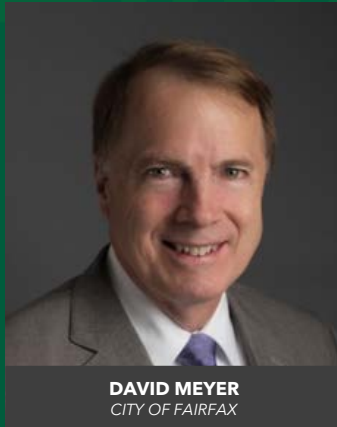




NVTC Executive Committee Meeting January 7, 2021



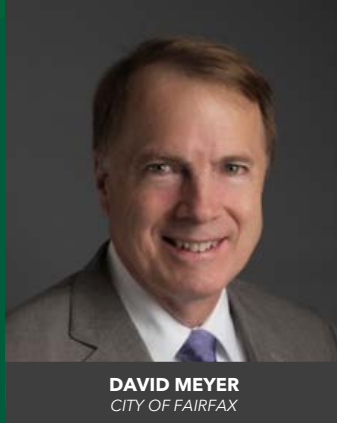
The meeting will start
momentarily.



Meeting materials
available at
www.novatransit.org

NVTC Executive Committee

January 7, 2021 Agenda



1. Summary of the December 3, 2020 Executive Committee Meeting
2. Review of the January 7, 2021 NVTC Agenda
3. Discussion of 2021 Officer and Committee Nominations
4. NVTC FY 2022 G&A Budget
5. Upcoming Commission Activities



1. Summary of the December 3, 2020 Executive Committee Meeting

No action required

2. NVTC January 2021 Meeting Agenda

1. Opening Remarks
2. Consent Agenda
 - Resolution #2432 Finding Need to Conduct January 7, 2021 Meeting Electronically
3. Approve the Minutes and Meeting Summary
4. Annual Leadership and Governance
 - Four Action Items
5. Year in Review and 2021 Transit Outlook
 - Guest Speaker: Beth Osborne, Transportation for America
6. Washington Metropolitan Area Transit Authority
7. Transit Technology Program
 - Resolution #2435: Accept the 2021 Northern Virginia Regional Fare Collection Strategic Plan
8. Commuter Choice Program
9. Virginia Railway Express
 - Approve Resolution #2436: Adopt and Refer VRE's Revised FY 2021 and FY 2022 Recommended Budgets to the Jurisdictions
10. Department of Rail and Public Transportation
11. Executive Director Report
12. Closed Session

3. Annual Leadership and Governance

Recommended Slate of Officers for 2021



Recommended Committee Chairs:

- Executive Committee -Katie Cristol
- Legislative and Policy Committee - David Meyer
- Program Advisory Committee - David Snyder
- WMATA Committee - Canek Aguirre

4. NVTC G&A Budget Discussion

Major NVTC G&A Budget cost drivers:

- Salaries and benefits - approx. 68 percent
- Rent - approx. 10 percent
- Contracted Service - approx. 17 percent
 - attorney, human resources, legislative support, auditors, Commuter Choice technical support

Major NVTC G&A Budget revenue sources:

- Direct contributions from the jurisdictions - approx. 8 percent
- Toll revenues from I-66 and I-395 Commuter Choice programs - approx. 26 percent
- Off the top of DRPT state aid to the jurisdictions - approx. 56 percent
- Unallocated/carryover from past balances where available





FY 2022 G&A Budget Priorities

- Meet fixed cost obligations
- Continue strong support of Commission priorities, GA and Federal requirements
- Continue strong regional technical and coordination efforts
- Continue staff coordination of WMATA efforts including support to WMATA Board members
- Be able to immediately leverage opportunities for addition federal and/or state funding
- Reduce financial management exposure
- Retain and train highly skilled staff
- Sustain human resource support

Proposed FY 2022 G&A Budget: Cost Options

Budget Category	Budget Option A - Staff Optimal		Budget Option B		Budget Option C	
Total Fixed Costs	\$1,153,300		\$1,153,300		\$1,153,300	
Variable Costs						
Salaries/Benefits Approved FY 21 - \$2,504,300	Recruit open financial position		Recruit open financial position		Do not recruit financial position (-\$106,000)	
	Limit salary increases to 1.5% COLA and 1.5% merit increases		Limit salary increases to 1.5% COLA and remove merit increases (-\$20,000)		Limit salary increases to 1.5% COLA and remove merit increases (-\$20,000)	
Training/Development Approved FY 21 - \$27,100	Hold to 2021 level		Reduce to FY 2020 level (-\$5,100)		Reduce to FY 2020 level (-\$5,100)	
Human Resources Support Approved FY 21 - \$30,000	Hold to 2021 level		Hold to 2021 level		Reduce HR support by 1/3 (-\$10,000)	
Total Variable Costs	\$2,680,200		\$2,655,100		\$2,539,100	
Total Proposed FY 2022 G&A Budget	\$3,833,500		\$3,808,400		\$3,692,400	
Increase/Reduction from Approved NVTC FY 2021 G&A Budget	+\$70,000	+ 1.9%	+\$44,900	+1.2%	-\$71,100	-1.9%

DISCUSSION DRAFT

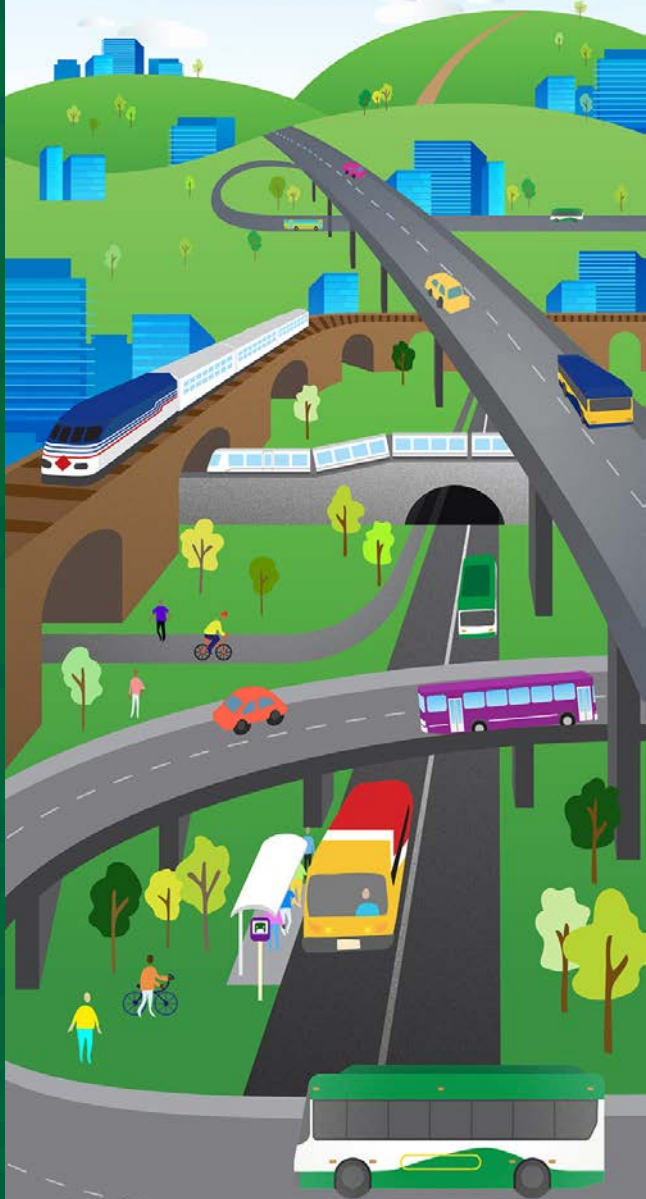
Proposed FY 2022 G&A Budget: Revenue Options

	Option A Budget - Staff Optimal		Option B Budget		Option C Budget	
Revenue Options (non-fixed) <i>(approx. 56% of total NVTC revenues)</i>	Total State Aid	Change from FY21	Total State Aid	Change from FY21	Total State Aid	Change from FY21
Revenue Option A State Aid + Use only FY 20 Surplus (only \$25,000 available)	\$2,434,253	\$293,500	\$2,409,153	\$268,400	\$2,292,553	\$152,400
Percent of FY21 NVTC state aid	1.19%		1.12%		1.11%	
Revenue Option B - Staff Proposal State Aid + Use FY 20 Surplus plus \$75,000 from FY 21 surplus	\$2,359,253	\$218,500	\$2,334,153	\$193,400	\$2,218,153	\$77,400
Percent of FY21 NVTC state aid	1.15%		1.13%		1.08%	



FY 2022 G&A Budget Next Steps

- Incorporate Executive Committee feedback into detailed budget and work plan
- Discussion at February Commission meeting
 - Meeting will include public comment on budget and supporting work plan
- Final approval at March Commission meeting
- Implementation on July 1, 2021



Upcoming Commission Actions

January 21, 2021 - WMATA Committee Meeting

February 4, 2021 - Full Commission

- State Assistance Grant Applications to DRPT
- NVTC FY 2022 G&A Budget and Work Plan (discussion only)
- Letter to WMATA re: FY 2022 Budget concerns
- Update on State and Federal legislative actions
- Report on Round 2 I-395/95 Commuter Choice applications

March 4, 2021 - Full Commission

- Action on NVTC FY 2022 G&A Budget and Work Plan
- Presentation: WMATA General Manager/CEO (*invited*)
- Update on State and Federal legislative actions

No April Meeting - Committee meetings as warranted

May/June

- Decisions on Round 4B I-66 Commuter Choice and Round 2 I-395/95 Commuter Choice
- 3% Cap Working Group supplement efforts
- Route 7 BRT Phase V kick off
- Telework/travel trends/ridership analyses
- Committee meetings as warranted