

NVTC Commission Meeting

December 2, 2021

The meeting will start momentarily.



KATIE CRISTOL
NVTC CHAIR
ARLINGTON COUNTY



CANEK AGUIRRE
NVTC VICE CHAIR
CITY OF ALEXANDRIA



DALIA PALCHIK
NVTC SECRETARY-TREASURER
FAIRFAX COUNTY

Meeting materials available at www.novatransit.org

NVTC December 2, 2021 Meeting Agenda

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



KATIE CRISTOL
NVTC CHAIR
ARLINGTON COUNTY

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



KATE MATTICE
NVTC EXECUTIVE DIRECTOR



SCOTT KALKWARF
NVTC DIRECTOR OF FINANCE AND
ADMINISTRATION

FY 2023 G&A Budget – Proposed Approach

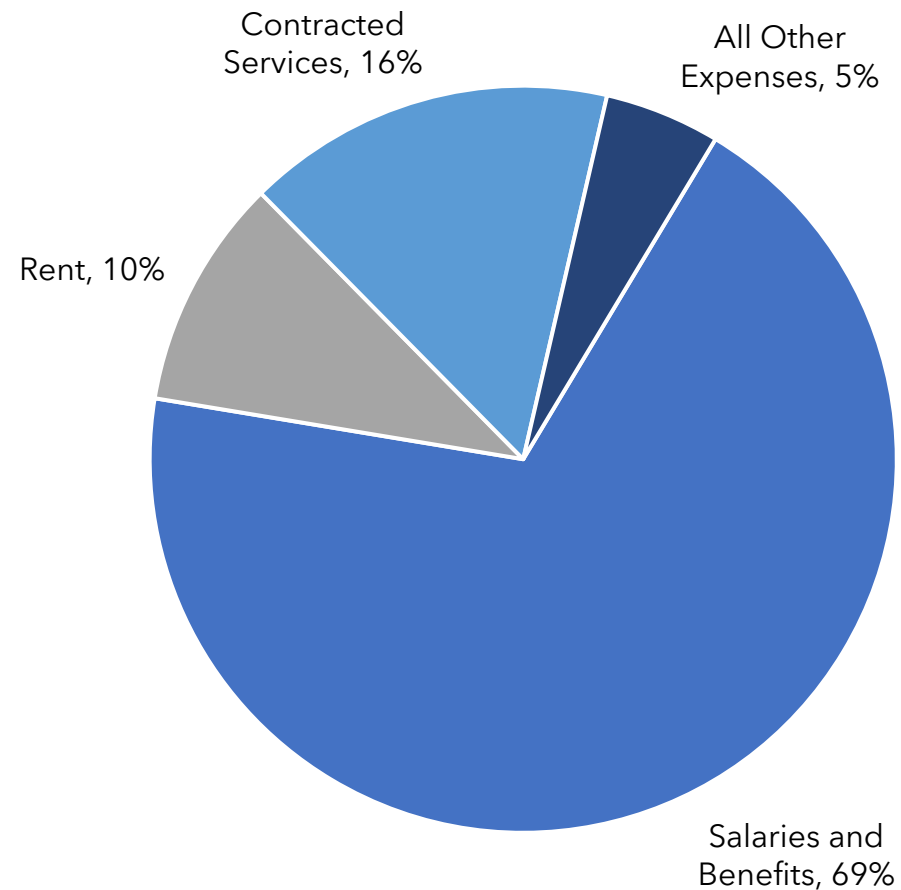
Maintain near zero growth in G&A budget while building NVTC's research portfolio and supporting highly skilled staff.

- ✓ 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



NVTC's General and Administrative Budget

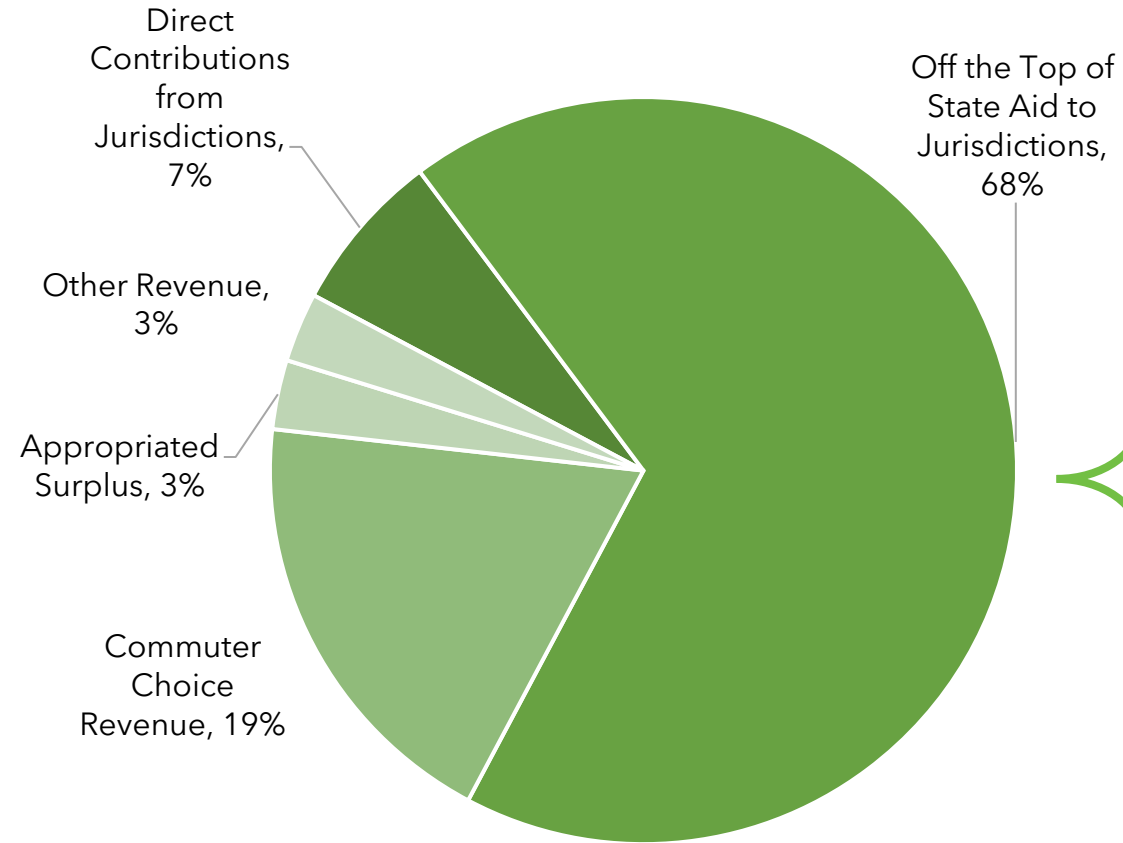
NVTC Budget Cost Drivers



- ✓ **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



- ✓ 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

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

Proposed FY 2023 G&A Budget - Revenue

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

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



PAUL SMEDBERG
COMMONWEALTH APPOINTEE TO THE WMATA
BOARD OF DIRECTORS



MATT LETOURNEAU
NVTC APPOINTEE TO
THE WMATA BOARD OF DIRECTORS
LOUDOUN COUNTY



CANEK AGUIRRE
NVTC VICE CHAIR
NVTC WMATA COMMITTEE CHAIR
CITY OF ALEXANDRIA

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

NVTC's 2021 Report on the Performance and Condition of WMATA

Major Capital Accomplishments for FY 2021

- ✓ 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

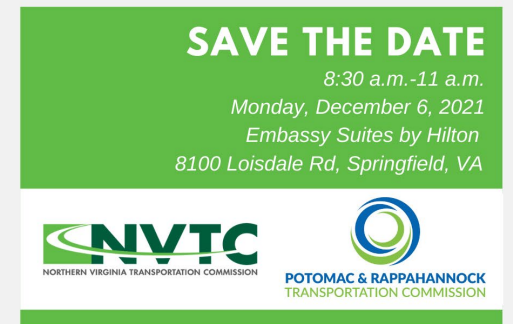
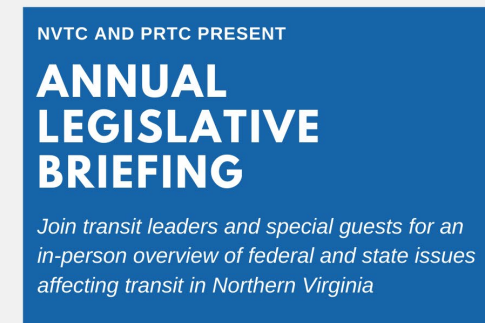
B. Federal Update

C. Annual Joint NVTC-PRTC Legislative Briefing



DAVID MEYER

LEGISLATIVE & POLICY COMMITTEE CHAIR
CITY OF FAIRFAX



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



JAMES WALKINSHAW

SECRETARY, VRE OPERATIONS BOARD
FAIRFAX COUNTY



RICH DALTON

CHIEF EXECUTIVE OFFICER
VIRGINIA RAILWAY EXPRESS

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





JENNIFER MITCHELL

*DIRECTOR, VIRGINIA DEPARTMENT OF RAIL
AND PUBLIC TRANSPORTATION*

9. Department of Rail and Public Transportation

A. DRPT Monthly Report



Virginia Department of Rail and Public Transportation

10. Executive Director's Report: November Highlights

NVTC Welcomes:



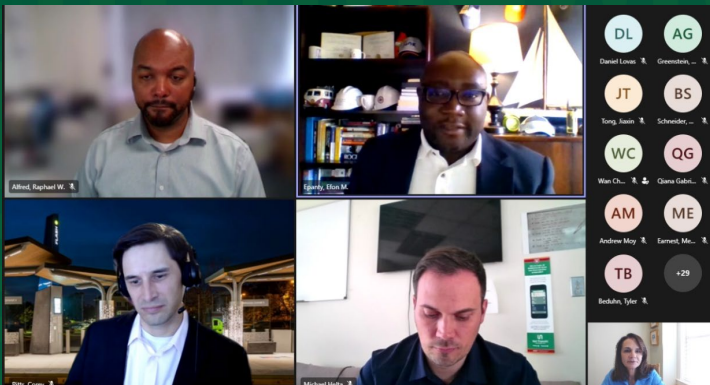
Monique Blyther
Marketing and
Engagement Manager



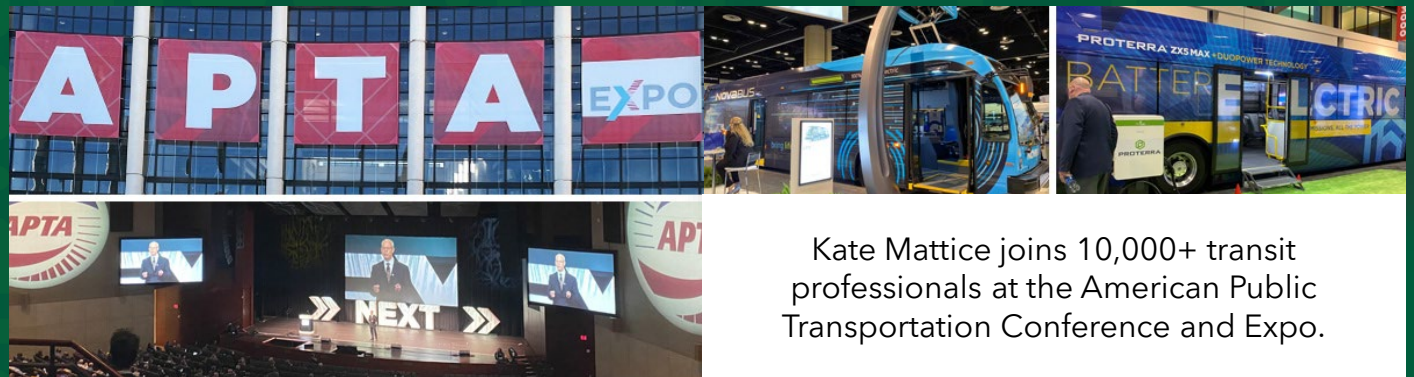
Adam Hager
Senior Program Analyst
(Commuter Choice)



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



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



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

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

NVTC AND PRTC PRESENT

ANNUAL LEGISLATIVE BRIEFING

Join transit leaders and special guests for an in-person overview of federal and state issues affecting transit in Northern Virginia

RSVP NOW!

8:30 a.m. - 11 a.m.
Monday, December 6, 2021
Embassy Suites by Hilton
8100 Loisdale Rd, Springfield, VA
Email tenleyohara@novatransit.org to RSVP

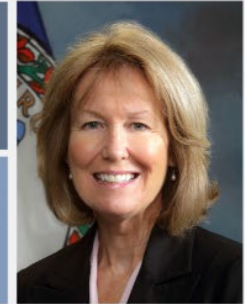


KEYNOTE SPEAKER

Under Secretary of Transportation for Policy
U.S. Department of Transportation
Carlos Monje

SPECIAL GUEST SPEAKER

Secretary of Transportation
Commonwealth of Virginia
Shannon Valentine



REGIONAL TRANSIT LEADERS

Paul Smedberg
Metro Board of Directors Chairman
Rich Dalton
VRE Chief Executive Officer
Bob Schneider
PRTC Executive Director
Kate Mattice
NVTC Executive Director





KATIE CRISTOL
NVTC CHAIR
ARLINGTON COUNTY

Questions?

- A. Commissioner comments and questions
- B. Reminder: Next Commission Meeting is **January 6, 2022**

NVTC Commission Meeting

December 2, 2021

Meeting is adjourned. Thank you for attending!



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