

**NVTC EXECUTIVE COMMITTEE MEETING
THURSDAY, FEBRUARY 4, 2021
Via Electronic Participation
Public Streaming via YouTube**

5:30 P.M.

NVTC is receiving public comment during the declared state of emergency. Persons wishing to provide written public comment should submit comments by 3:00 p.m. on February 4 via [NVTC's website](#). Comments will be provided to Commissioners prior to the February 4 meeting.

AGENDA

1. Summary of the January 7, 2021 Executive Committee Meeting
2. Review of the February 4, 2021 NVTC Agenda
3. Report from the Chairs of the WMATA Committee and Legislative and Policy Committee
4. Upcoming Commission Activities

Members:

Katie Cristol, Chair
Canek Aguirre
Eileen Filler-Corn
Matt Letourneau
David Meyer
Dalia Palchik
Paul Smedberg
Dave Snyder

**NVTC EXECUTIVE COMMITTEE
MEETING SUMMARY
Via Electronic Participation
Public Streaming via YouTube
January 7, 2021**

NVTC Executive Committee Members Present:

Katie Cristol, Chair
Canek Aguirre
Eileen Filler-Corn
Matt Letourneau
Jeff McKay
Paul Smedberg (non-voting member)
David Snyder

NVTC Executive Committee Members Absent:

David Meyer

Other NVTC Commissioners Present:

Dalia Palchik

Staff and Others Present:

Kate Mattice, Executive Director
Scott Kalkwarf
Melissa Walker
Steve MacIsaac
Aimee Perron Seibert

Chair Cristol called the Executive Committee meeting to order at 5:43 p.m. She explained that given the ongoing COVID-19 public health emergency, the Executive Committee 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. The only visual component of the meeting is the presentation slides which are being shown on Webex for Committee members and on YouTube livestream for the public.

Ms. Mattice then called the roll and confirmed a quorum was present.

Chair Cristol noted that the summary of the December 3, 2020 Executive Committee meeting was provided and there were no corrections.

Ms. Mattice gave a preview of the Agenda for the January 7 Commission meeting. Action items include one Consent Agenda item (electronic meeting resolution); four leadership and governance actions (slate of officers for 2021, board appointments for 2021, committee appointments for 2021, and NVTC signatories and pension trustees); 2021 Northern Virginia Regional Fare Collection Strategic Plan; and VRE's Revised FY 2021 and Recommended FY 2022 Budgets. Other meeting highlights include regular reports from the Virginia WMATA Board Members, VRE CEO and DRPT Director; 2020 Year and Review/2021 Transit Outlook, with a special guest speaker, Beth Osborne from Transportation for America; and a Closed Session.

Chair Cristol stated that the recommendation to the Commission is to keep the same officers for 2021, with the exception of Dalia Palchik replacing Jeff McKay as Secretary-Treasurer. The committee chairs will remain the same as well. She reported that only positive comments were received from Commissioners regarding this proposal.

Ms. Mattice also reported that NVTC submitted a budget request to Delegate Krizek earlier today seeking one-time state funding to support NVTC local jurisdictions in their ability to pay their WMATA subsidies. NVTC's Senators Bell and Ebbin have agreed to introduce a similar request on the Senate side.

Chair Cristol reminded committee members that NVTC deferred the presentation and action on the FY 2022 budget. Staff will present the budget to the Executive Committee at this meeting and then will present it to the full Commission at the February meeting. She asked Ms. Mattice and Mr. Kalkwarf to give their presentation.

Ms. Mattice provided some background information on the NVTC budget, including revenue sources (direct contributions from the jurisdictions (8%), off the top DRPT state aid to the jurisdictions (56%), Commuter Choice toll revenues (26%), and unallocated carryover from the previous fiscal year. She then reviewed the major cost drivers including salaries and benefits (68%), rent (10%) and contracted services (17.5%).

Ms. Mattice stated that staff cannot predict DRPT funding for FY 2022 at this time. However, staff expects NVTC will receive about the same amount of state assistance in FY 2021 as FY 2020. With the structural changes to the DPRT funding programs from the omnibus transportation bill last year, there is an expectation that FY 2022 would begin to see increases in state funding for transportation that will be further supported by post-COVID-19 recovery. Commuter Choice funding is also unpredictable. NVTC is fully staffed and didn't lose any staff last year, so NVTC will be going into FY 2022 with lower carryover (only about 12% of what carryover totals have been in previous years).

Ms. Mattice stated that she expects the same necessary level of staff effort next year. NVTC will continue to manage approximately \$200 million in new state aid (plus gas tax and VRE state grants), as well as federal grants and I-66 and I-395 for 24 current projects. NVTC staff will continue to provide extensive regional support for WMATA budget, policies and board deliberations, continue data analysis to understand the future of our regional transit services, make sure the jurisdictions can implement new regional fare technologies, plus, of course, support all of the Commission meetings and making sure that Commissioners have good and timely information to make decisions.

Ms. Mattice presented three budget options, which include cost options and revenue options, for discussion and asked for feedback from the Executive Committee. She stated that with the guidance of the committee, staff will finalize the budget for committee review and first review by the Commission at the February meeting. At that meeting, there will also be public comment on the Work Plan, which is linked to the budget. Approval of NVTC FY 2022 Budget and Work Plan is planned for the March Commission meeting.

Mr. Letourneau stated that he sees no problem with Option A. He believes Loudoun County will include a 3% cost-of-living increase for its employees. Following another question, Mr. Kalkwarf explained how it would work in Revenue Option B to use \$75,000 of FY 2021 surplus for the FY 2022 budget.

Chair Cristol expressed her support of the staff recommendation. Mr. Snyder stated that he will need to share this information with City of Falls Church staff to see if it is consistent with what the city is proposing for salary increases. He asked what the value added would be in filling the staff vacancy in terms of service, projects, ability to get more grants, etc. He stated that he would like to support Option A but he is not in a position to do so at this time until he speaks to city staff. He also asked for the total surplus amount for NVTC. Mr. Kalkwarf explained that NVTC only keeps a minimal surplus (3% of the budget) which is about \$80,000-\$90,000. The reason this can be so low is that once the budget is approved the total revenue source is fixed.

Mr. McKay thanked staff for providing budget options. A new staff position is easily justified. He does not yet know the salary increases that will be proposed in Fairfax County's budget, so he will withhold support of any NVTC increase until he has that information. He agreed with Mr. Snyder that it is important to think through the budget options. It is important to be mindful of the magnitude of the COVID-19 pandemic and how far reaching the impact could be, so it would be prudent to budget plan ahead multiple years. Mr. Aguirre expressed his agreement with Mr. Snyder and Mr. McKay. Mr. Letourneau stated that he can support the notion that salary increases should be in range of what NVTC jurisdictions are doing. Mr. Smedberg stated that Mr. McKay raised some very good points of looking a few years out.

Ms. Mattice thanked committee members for their feedback. She stated Mr. Kalkwarf is continuing to reach out to jurisdictional and DRPT staff.

Ms. Mattice reviewed upcoming Commission actions. She stated that looking to the new year, it is anticipated that the Commission meetings will continue virtually for a while. The NVTC WMATA Committee is scheduled for meet on January 21 at 6:00 p.m., which will include a discussion about proposed NVTC comments on the WMATA budget - to be presented at the February 4 NVTC meeting. NVTC has invited WMATA General Manager/CEO Paul Wiedefeld to the March Commission meeting. She gave a brief update on items coming before the Commission over the next five months.

The Executive Committee adjourned at 6:20 p.m.

**NVTC COMMISSION MEETING
THURSDAY, FEBRUARY 4, 2021
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 **general written public comments should submit them by 3:00 p.m. on Thursday, February 4, 2021** via [NVTC's website](#). Comments will be provided to Commissioners prior to the February 4 meeting.*

*The public is also invited to provide comment on **NVTC's 2021 Work Plan** to be provided to the Commission during the meeting. [The public is invited to comment via NVTC's website, email, voice-mail message or pre-recorded video](#). Comments will be read and voicemail/video will be played at the Commission meeting. **The deadline to submit public comment on the Work Plan is Wednesday, February 3 at 12:00 p.m. (noon).***

Meeting Schedule

5:30 p.m. – Executive Committee Meeting via electronic participation
7:00 p.m. – Commission Meeting (including public comment on Work Plan) via electronic participation

1. Opening Remarks
2. **ACTION ITEM: Approve the CONSENT AGENDA (subject to approval of the chair)**
 - A. **Approve Resolution #2437: Finding Need to Conduct the February 4, 2021 NVTC Meeting Electronically**
 - Public Comments Received During Declared Emergency
 - B. **Approve Resolution #2438: Approve the FY 2022 State Transit Assistance Applications to DRPT**
3. **ACTION ITEM: Approve the Minutes of the January 7, 2021 NVTC Meeting**
4. Washington Metropolitan Area Transit Authority (WMATA)
 - A. WMATA COVID-19 Response
 - B. Report from the Virginia WMATA Board Members
 - C. Report from the Chair of the NVTC WMATA Committee
 - Presentation: WMATA FY 2022 Budget

5. NVTC's FY 2022 General and Administrative Budget and 2021 Work Plan
 - A. Presentation: NVTC's FY 2022 General and Administrative Budget and 2021 Work Plan
 - B. Public Comment on NVTC's 2021 Work Plan
6. Report from the Chair of the Legislative and Policy Committee
 - A. Virginia General Assembly Update
 - B. Federal Update
7. Commuter Choice Program
 - A. Commuter Choice on the I-66 Corridor Round Four Update
 - B. Commuter Choice on the I-395/95 Corridor Round Two Update
8. Virginia Railway Express (VRE)
 - A. VRE COVID-19 Response
 - B. VRE CEO Report and Minutes
 - C. VRE 2021 Meeting Schedule
9. Department of Rail and Public Transportation (DRPT)
10. Executive Director Report
 - A. Executive Director Newsletter
 - B. NVTC Financial Report
11. Closed Session