The meeting will start momentarily.

Meeting materials available at
www.novatransit.org
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

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

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