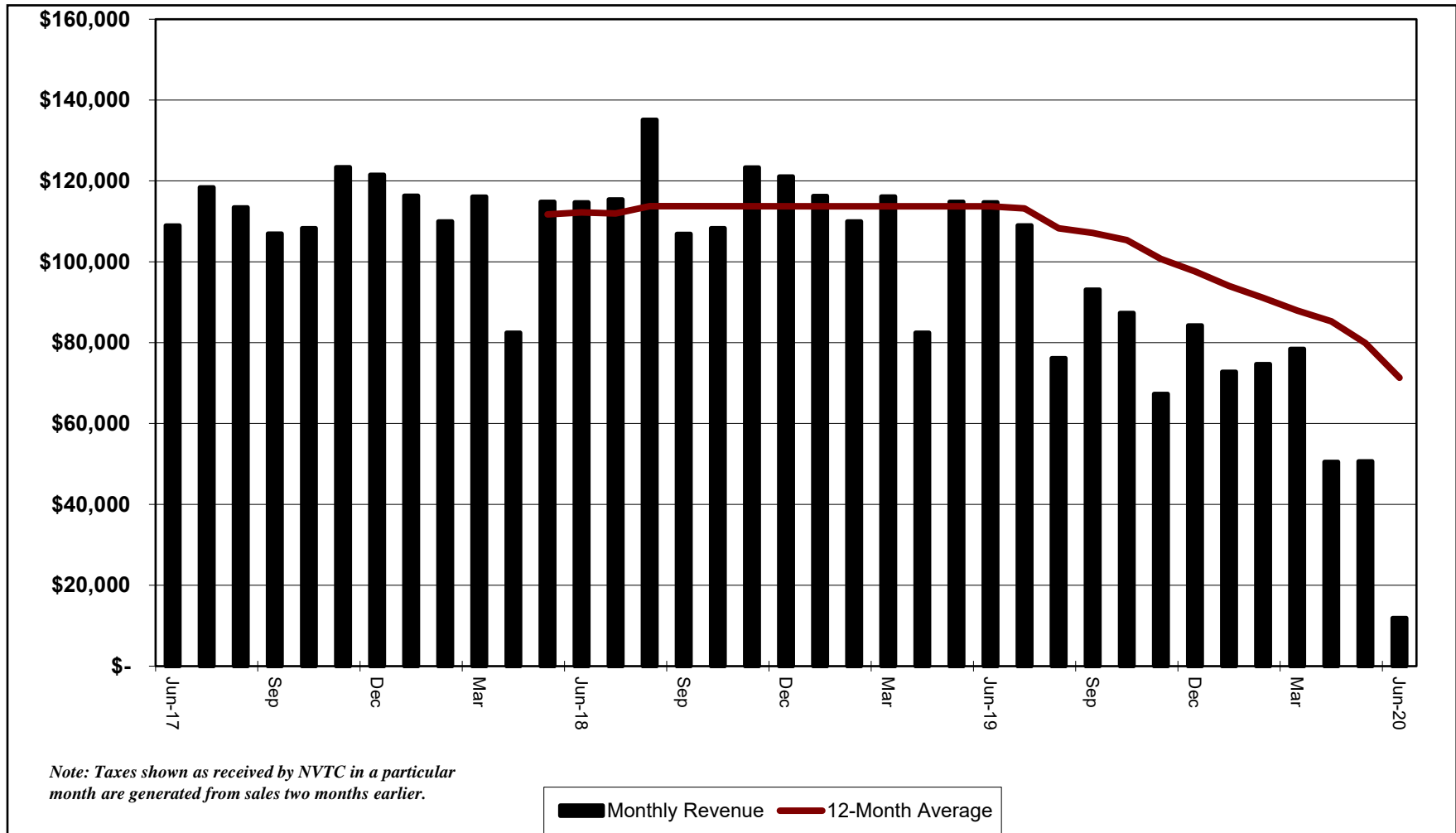




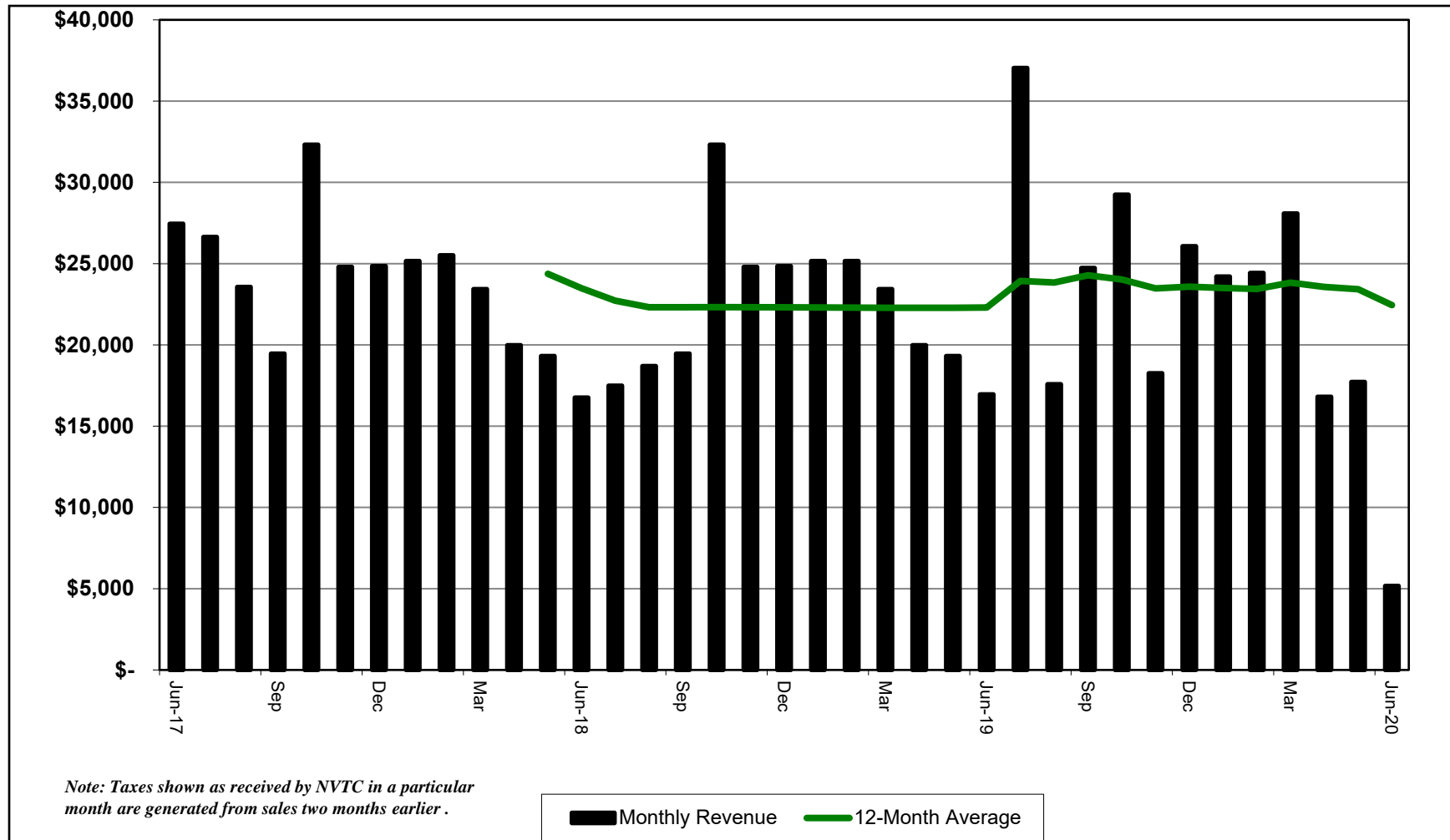
# NVTC MONTHLY GAS TAX REVENUE ARLINGTON COUNTY FISCAL YEARS 2017-2020



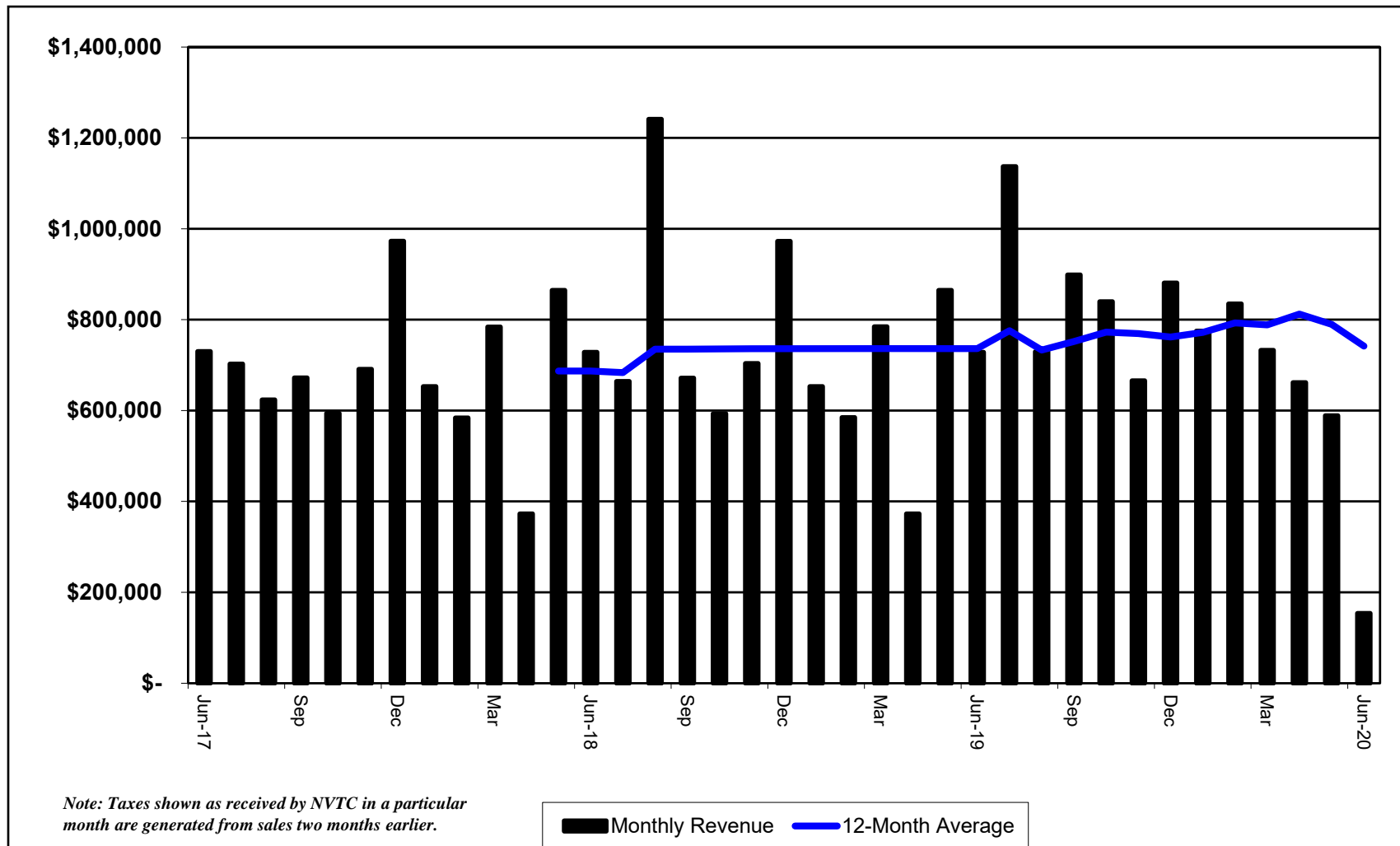
# NVTC MONTHLY GAS TAX REVENUE CITY OF FAIRFAX FISCAL YEARS 2017-2020



# NVTC MONTHLY GAS TAX REVENUE CITY OF FALLS CHURCH FISCAL YEARS 2017-2020



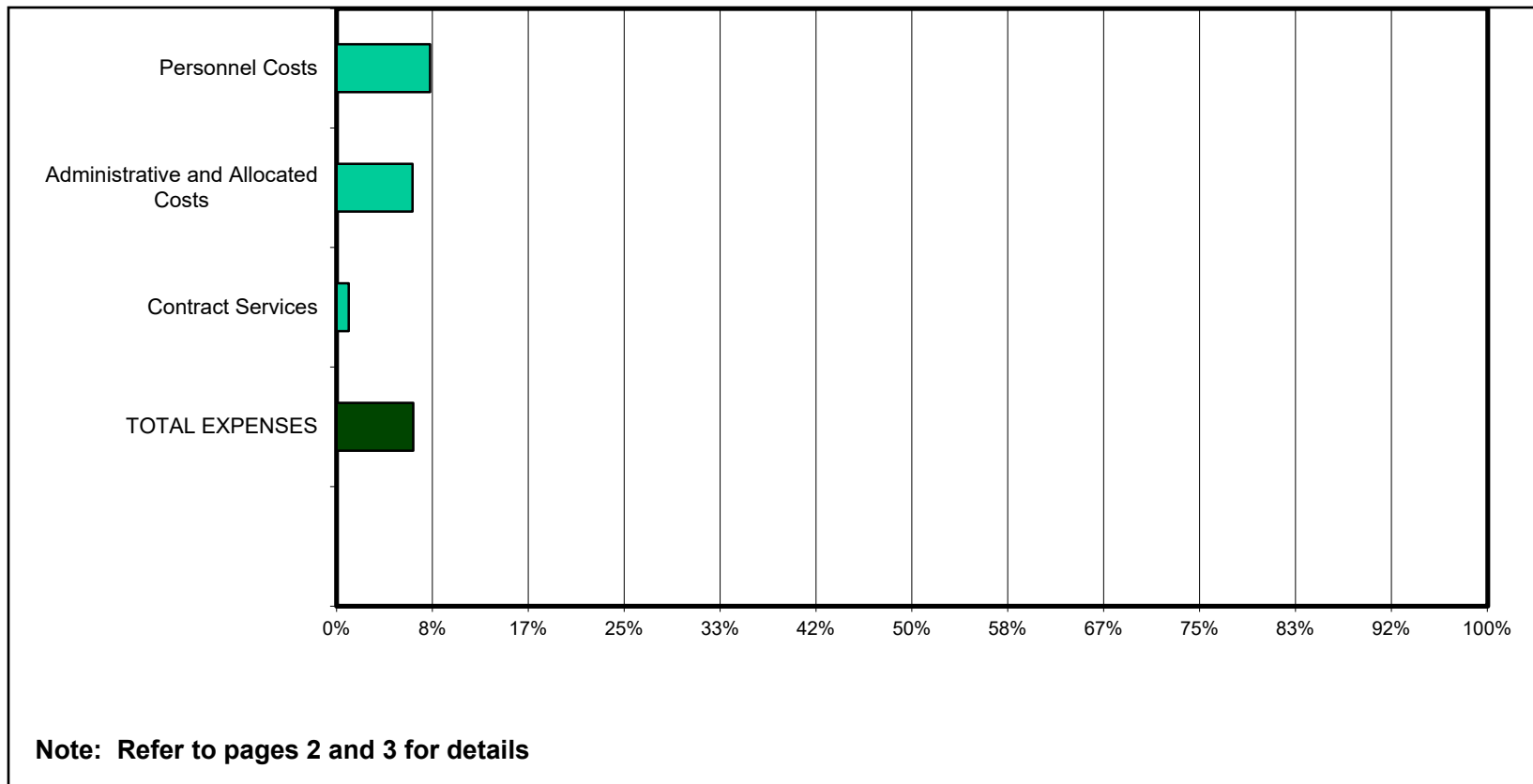
NVTC MONTHLY GAS TAX REVENUE  
LOUDOUN COUNTY  
FISCAL YEARS 2017-2020



# Northern Virginia Transportation Commission

Financial Reports  
July 2020

Percentage of FY 2021 NVTC Administrative Budget Used  
July 2020  
(Target 8.3% or less)



**NORTHERN VIRGINIA TRANSPORTATION COMMISSION**  
**G&A BUDGET VARIANCE REPORT**  
**July 2020**

	<b><u>Current Month</u></b>	<b><u>Year To Date</u></b>	<b><u>Annual Budget</u></b>	<b><u>Balance Available</u></b>	<b><u>Balance %</u></b>
<b><u>Personnel Costs</u></b>					
Salaries and Wages	\$ 168,864.30	\$ 168,864.30	\$ 2,041,700.00	\$ 1,872,835.70	91.7%
Temporary Employee Services	-	-	-	-	
Total Personnel Costs	<u>168,864.30</u>	<u>168,864.30</u>	<u>2,041,700.00</u>	<u>1,872,835.70</u>	<u>91.7%</u>
<b><u>Benefits</u></b>					
Employer's Contributions:					
FICA	10,896.85	10,896.85	140,100.00	129,203.15	92.2%
Group Health Insurance	12,021.79	12,021.79	176,600.00	164,578.21	93.2%
Retirement	14,875.00	14,875.00	174,000.00	159,125.00	91.5%
Workmans & Unemployment Compensation	136.00	136.00	5,100.00	4,964.00	97.3%
Life Insurance	68.04	68.04	6,800.00	6,731.96	99.0%
Long Term Disability Insurance	813.62	813.62	10,000.00	9,186.38	91.9%
Total Benefit Costs	<u>38,811.30</u>	<u>38,811.30</u>	<u>512,600.00</u>	<u>473,788.70</u>	<u>92.4%</u>
<b><u>Administrative Costs</u></b>					
Commissioners Per Diem	1,400.00	1,400.00	14,600.00	13,200.00	90.4%
<i>Rents:</i>	<i>30,372.63</i>	<i>30,372.63</i>	<i>393,400.00</i>	<i>363,027.37</i>	<i>92.3%</i>
Office Rent	30,372.63	30,372.63	366,000.00	335,627.37	91.7%
Parking & Transit Benefits	-	-	27,400.00	27,400.00	100.0%
<i>Insurance:</i>	<i>435.35</i>	<i>435.35</i>	<i>6,800.00</i>	<i>6,364.65</i>	<i>93.6%</i>
Public Official Bonds	-	-	2,000.00	2,000.00	100.0%
Liability and Property	435.35	435.35	4,800.00	4,364.65	90.9%
<i>Travel:</i>	<i>434.40</i>	<i>434.40</i>	<i>44,600.00</i>	<i>44,165.60</i>	<i>99.0%</i>
Conference / Professional Development	313.80	313.80	27,100.00	26,786.20	98.8%
Non-Local Travel	-	-	3,100.00	3,100.00	100.0%
Local Travel, Meetings and Related Expenses	120.60	120.60	14,400.00	14,279.40	99.2%
<i>Communication:</i>	<i>1,235.59</i>	<i>1,235.59</i>	<i>15,500.00</i>	<i>14,264.41</i>	<i>92.0%</i>
Postage	137.26	137.26	1,400.00	1,262.74	90.2%
Telephone and Data	1,098.33	1,098.33	14,100.00	13,001.67	92.2%
<i>Publications &amp; Supplies</i>	<i>688.59</i>	<i>688.59</i>	<i>28,700.00</i>	<i>28,011.41</i>	<i>97.6%</i>
Office Supplies	32.85	32.85	2,800.00	2,767.15	98.8%
Duplication and Paper	655.74	655.74	10,900.00	10,244.26	94.0%
Public Engagement	-	-	15,000.00	15,000.00	100.0%

**NORTHERN VIRGINIA TRANSPORTATION COMMISSION**  
**G&A BUDGET VARIANCE REPORT**  
**July 2020**

	<b><u>Current Month</u></b>	<b><u>Year To Date</u></b>	<b><u>Annual Budget</u></b>	<b><u>Balance Available</u></b>	<b><u>Balance %</u></b>
<i>Operations:</i>	1,028.03	1,028.03	37,500.00	36,471.97	97.3%
Furniture and Equipment (Capital)	-	-	13,600.00	13,600.00	100.0%
Repairs and Maintenance	-	-	1,000.00	1,000.00	100.0%
Computer Operations	1,028.03	1,028.03	22,900.00	21,871.97	95.5%
 <i>Other General and Administrative:</i>	 765.10	 765.10	 9,600.00	 8,834.90	 92.0%
Memberships	128.67	128.67	1,600.00	1,471.33	92.0%
Fees and Miscellaneous	636.43	636.43	6,500.00	5,863.57	90.2%
Advertising (Personnel/Procurement)	-	-	1,500.00	1,500.00	100.0%
Total Administrative Costs	<u>36,359.69</u>	<u>36,359.69</u>	<u>550,700.00</u>	<u>514,340.31</u>	<u>93.4%</u>
 <u>Contracting Services</u>					
Auditing	-	-	24,500.00	24,500.00	100.0%
Contract Services and Support - Commuter Choice	-	-	479,000.00	479,000.00	100.0%
Contract Services and Support - Other	4,041.67	4,041.67	120,000.00	115,958.33	96.6%
Legal	2,916.67	2,916.67	35,000.00	32,083.33	91.7%
Total Contract Services	<u>6,958.34</u>	<u>6,958.34</u>	<u>658,500.00</u>	<u>651,541.66</u>	<u>98.9%</u>
 Total Gross G&A Expenses	<u>\$ 250,993.63</u>	<u>\$ 250,993.63</u>	<u>\$ 3,763,500.00</u>	<u>\$ 3,512,506.37</u>	<u>93.3%</u>



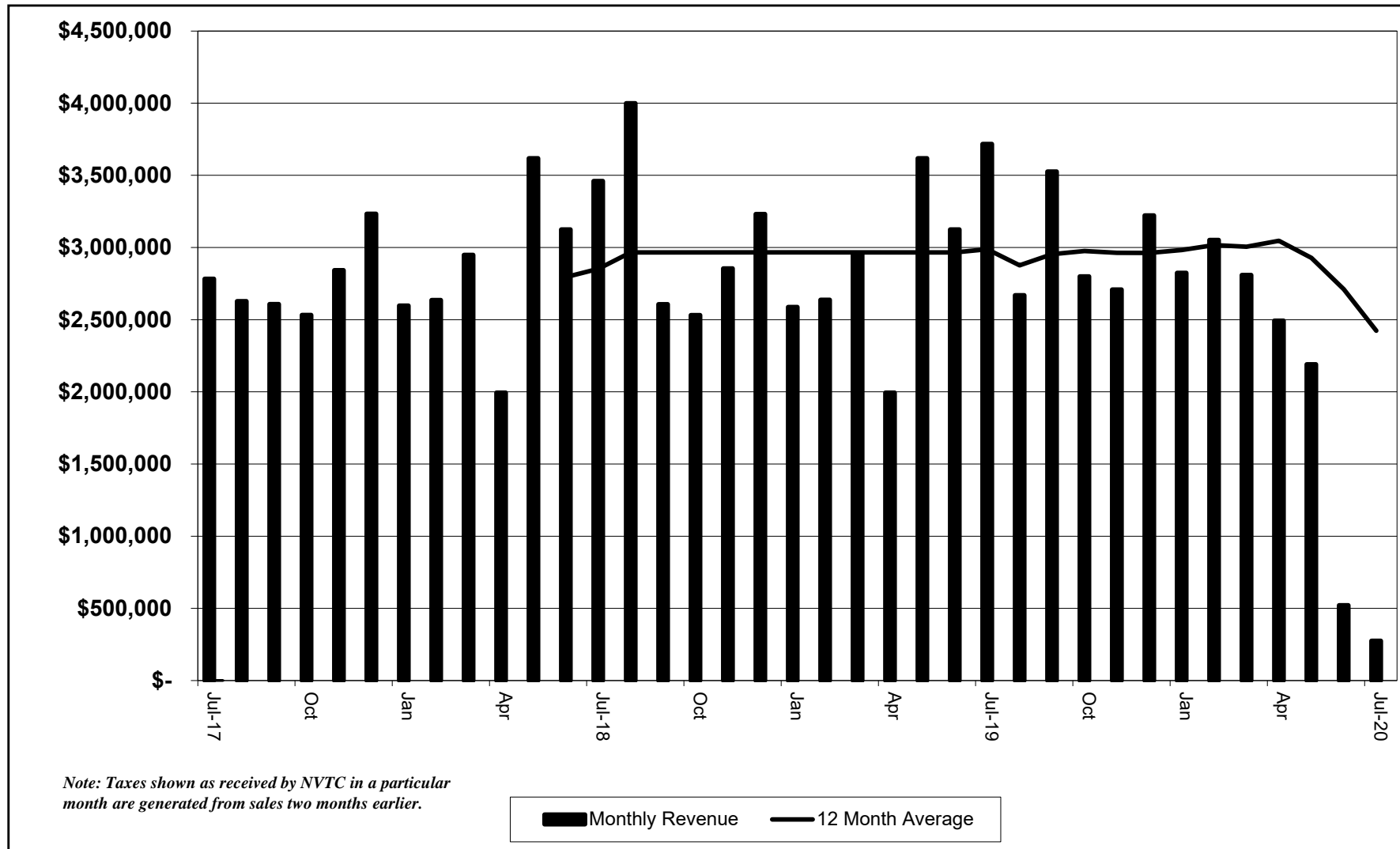
**NVTC**  
**RECEIPTS and DISBURSEMENTS**  
**July 2020**

July 2020			Virginia LGIP				
Date	Payer / Payee	Purpose	Wells Fargo Checking	Wells Fargo Savings	NVTC G&A / Project	Commuter Choice	Trusts
RECEIPTS							
1	Alexandria	G&A contribution		\$ 9,891.75			
3	DMV	C-ROC			1,250,000.00		
3	DMV	Motor Vehicle Fuels Sales tax receipt					521,534.58
6	DRPT	Capital grants receipts - VRE			996,468.00		
9	Fairfax	G&A contribution		163,471.00			
9	DRPT	Technical assistance - Fare collection project			6,051.00		
9	DRPT	Grant receipt - Post-shutdown marketing campaign			13,512.00		
15	Loudoun	G&A contribution		10,090.00			
15	City of Fairfax	G&A contribution		2,325.50			
15	AIG	Premium refund		36.88			
15	Staff	Refund of expenses		166.20			
23	DRPT	Operating and capital assistance - WMATA					13,251,467.00
28	DRPT	Operating assistance - City of Fairfax					188,915.00
29	DRPT	Capital grant receipt - City of Fairfax					30,432.00
31	DMV	Motor Vehicle Fuels Sales tax receipt					274,620.59
28	DRPT	Operating assistance - VRE			2,418,033.00		
31	DMV	C-ROC			1,250,000.00		
31	Banks	Investment earnings		81.26	49.21	10,430.20	43,734.52
			-	186,062.59	5,934,113.21	10,430.20	14,310,703.69
DISBURSEMENTS							
1-31	Various	G&A expenses	(202,761.32)				
1	WMATA	Metrobus operating					(1,823,871.00)
1	WMATA	Paratransit operating					(863,407.00)
1	WMATA	Metrorail operating					(6,712,992.00)
1	WMATA	WMATA operating					(6,417,302.00)
1	WMATA	CIP					(5,553,021.00)
1	WMATA	Project planning					(183,331.00)
3	VRE	Grant revenue			(1,250,000.00)		
6	VRE	Grant revenue			(996,468.00)		
14	Arlington County	Other operating					(218,219.00)
15	Kimley-Horn	Consulting - I-66 Commuter Choice	(10,268.70)				
15	Stantec	NTD collection project	(37,711.30)				
15	Kimley-Horn	Consulting - 95/395 Commuter Choice	(7,675.61)				
15	SIR	I-66 Commuter Choice outreach	(16,610.00)				
16	Arlington County	95/395 Commuter Choice project reimbursement				(54,895.00)	
16	Arlington County	I-66 Commuter Choice projects reimbursements				(1,228,245.00)	
16	Falls Church	I-66 Commuter Choice project reimbursement				(126,275.00)	
21	Arlington County	Other capital					(9,014,442.00)
28	VRE	Grant revenue			(2,418,033.00)		
31	City of Fairfax	Other capital					(30,432.00)
31	VRE	Grant revenue			(1,250,000.00)		
31	Banks	Service charges	(52.93)	(7.03)			
			(275,079.86)	(7.03)	(5,914,501.00)	(1,409,415.00)	(30,817,017.00)
TRANSFERS							
2	Transfer	From LGIP to checking	150,000.00		(150,000.00)		
15	Transfer	From savings to checking	150,000.00	(150,000.00)			
16	Transfer	From LGIP to LGIP (NTD project)			37,675.30		(37,675.30)
27	Transfer	From LGIP to LGIP (Fare collection project)			57,470.04		(57,470.04)
			300,000.00	(150,000.00)	(54,854.66)	-	(95,145.34)
NET INCREASE (DECREASE) FOR MONTH			\$ 24,920.14	\$ 36,055.56	\$ (35,242.45)	\$ (1,398,984.80)	\$ (16,601,458.65)

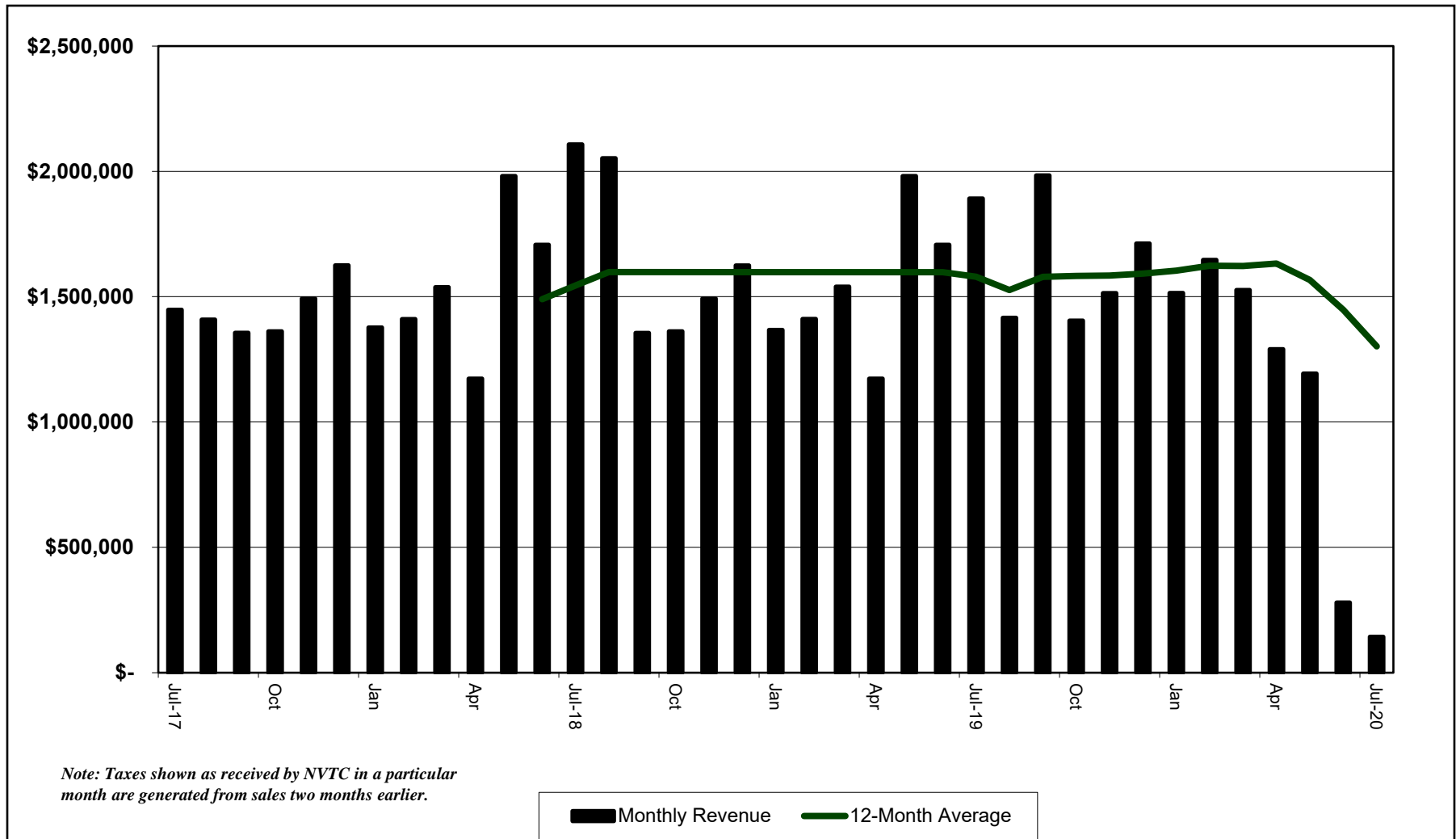
**NVTC  
INVESTMENT REPORT  
July 2020**

Type	Rate	Balance 6/30/2020	Increase (Decrease)	Balance 7/31/2020	Balance				
					NVTC G&A/Project	Commuter Choice	Jurisdictions Trust Fund	Loudoun Trust Fund	
<b><u>Cash Deposits</u></b>									
Wells Fargo: NVTC Checking	N/A	\$ 49,715.31	\$ 24,920.14	\$ 74,635.45	\$ 74,635.45	\$ -	\$ -	\$ -	
Wells Fargo: NVTC Savings	0.160%	29,360.93	36,055.56	65,416.49	65,416.49	-	-	-	
<b><u>Investments</u></b>									
Bank of America: Virginia Local Government Investment Pool	0.323%	219,217,780.00	(18,035,685.90)	201,182,094.10	227,430.07	37,351,507.50	123,438,750.33	40,164,406.20	
		<u>\$ 219,296,856.24</u>	<u>\$ (17,974,710.20)</u>	<u>\$ 201,322,146.04</u>	<u>\$ 367,482.01</u>	<u>\$ 37,351,507.50</u>	<u>\$ 123,438,750.33</u>	<u>\$ 40,164,406.20</u>	

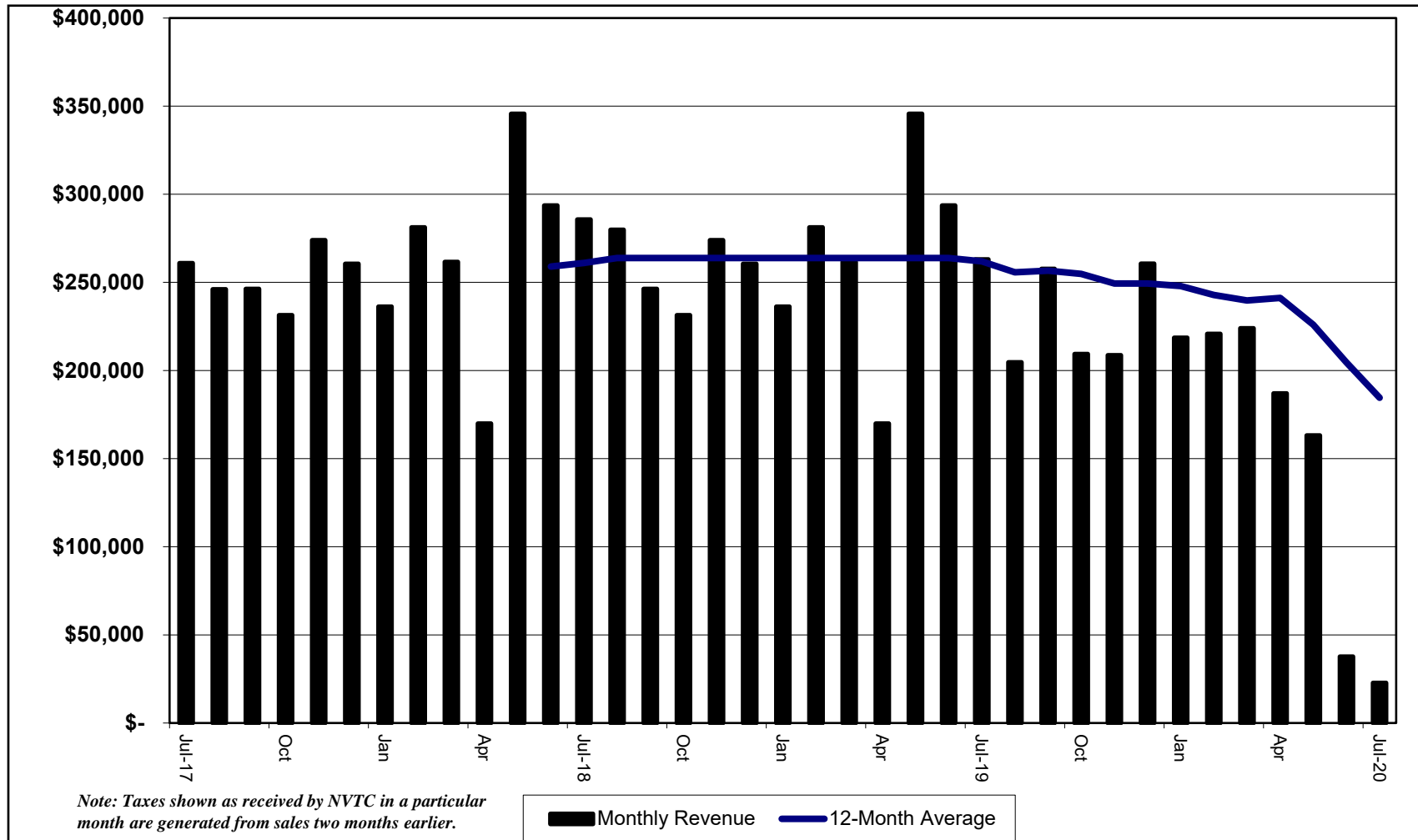
# NVTC MONTHLY GAS TAX REVENUE ALL JURISDICTIONS FISCAL YEARS 2018-2021



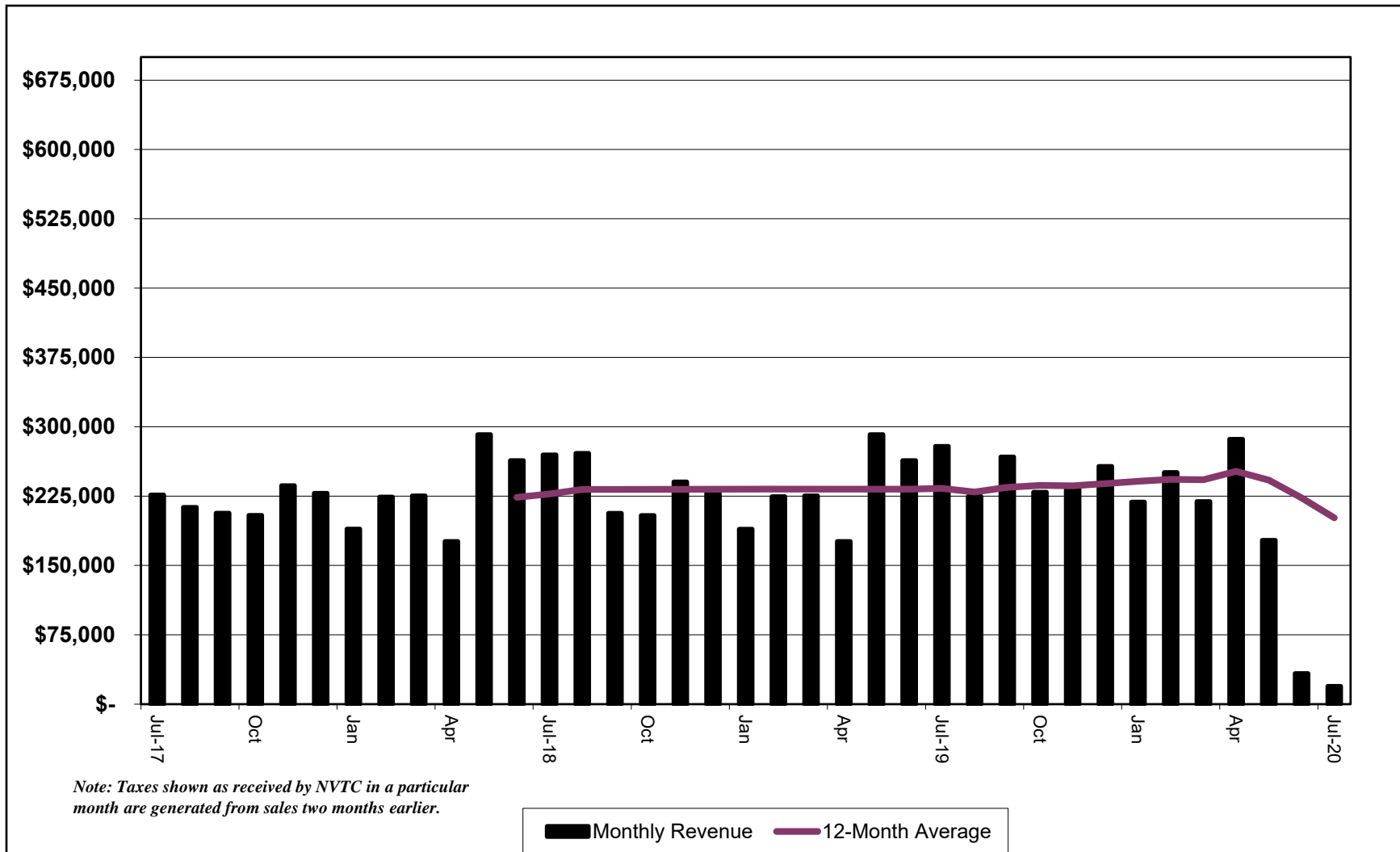
# NVTC MONTHLY GAS TAX REVENUE FAIRFAX COUNTY FISCAL YEARS 2018-2021



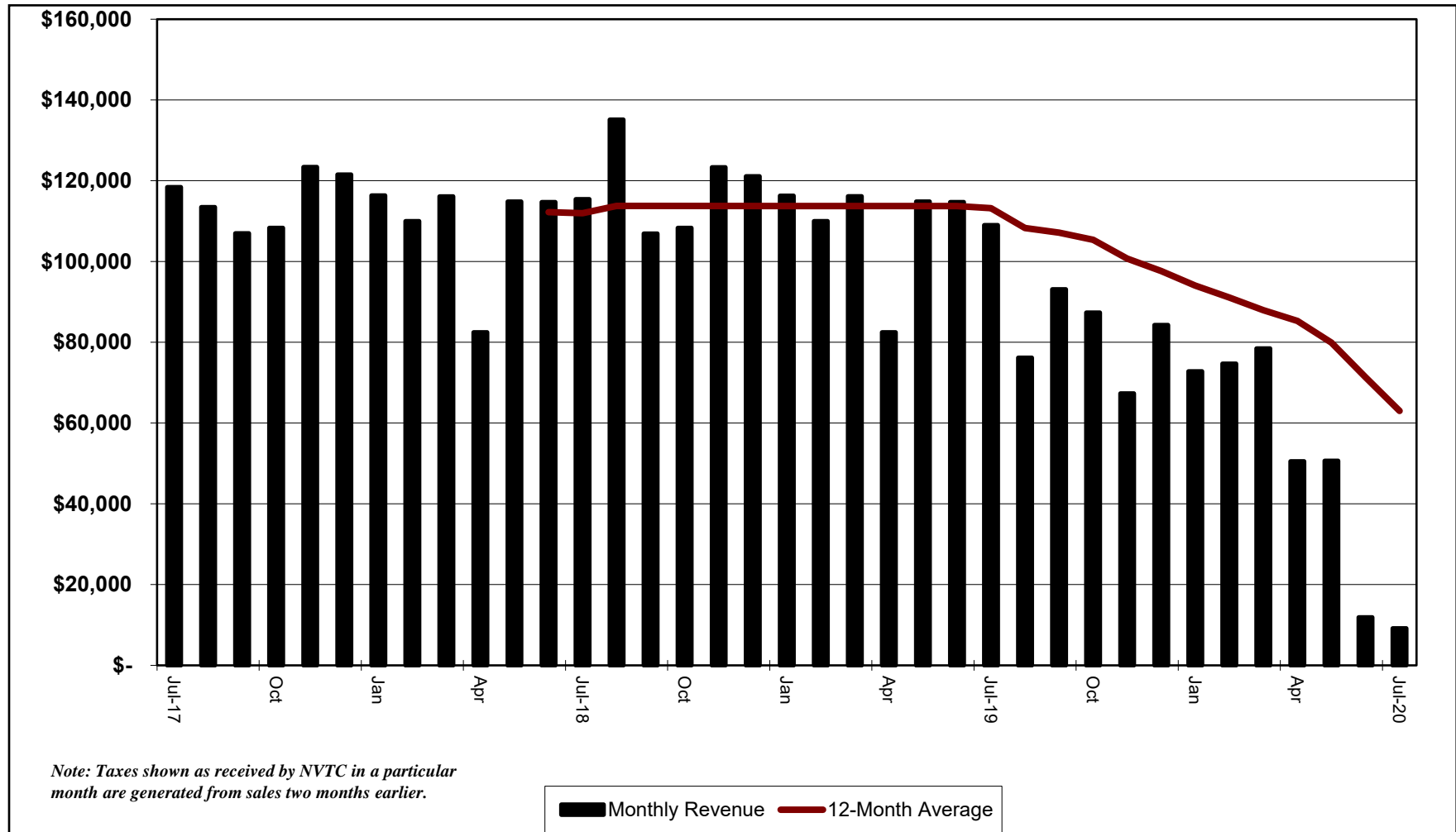
# NVTC MONTHLY GAS TAX REVENUE CITY OF ALEXANDRIA FISCAL YEARS 2018-2021



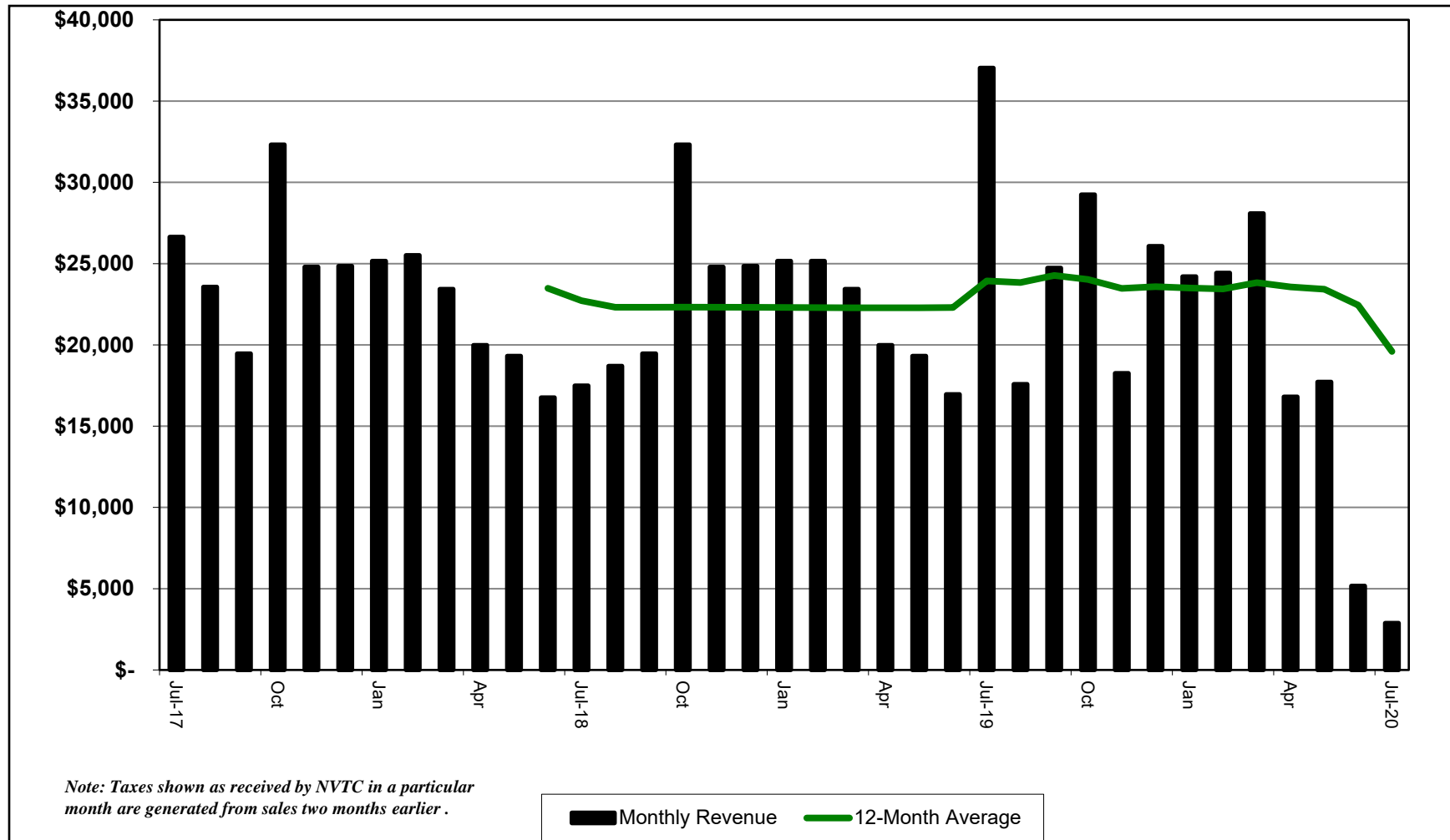
# NVTC MONTHLY GAS TAX REVENUE ARLINGTON COUNTY FISCAL YEARS 2018-2021



# NVTC MONTHLY GAS TAX REVENUE CITY OF FAIRFAX FISCAL YEARS 2018-2021



# NVTC MONTHLY GAS TAX REVENUE CITY OF FALLS CHURCH FISCAL YEARS 2018-2021





NVTC MONTHLY GAS TAX REVENUE  
LOUDOUN COUNTY  
FISCAL YEARS 2018-2021

