NVTC Commission Meeting
December 2, 2021

The meeting will start momentarily.

Meeting materials available at www.novatransit.org
1. Opening Remarks

2. **ACTION ITEM:** Approve the November 4, 2021 NVTC Meeting Minutes

3. **ACTION ITEM:** Consent Agenda

4. **ACTION ITEM:** Accept and Authorize Distribution of NVTC’s FY 2021 Audited Financial Statements and Compliance Reports

5. NVTC FY 2023 General and Administrative Budget and 2022-2023 Work Plan

6. Washington Metropolitan Area Transit Authority
   - **ACTION ITEM:** Authorize the Executive Director to Send NVTC’s 2021 Report on the Performance and Condition of WMATA to the Governor and General Assembly

7. Legislative Update
   - **ACTION ITEM:** Approve the NVTC 2022 Legislative and Policy Agenda

8. Virginia Railway Express
   - **ACTION ITEM:** Approve Resolution #2464: 2022 VRE Legislative Agenda
   - **ACTION ITEM:** Approve Resolution #2465: Authorize VRE Staff to Advance a Public Bond Issuance Backed by the Commuter Rail Operating and Capital (C-ROC) Fund

9. Department of Rail and Public Transportation

10. Executive Director Report
1. Opening Remarks

2. Approve Minutes
   A. ACTION ITEM: Approve the Meeting Minutes from the November 4, 2021 Commission Meeting

3. Consent Agenda
   A. Authorize the Executive Director to Issue an RFP for Audit Services
4. Action Item

A. Accept and Authorize the Distribution of NVTC’s FY 2021 Audited Financial Statements and Compliance Reports

5. NVTC’s FY 2023 General and Administrative Budget and Work Plan

A. Proposed FY 2023 G&A Budget
B. Proposed 2022-2023 NVTC Work Plan
FY 2023 G&A Budget - Proposed Approach

- Continue strong support of Commission priorities
- Fulfill state and federal reports and requirements
- Reduce financial management exposure
- Retain and train highly skilled staff
- Continue robust regional technical and coordination efforts
- Continue staff coordination of WMATA efforts including support to WMATA Board members
- Be able to immediately conduct policy research and leverage opportunities for additional federal and/or state funding
- Sustain human resources, legal and legislative support
- Align COLA/merit expectations with peers, jurisdictions

Maintain near zero growth in G&A budget while building NVTC’s research portfolio and supporting highly skilled staff.
NVTC’s General and Administrative Budget

NVTC Budget Cost Drivers

- Salaries and Benefits, 69%
- Contracted Services, 16%
- Rent, 10%
- All Other Expenses, 5%

- Financial management of gas tax, toll revenues, state aid and federal grant funding
- Program management of Commuter Choice, WMATA Oversight
- Technical, policy and data analysis that improve local transit planning decisions
- Facilitation of regional efforts such as major station shutdowns and new fare technologies
- Meeting planning and communications to allow Commission to thrive
- Internal Operations to support communications and IT functions
NVTC’s General and Administrative Budget

NVTC Budget Revenue Sources

- Direct Contributions from Jurisdictions, 7%
- Off the Top of State Aid to Jurisdictions, 68%
- Other Revenue, 3%
- Appropriated Surplus, 3%
- Commuter Choice Revenue, 19%
- Other Revenue, 3%

- NVTC’s G&A Budget is primarily from state aid (DRPT funding)
- Only 7% comes directly from jurisdictional budgets (fixed in total)
- In FY 2022, NVTC expects to manage $232M in state aid on behalf of our jurisdictions
- NVTC “overhead” is less than 1.2% of state aid
- Commuter Choice funding is approved by CTB each year
- Appropriated Surplus varies from year to year, depending on prior year budget surpluses
# Proposed FY 2023 G&A Budget - Expenditures

<table>
<thead>
<tr>
<th>Budget Category</th>
<th>Approved FY 2022 Budget</th>
<th>Proposed FY 2023 Budget</th>
<th>Increase (Decrease)</th>
<th>Percent Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salaries and Wages</td>
<td>$2,102,700</td>
<td>$2,165,300</td>
<td>$62,600</td>
<td>3.0%</td>
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<tr>
<td>Benefits and Other Payroll Costs</td>
<td>520,400</td>
<td>532,900</td>
<td>12,500</td>
<td>2.4%</td>
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<tr>
<td>Administrative Costs</td>
<td>566,700</td>
<td>604,700</td>
<td>38,000</td>
<td>6.7%</td>
</tr>
<tr>
<td>Commissioners Per Diem</td>
<td>14,500</td>
<td>14,700</td>
<td>1.4%</td>
<td></td>
</tr>
<tr>
<td>Rent</td>
<td>408,200</td>
<td>418,400</td>
<td>2.5%</td>
<td></td>
</tr>
<tr>
<td>Insurance</td>
<td>7,400</td>
<td>7,300</td>
<td>-1.0%</td>
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</tr>
<tr>
<td>Travel, Training and Meetings</td>
<td>44,000</td>
<td>55,800</td>
<td>26.8%</td>
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<tr>
<td>Telephone, Data and Postage</td>
<td>16,000</td>
<td>16,700</td>
<td>4.4%</td>
<td></td>
</tr>
<tr>
<td>Publications and Supplies</td>
<td>28,900</td>
<td>28,900</td>
<td>0.0%</td>
<td></td>
</tr>
<tr>
<td>Computer Operations and Equipment</td>
<td>37,700</td>
<td>52,900</td>
<td>40.3%</td>
<td></td>
</tr>
<tr>
<td>Other General and Administrative</td>
<td>10,000</td>
<td>10,000</td>
<td>0.0%</td>
<td></td>
</tr>
<tr>
<td>Contract Services</td>
<td>643,700</td>
<td>617,300</td>
<td>(26,400)</td>
<td>-4.1%</td>
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<tr>
<td>Commuter Choice</td>
<td>463,600</td>
<td>234,700</td>
<td>(228,900)</td>
<td>-49.4%</td>
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<tr>
<td>Research Support, Other</td>
<td>180,100</td>
<td>382,600</td>
<td>202,500</td>
<td>112.4%</td>
</tr>
<tr>
<td><strong>Total FY 2022 G&amp;A Budget</strong></td>
<td><strong>$3,833,500</strong></td>
<td><strong>$3,920,200</strong></td>
<td><strong>$86,700</strong></td>
<td><strong>2.3%</strong></td>
</tr>
</tbody>
</table>
# Proposed FY 2023 G&A Budget - Revenue

<table>
<thead>
<tr>
<th>Budget Category</th>
<th>Approved FY 2022 Budget</th>
<th>Proposed FY 2023 Budget</th>
<th>Increase (Decrease)</th>
<th>Percent Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Local Share from State Aid</td>
<td>$2,359,253</td>
<td>$2,663,653</td>
<td>$304,400</td>
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<tr>
<td>Local Direct Contributions</td>
<td>284,247</td>
<td>284,247</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Total Local Contributions</td>
<td>2,643,500</td>
<td>2,947,900</td>
<td>304,400</td>
<td>11.5%</td>
</tr>
<tr>
<td>Base Operating Program (excluding Commuter Choice)</td>
<td></td>
<td>94,400</td>
<td></td>
<td>3.5%</td>
</tr>
<tr>
<td>Research Support, Commission Directed</td>
<td></td>
<td>200,000</td>
<td></td>
<td>7.6%</td>
</tr>
<tr>
<td>Professional Development, Commission Directed</td>
<td></td>
<td>10,000</td>
<td></td>
<td>0.4%</td>
</tr>
<tr>
<td>Interest and Other Revenue</td>
<td>10,000</td>
<td>3,000</td>
<td>(7,000)</td>
<td>-70.0%</td>
</tr>
<tr>
<td>Project Chargebacks</td>
<td>1,040,000</td>
<td>834,300</td>
<td>(205,700)</td>
<td>-21.4%</td>
</tr>
<tr>
<td>Project Grant Billings</td>
<td>40,000</td>
<td>40,000</td>
<td>0</td>
<td>0.0%</td>
</tr>
<tr>
<td>Appropriated Surplus</td>
<td>100,000</td>
<td>95,000</td>
<td>(5,000)</td>
<td>-5.0%</td>
</tr>
<tr>
<td><strong>Total FY 2022 G&amp;A Budget</strong></td>
<td>$3,833,500</td>
<td>$3,920,200</td>
<td>$86,700</td>
<td>2.3%</td>
</tr>
</tbody>
</table>
NVTC 2022-2023 Work Plan - Deliverables and Actions

Commuter Choice
- I-66 Round Five scoring and program development
- I-395/95 Round Three Call for Projects
- Annual Report to CTB

NVTC Oversight of WMATA
- Annual Report on the Performance and Condition of WMATA
- WMATA budget letters and testimony, when appropriate
- Yellow Line Bridge Shutdown Coordination

Transit Technology
- Proposed Northern Virginia Low-/Zero-Emission Bus Strategic Plan
- Implementation of Regional Fare Collection Strategic Plan tasks

NVTC Staff Support to VRE
- Audited annual ridership survey and GIS analysis

Transit Resource Center
- Annual Transit Performance Report
- Post-COVID Transportation Analyses
- Proposed Northern Virginia Transit Strategic Plan
- Route 7 BRT Phase VI Analysis

Legislative and Policy Efforts
- Joint NVTC-PRTC Legislative Briefing
- Annual Legislative and Policy Agenda
- Policy briefs and tracking reports

Communications
- Public outreach for Commuter Choice program milestones
- Daily headlines, weekly and monthly newsletters
- Post-COVID and Post-Yellow Line Bridge Shutdown marketing campaign

Financial Analysis and Reporting
- Administer annual WMATA subsidy and local transit funding
- Annual allocation of regional gas tax
- Financial projections and analysis
- DRPT grant applications and grant agreements
- Commuter Choice reimbursements
- Annual updates to SAM formula
- Federal grant management and reporting
- Title VI certification to FTA

Commission Management
- Monthly materials
- Annual agenda and meeting schedule

Internal Operations
- General and Administrative Budget and Work Plan
- Telework and IT support
6. WMATA

A. WMATA COVID-19 Response
B. Report from the Virginia WMATA Board Members
C. Report from the Chair of the NVTC WMATA Committee

- **ACTION ITEM**: Authorize the Executive Director to send NVTC’s 2021 Report on the Performance and Condition of WMATA to the Governor and General Assembly
NVTC’s 2021 Report on the Performance and Condition of WMATA

Highlights of NVTC’s 2021 recommendations to WMATA:

- Leverage federal coronavirus relief aid
- Communicate and encourage a safe return to transit
- Implement fare and parking policy changes
- Adapt rail service to anticipate demand
- Continue focus on ongoing initiatives to reduce the growth in operating costs and improve operational efficiencies
Platform rehabilitation program nearly complete

Metrorail and Metrobus fleet reliability were at an all-time high

Mobile App and new fare technology introduced across the system

Cellular data service available in all Metrorail tunnels

Track rehabilitation work yields dividends
7. Report from the Chair of the Legislative & Policy Committee

A. Report from the Chair of the Legislative and Policy Agenda
   • **ACTION ITEM**: Approve the NVTC 2022 Legislative and Policy Agenda

B. Federal Update

C. Annual Joint NVTC-PRTC Legislative Briefing
NVTC 2022 Legislative and Policy Agenda

State Priorities

- Protect Existing Transit Programs and Funding
- Remove State Barriers to Maximize Access to Federal Funding for Public Transit Purposes
- Support Funding to Implement Zero and Low-Emission Public Transit
- Continue Support for the Transforming Rail in Virginia Program
- Restore Funding to the Northern Virginia Transportation Authority (NVTA)
- Support the Implementation of the Transit Equity and Modernization Study
- Preserve NVTC Stewardship of NVTC Programs
- Continue to Support Flexibility for Remote Public Meetings

Federal Priorities

- Effective and Timely Implementation of New Infrastructure Package
- Continue Support for COVID Relief for Transit Agencies
- Explore Federal Funding Support for Transit Operations
- Continue Support for Commuter Tax Benefits
- Identify Long Term Structural Fix to the Highway Trust Fund and Mass Transit Account
8. Virginia Railway Express

A. VRE COVID-19 Response

B. VRE CEO Report and Minutes

C. **ACTION ITEM**: Approve Resolution #2464: Approve 2022 VRE Legislative Agenda

D. **ACTION ITEM**: Approve Resolution #2465: Authorize VRE Staff to Advance a Public Bond Issuance Backed by the Commuter Rail Operating and Capital (C-ROC) Fund
9. Department of Rail and Public Transportation

A. DRPT Monthly Report
10. Executive Director’s Report: November Highlights

NVTC Welcomes:

Monique Blyther
Marketing and Engagement Manager

Adam Hager
Senior Program Analyst (Commuter Choice)

Executive Director Kate Mattice speaks to the 2022 class of Leadership Arlington about regional transportation challenges.

Kate Mattice joins 10,000+ transit professionals at the American Public Transportation Conference and Expo.

Sr. Technology Program Manager Patricia Happ speaks to the Washington DC Section Institute of Transportation Engineers.
Upcoming Events

NVTC-PRTC Annual Legislative Briefing:
December 6 at 8:30 am
Embassy Suites Springfield

NVTC Commission Meeting + Annual Public Hearing:
January 6 at 7:00 pm
NVTC Main Floor Conference Room

NVTC’s WMATA Committee
NVTC Legislative Committee
TBD in January
Questions?

A. Commissioner comments and questions
B. Reminder: Next Commission Meeting is January 6, 2022
Meeting is adjourned. Thank you for attending!