

**NVTC EXECUTIVE COMMITTEE
MEETING SUMMARY
First Floor Conference Room
2300 Wilson Blvd., Arlington, Virginia
December 2, 2021**

NVTC Executive Committee Members Present:

Katie Cristol, Chair
Canek Aguirre
Matt Letourneau (non-voting member) (*via electronic participation*)
David Meyer
David Snyder

NVTC Executive Committee Members Not Present:

Eileen Filler-Corn
Dalia Palchik
Paul Smedberg (non-voting member)

Staff and Others Present:

Kate Mattice, Executive Director
Allan Fye
Scott Kalkwarf
Mike Garber (PBMares)

Chair Cristol called the Executive Committee meeting to order at 6:10 p.m. She explained that NVTC is back to in-person meetings, with a few modifications. NVTC is continuing with its safety protocols due to the COVID-19 variants. Ms. Mattice confirmed an in-person quorum was present. It was noted that Mr. Letourneau was participating electronically due to a medical reason.

Chair Cristol noted that the summary of the November 4, 2021 Executive Committee meeting was provided and there were no corrections from committee members.

Ms. Mattice previewed the Agenda for the December 2 NVTC Commission meeting, which follows this committee meeting. Ms. Mattice noted that one public comment was received regarding fare-free programs in the future and if NVTC can fund these initiatives. Although the comment was anonymous, Chair Cristol stated that it would be great to be able to share some of the research and work that NVTC has done on this issue, which can be found on NVTC's website.

Ms. Mattice and Mr. Kalkwarf presented the FY 2023 General and Administrative Budget and the Work Plan. The budget seeks to maintain near zero growth while building NVTC's policy research portfolio and providing training opportunities to retain NVTC's highly skilled staff. At the direction of the Commission, the budget includes additional funding for executive training for staff as well

as the creation of a NVTC research line item to allow for quick response for policy research as directed by the Commission.

Mr. Snyder stated that he could see NVTC's role expanding next year to work with federal programs that have now been further funded and possible new programs that have not yet been created. He asked if NVTC is staffed and budgeted for this type of federal work. Ms. Mattice stated that NVTC has partnered with VRE to use their federal lobbyist and NVTC is a member of multiple trade organizations that provide helpful federal information. At this time, she does not anticipate any of the jurisdictions will be looking to NVTC to apply or administer any federal grants. If this were to change, staff could come back with a budget amendment. Mr. Snyder stated that he wants to make sure the region is making maximum use of the infrastructure program and any future reconciliation program and he thinks it should be a priority for NVTC. Chair Cristol suggested staff check with jurisdictional staff on this issue. Mr. Meyer did note that for the smaller jurisdictions, their needs can be different than the larger jurisdictions. Ms. Mattice stated that NVTC already provides technical and informational support to the jurisdictions on federal issues, but that there should be a bigger conversation about administering federal grants.

In response to a question from Chair Cristol, Ms. Mattice stated that at the request of the Executive Committee regarding executive training, she has reviewed close to a dozen options and is looking into the Kennedy's School's executive leadership program for state and local government officials. She hopes to be able to enroll during FY 2023. Mr. Meyer highly recommended this program.

Mr. Kalkwarf explained that in the FY 2023 budget jurisdictional contributions increase about \$300,000, an 11.5% increase from the year before. Mr. Letourneau asked if this information has been shared with jurisdictional staff. Mr. Kalkwarf replied that he did discuss this with all the jurisdictions, and he did not receive any comments or concerns. Mr. Letourneau stated that it is important to remember that small budget shifts can have major impacts on the smaller jurisdictions. Mr. Kalkwarf explained that the increase comes off the top of state aid and not from individual jurisdictions' budgets.

Mr. Aguirre moved, with a second by Chair Cristol, to approve the budget for submission to the Commission for consideration. The vote in favor was cast by Commissioners Aguirre, Cristol, Meyer and Snyder. The motion unanimously passed.

Report from the Auditors (Executive Committee serving as the Audit Committee)

Mr. Kalkwarf introduced Mike Garber, who represents NVTC's audit firm PBMares. Mr. Garber is a partner at PBMares, which is the firm doing NVTC's audit as well as the VRE and PRTC audits. and the partner in charge of the NVTC audit as well as VRE's audit.

Mr. Garber thanked NVTC staff for their cooperation with the audit, especially in light of it needing to be a remote again this year. The remote audit went very smoothly to allow PBMares to test the controls in place at NVTC. He stated that the financial audit includes three opinions on the financial statements, internal controls and federal compliance. All three received clean or unmodified opinions, which are the highest that can be issued.

Mr. Garber also noted that PBMares issued a management letter that contains upcoming Governmental Accounting Standards Board (GASB) pronouncements, which may impact the Commission in the future. He stated that financial statement now includes a column on the pension trust fund, which is a GASB directive. Mr. Kalkwarf provided more information about NVTC's pension trust fund.

Mr. Garber also stated that he is scheduled to brief the full Commission at its meeting following this meeting.

The Executive Committee adjourned at 6:39 p.m.