

**NVTC EXECUTIVE COMMITTEE MEETING
THURSDAY, SEPTEMBER 2, 2021
NVTC CONFERENCE ROOM, SUITE #230
2300 Wilson Blvd., Arlington, VA 22201**

6:00 p.m.

NVTC is receiving public comment. Persons wishing to provide written public comment should submit comments by 3:00 p.m. on September 2 via [NVTC's website](#). Comments will be provided to Commissioners prior to the September 2 meeting.

AGENDA

1. Meeting Summary of the May 6, 2021 Executive Committee Meeting
2. 2021 Commission Look Ahead
3. Review of the September 2, 2021 NVTC Agenda
4. Executive Director Review Process
5. 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
May 6, 2021**

NVTC Executive Committee Members Present:

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

Other NVTC Commissioners Present:

Jennifer Mitchell

Staff and Others Present:

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

Chair Cristol called the Executive Committee meeting to order at 6:03 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 February 4, 2021 Executive Committee meeting was provided and there were no corrections from committee members.

Chair Cristol asked Ms. Mattice to give an overview of the recent I-395/95 Joint Commission Working Group and Program Advisory Committee joint meeting. Ms. Mattice stated that the I-395/95 Joint Commission Working Group met to review the scoring results and staff's proposed programming approach for Commuter Choice on the I-395/95 Corridor Round Two funding, covering fiscal years 2022 and 2023. Staff recommended to the committee funding all 13 eligible proposals, subject to the public comment received, along with NVTC's program administration costs for the two years. The Joint Commission Working Group supported this approach as all of the proposals support the program's goals of moving more people and expanding transportation options in the I-395/95 corridor, and that all of them make sense to advance at this time. The 13 proposals can be accommodated within the available funding. This information will be presented to the Commission at its meeting tonight, but no action is being requested this month.

Ms. Mattice stated that the public comment period on the 13 proposals is open through May 17 and being shared through social media, online advertising and providing applicants with messaging that they can use to spread the word. So far, NVTC has received 21 public comments so far on the proposed projects.

Ms. Mattice noted that traffic congestion in the I-395/95 Corridor is increasing and the HOT Lanes are back up to pre-pandemic levels. Staff is waiting for some data analysis from Transurban on this.

Ms. Mattice asked if Mr. Snyder as chair of the Program Advisory Committee wished to comment. Mr. Snyder stated that at the joint meeting they also talked about a supplemental award of projects for the I-66 Inside the Beltway Commuter Choice Program with some available funding including \$5 million from the I-66 Outside the Beltway project. This would fund some of the projects that scored well but were not funded because toll revenues were not available. The timeframe for Commission approval of the supplemental program would be fall 2021.

Ms. Mattice previewed the Agenda for the May 6 NVTC meeting, which follows this committee meeting. Ms. Mattice noted that three public comments were received prior to the meeting. One relates to encouraging Metro to return to full service. The second asks about NVTC's approach to including disadvantaged businesses in our construction procurements activities. The third is in support of two Commuter Choice projects and those comments will be added to the Commuter choice docket. Regarding the second comment, she explained that NVTC does not have any active construction contracts and often uses state or local government procurement vehicles to maximize access to a variety of vendors. Each of these procurement vehicles have been created with DBE goals in mind. In addition, NVTC currently has several contracts with minority or women-owned small businesses for communications, graphic arts and employee training activities.

Ms. Mattice reviewed the action items on the May 6 Agenda including the minutes, Electronic Meeting Resolution, a Letter Certifying Receipt of Certain Documents from WMATA Required by State Code, a Technical Amendment to of Agreement Transform66: Inside the Beltway Project, and VRE Operating/Access Agreement and the Amended Master Lease Agreement with CSXT. Chair Cristol noted that there will be a Closed Session at the end of the meeting pertaining to a VRE item.

Ms. Mitchell spoke to the technical amendment to the I-66 MOA and explained that it was an unintentional drafting error regarding the use of the funds for debt service. She also stated that the amendment has some other non-substantive technical edits. Ms. Mattice stated that NVTC staff and legal counsel concur that the Commission should approve this amendment. Mr. MacIsaac gave some more information on the VRE agreement with CSXT.

Ms. Mattice gave an update on upcoming Commission meetings. The NVTC WMATA Committee is scheduled to meet on May 20 at 6:00 p.m. and then again on June 30 at 6:00 p.m. where the focus will be on the 2021 Annual Report on the Performance and Condition of WMATA and an overview of the 3% Cap Working Group's companion report. For the July 1 NVTC meeting, staff is working on a multi-pronged effort to provide the Commission with case studies and policy considerations regarding zero-fare or reduced-fare bus services.

Finally, after two years without any staff departures, Ms. Mattice announced that NVTC Program Analyst Matt Cheng, who has created all of NVTC's fabulous maps, worked on the TBEST transit model for the jurisdictions, and coordinated the regional Metrorail station shutdown efforts, will be leaving NVTC later this month to head to graduate school in Boston. He will definitely be missed.

Chair Cristol then directed the discussion to the topic about returning to in-person meetings and what that would look like. Currently NVTC has permission under the governor's emergency declaration to hold electronic meetings without a physical quorum. There is an option now to explore permitting a small number of Commissioners to convene in-person. She is suggesting a hybrid approach with the meeting effectively identical to what NVTC has been doing for a year, run via WebEx with public and staff watching the live YouTube stream. This would of course change if the governor lifts the executive emergency order. Ms. Perron Siebert stated that the governor may lift the executive order at the end of June, so she is monitoring this for NVTC. If he does, NVTC would be required to have an in-person quorum present and the public would have access to the meeting. Chair Cristol asked for feedback from committee members, who provided the status of what their jurisdictions are doing for meetings. They all concurred that providing for in-person meetings is a good strategy.

Ms. Filler-Corn arrived at 6:27 p.m. and joined the discussion.

Chair Cristol stated that to give staff more time to work out technical issues, NVTC would be looking at returning to a hybrid in-person meeting for the July 1 Commission meeting. There were no objections to presenting this approach to the entire Commission. Ms. Mattice noted that there are some logistical issues, such as spacing in the room, boxed dinners, etc., that need to be worked out so it would be helpful to have an idea of how many Commissioners would come in-person. It was agreed that Commissioners would be surveyed on their interest in returning to in-person meetings. In response to a question from Ms. Palchik, Chair Cristol stated that NVTC would continue to receive public comment and live-stream the meetings.

The Executive Committee then adjourned at 6:38 p.m.

NVTC Proposed Actions and Agenda Items

September – December 2021

SEPTEMBER 2, 2021 – COMMISSION MEETING

- Commuter Choice
 - Presentation of Staff Recommendation for I-66 Round Four Supplemental Program and Notice of I-66 Round Four Public Comment Period
- Transit Technology Program
 - Release of Zero-Fare/Reduced-Fare White Paper
- WMATA
 - NVTC WMATA Committee Chair and Virginia WMATA Board Members Reports
- VRE
 - VRE CEO Report
 - ACTIONS:
 - Financial and Debt Management Policy
 - Norfolk Southern and Amtrak Amended Agreements
 - Virginia Passenger Rail Agreement
 - Memorandum of Understanding with U.S. Department of the Navy
- DRPT Report
- Legislative Update
- NVTC Executive Director Report (Newsletter, Financial Report)

SEPTEMBER 13, 2021 – PROGRAM ADVISORY COMMITTEE

SEPTEMBER 16, 2021 – NVTC WMATA COMMITTEE

OCTOBER 7, 2021 – LEGISLATIVE AND POLICY COMMITTEE (prior to Commission Meeting)

OCTOBER 7, 2021 – COMMISSION MEETING

- NVTC FY 2023 Budget
 - ACTION: Notice of Direct Contributions to Jurisdictions
- Commuter Choice
 - ACTIONS:
 - Approval of I-66 Round Four Supplemental Program to present to Commonwealth Transportation Board
 - Release of I-66 and I-395/95 Annual Report to Commonwealth Transportation Board
 - Briefing on I-66 Round Five Call for Projects
- Transit Resource Center
 - Envision Route 7 BRT Update
 - ACTION: Contract Award for Envision Route 7 Phase IV Mobility Study
- WMATA
 - NVTC WMATA Committee Chair and Virginia WMATA Board Members Reports
- VRE Report and Action Items
 - CEO Report
 - ACTIONS:
 - Forward VRE FY 2023 Budget to Jurisdictions
 - Closed Session and Action for VRE CEO Review
- DRPT Report
- NVTC Executive Director Report (Newsletter, Financial Report)

OCTOBER 21, 2021 – NVTC WMATA COMMITTEE

NVTC Proposed Actions and Agenda Items: September - December 2021

NOVEMBER 2021 NVTC LEGISLATIVE AND POLICY COMMITTEE (Date/Time TBD)

NOVEMBER 4, 2021 - EXECUTIVE COMMITTEE (prior to Commission meeting)

NOVEMBER 4, 2021 - COMMISSION MEETING

- WMATA
 - NVTC WMATA Committee Chair and Virginia WMATA Board Members Reports
 - Presentation on 2021 Annual Report on the Performance and Condition of WMATA
- Commuter Choice
 - ACTION: I-66 Round Five Call for Projects
- Legislative Update:
 - Presentation on Proposed NVTC 2022 Legislative and Policy Agenda
- Transit Technology Program
 - Presentation on NVTC's Zero Emissions Bus Symposium
 - Update on Northern Virginia Regional Fare Collection
- VRE Report and Action Items
 - Presentation on Proposed VRE 2022 Legislative Agenda
- DRPT Report
- NVTC Executive Director Report (Newsletter, Financial Report)
 - ACTION: NVTC Executive Director Annual Review

DECEMBER 2, 2021 - COMMISSION MEETING

- Commission Administration
 - Recognition of Departing Commissioners
 - Call for Nominations for 2022 Officers and Appointments
- NVTC Financial Management
 - ACTION: NVTC Audited Financial Statements
 - Presentation on NVTC FY 2023 General and Administrative Budget and Work Plan
- Transit Resource Center
 - Release of NVTC FY 2021 Annual Transit Performance Report
- WMATA
 - NVTC WMATA Committee Chair and Virginia WMATA Board Members Reports
 - ACTION: 2021 Annual Report on the Performance and Condition of WMATA
- Legislative Update
 - ACTION: NVTC 2022 Legislative and Policy Agenda
- VRE
 - CEO Report
 - ACTIONS:
 - VRE 2022 Legislative Agenda
 - VRE Comprehensive Audited Financial Report
- DRPT Report
- NVTC Executive Director Report (Newsletter, Financial Report)

DECEMBER 6, 2021

- Joint NVTC/PRTC Legislative Briefing (Embassy Suites, Springfield, VA)

DECEMBER 16, 2021 - NVTC WMATA COMMITTEE

**NVTC COMMISSION MEETING
THURSDAY, SEPTEMBER 2, 2021
MAIN FLOOR CONFERENCE ROOM
2300 Wilson Blvd., Arlington, VA 22201
Public Streaming Via YouTube
7:00 p.m.**

AGENDA

NVTC has returned to in-person meetings. NVTC will continue with its current safety protocols until further notice. We ask that all attendees wear a face mask that must cover both the nose and mouth. Commissioners are asked to wear a mask when not speaking or actively eating. NVTC encourages non-participating staff and the public to continue to watch the meeting via the [NVTC YouTube Link](#).

5:45 p.m. Boxed Dinners Available for Commissioners Only

6:00 p.m. Executive Committee Meeting – NVTC Conference Room Suite #230

7:00 p.m. Commission Meeting – First Floor Large Conference Room

*NVTC is receiving public comment. Persons wishing to provide **written public comments** should submit them by 3:00 p.m. on Thursday, September 2 via [NVTC's website](#). Comments will be provided to Commissioners prior to the September 2 meeting.*

1. Opening Remarks
 - Public Comments Received
2. 2021 Commission Look Ahead
3. ACTION ITEM: Approve the Minutes of the July 1, 2021 NVTC Meeting
4. ACTION ITEM: Approve the CONSENT AGENDA (subject to approval of chair)
 - A. Approve Resolution #2454: Authorize the NVTC Executive Director to Sign Non-Disclosure Agreements on Behalf of NVTC
 - B. Approve Resolution #2455: Approve a Memorandum of Agreement Pertaining to NVTC General Counsel Services
 - C. Authorize the Chair to Sign a Letter of Endorsement of the City of Alexandria's Application to the Transit Ridership Incentive Program (TRIP)

5. Washington Metropolitan Area Transportation Authority (WMATA)
 - A. WMATA COVID-19 Response
 - B. Report from the Virginia WMATA Board Members
 - C. Other WMATA News
 - D. Report from the Chair of the NVTC WMATA Committee
6. Legislative Update
7. Commuter Choice Program
 - A. Staff Recommendation for I-66 Supplemental Round Four (FY 2022) Program
 - B. Notice of I-66 Supplemental Round Four (FY 2022) Public Comment Period
8. Transit Technology Program
 - A. Zero-Fare/Reduced-Fare White Paper
9. Virginia Railway Express (VRE)
 - A. VRE COVID-19 Response
 - B. VRE CEO Report and Minutes
 - C. **ACTION ITEM: Approve Resolution #2456: Authorize the VRE CEO to Amend the Norfolk Southern Operating Access and Amtrak Access and Storage Agreements**
 - D. **ACTION ITEM: Approve Resolution #2457: Authorize the VRE CEO to Amend Agreements with the Virginia Passenger Rail Authority and with CSXT to include the Potomac Shores Station**
 - E. **ACTION ITEM: Approve Resolution #2458: Authorize the VRE CEO to Execute a Purchase Agreement and a Memorandum of Understanding with the Department of the Navy**
 - F. **ACTION ITEM: Approve Resolution #2459: Approve the Amended VRE Financial and Debt Management Principles**
 - G. VRE FY 2023 Key Budget Issues
10. Department of Rail and Public Transportation (DRPT)
 - A. DRPT Monthly Report
 - B. Quarterly Updates on WMATA Reform
11. Executive Director Report
 - A. Executive Director Newsletter
 - B. Financial Report