



Commission Meeting Materials

February 2021 – Electronic Meeting



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Meeting Overview

NVTC's February 4, 2021 meeting will be an electronic meeting, which is possible since Governor Northam signed into law a legislative amendment to provide authority for public bodies, such as NVTC, to conduct electronic meetings during a declared state of emergency when it is impracticable or unsafe to assemble a quorum in a single location. The public will be able to access the audio live stream through YouTube and Facebook Live.

Action Items

- Resolution "Finding Need to Conduct the February 4 NVTC Meeting Electronically"
- FY 2022 State Transit Assistance Applications to DRPT

Other Meeting Highlights

- Public Comment Received during Declared Emergency
- Reports from the Virginia WMATA Board Members, VRE CEO and DRPT Director
- Presentation: WMATA FY 2022 Budget
- Presentation: NVTC's FY 2022 General and Administrative Budget and 2021 Work Plan, with Public Comment on the 2021 Work Plan
- Legislative Update
- Commuter Choice Update
- Closed Session

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**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

TO: Chair Cristol and NVTC Commissioners
FROM: Kate Mattice and Scott Kalkwarf
DATE: January 28, 2021
SUBJECT: Consent Agenda (*subject to approval by chair*)

At the February meeting the Commission will be asked to approve the Consent Agenda, which includes a resolution to conduct the meeting electronically and a resolution to approve the FY 2022 state transit assistance applications to the Department of Rail and Public Transportation (DRPT).

ACTION ITEM: Approve the CONSENT AGENDA

A. Approve Resolution #2437: Finding Need to Conduct the February 4, 2021 NVTC Meeting Electronically

The Commission is asked to approve Resolution #2437, which allows NVTC to confirm that the current declared COVID-19 public health emergency makes it both impracticable and unsafe for the Commission to assemble in a single location on February 4, 2021, to discuss and transact the business of the Commission. Furthermore, the resolution states that the items on this meeting's agenda are statutorily required or necessary to continue operations of the Commission and the discharge of the Commission's lawful purposes, duties and responsibilities. This is possible since Governor Northam signed legislation in response to the COVID-19 public health emergency to provide authority for public bodies, such as NVTC, to conduct electronic meetings during a declared state of emergency when it is impracticable or unsafe to assemble a quorum in a single location.

▪ Public Comments Received During Declared Emergency

According to the legislation signed by Governor Northam in response to the COVID-19 public health emergency ([budget amendment 137: Allow policy-making boards to meet virtually during emergency declarations, Item 4-0.01](#)), a public body or governing board convening a meeting in accordance with this subdivision shall make arrangements, if the means of communication allows, to provide the public with an opportunity to comment.

In advance of the February 4 meeting, NVTC solicited written comments from the public via [Google Forms through NVTC's website](#). Comments received by 3:00 p.m. on February 4 will be provided to Commissioners ahead of the meeting and Commissioners will have an opportunity to respond to the comments at the February 4 meeting.

B. Approve Resolution #2438: Approve the FY 2022 State Transit Assistance Applications to DRPT

*At the time of publication, NVTC was still in the process of working with its jurisdictions and VRE on the details for state operating and capital assistance applications in advance of the DRPT grant application deadline of February 1, 2021. **NVTC will provide an updated Blue Item memo and resolution reflecting the actual assistance request amounts prior to the meeting.***

The Commission is asked to approve Resolution #2438 to approve the FY 2022 state transit assistance applications to DRPT and authorize the executive director, or her designee, to submit the state assistance applications to the Virginia Department of Rail and Public Transportation (DRPT) for the following:

- State operating and capital transit assistance is on behalf of NVTC's five WMATA jurisdictions for their local bus systems and transit capital costs. The applications total \$____ million in eligible operating costs and \$____ million in total capital expenses for FY 2022.
- FY 2022 state assistance applications on behalf of VRE include \$____ million in eligible operating costs and \$____ million in total capital costs.

Detailed tables will be provided with the Blue Item memo showing the amounts of each form of assistance being requested, with comparisons to FY 2021.

RESOLUTION #2437

SUBJECT: Finding Need to Conduct the February 4, 2021 Meeting Electronically

WHEREAS: On March 12, 2020, the Governor of Virginia declared a state of emergency in Virginia in response to the spread of novel coronavirus, or COVID-19, a communicable disease of public health threat as so declared by the State Health Commissioner on February 7, 2020 ("COVID-19");

WHEREAS: In subsequent Executive Orders, particularly Executive Order Nos. 53 and 55, as amended, the Governor of Virginia, among other measures designed to ensure safe physical distancing between individuals, prohibited public and private in person gatherings of 10 or more individuals and ordered all individuals in Virginia to remain at their place of residence, with limited exceptions, to mitigate the impacts of COVID-19 and prevent its spread;

WHEREAS: The Northern Virginia Transportation Commission finds that it has a responsibility to demonstrate to the public, through the Commission's conduct, the importance of maintaining proper physical distance from others and to avoid gathering in public where the risks of infection are highest, and to take measures that promote physical distancing in order to protect the public health and mitigate the impacts and spread of COVID-19, including, among others, conducting meetings electronically whenever possible;

WHEREAS: On April 22, 2020, the Virginia General Assembly adopted, and the Governor signed, budget bill amendments to HB 29 that expressly authorize "any public body, including any state, local, [or] regional body" to "meet by electronic means without a quorum of the public body . . . physically assembled at one location when the Governor has declared a state of emergency . . . , provided that (i) the nature of the declared emergency makes it impracticable or unsafe for the public body . . . to assemble in a single location; (ii) the purpose of the meeting is to discuss or transact the business statutorily required or necessary to continue operations of the public body . . . and the discharge of its lawful purposes, duties, and responsibilities" among other provisions; and

WHEREAS: Several member jurisdictions of the Northern Virginia Transportation Commission have adopted continuity of government ordinances pursuant to Va. Code Ann. § 15.2-1413 which ordinances, among other provisions, authorize regional bodies of which the locality is a member may meet electronically to transact business essential to the continuity of government.

NOW, THEREFORE, BE IT RESOLVED that the Northern Virginia Transportation Commission hereby finds that meeting by electronic means is authorized because the nature of the declared emergency makes it both impracticable and unsafe for the Commission to assemble in a single location on February 4, 2021, to discuss and transact the business of the Commission listed on the February 4, 2021 Commission Meeting Agenda.

NOW, THEREFORE, BE IT FURTHER RESOLVED that NVTC that hereby finds that meeting by electronic means is authorized because the items on the February 4, 2021 Commission Meeting Agenda are statutorily required or necessary to continue operations of the Commission and the discharge of the Commission's lawful purposes, duties, and responsibilities.

NOW, THEREFORE, BE IT FURTHER RESOLVED that NVTC hereby finds that the items on the February 4, 2021 Commission Meeting Agenda are encompassed within the continuity of operations ordinances adopted by several member localities of the Northern Virginia Transportation Commission as essential to the continued operation of the government during the disaster posed by the public health emergency resulting from COVID-19.

Approved this 4th day of February 2021.

Katie Cristol
Chair

Dalia Palchik
Secretary-Treasurer

RESOLUTION #2438

SUBJECT: Approve the FY2022 State Transit Assistance Applications to DRPT

WHEREAS: The Northern Virginia Transportation Commission (NVTC) wishes to obtain state and federal grants to help defray NVTC, Washington Metropolitan Area Transit Authority (WMATA), local bus systems and Virginia Railway Express (VRE) operating and capital costs.

NOW, THEREFORE, BE IT RESOLVED that NVTC's executive director, or her designee, is authorized, for and on behalf of NVTC and as an agent for its members:

- 1) To execute and file applications to the Virginia Department of Rail and Public Transportation (DRPT) for grants of public transportation assistance for FY2022 commencing July 1, 2021 in the amount of \$____ million in eligible local transit operating costs to defray a portion of the public transportation cost of NVTC and its members for operations;
- 2) To accept from DRPT and execute grants in such amounts as may be awarded; and
- 3) To furnish DRPT such documents and other information as may be required for processing the grant requests.

BE IT FURTHER RESOLVED that NVTC's executive director, or her designee, is authorized, for and on behalf of NVTC and as an agent for its members:

- 1) To file applications to DRPT for grants of public transportation assistance for FY2022 for capital expenses totaling \$____ million in costs to defray the costs borne by NVTC and its members for capital expenditures;
- 2) To revise the capital portion of the application to reflect refined estimates by the local governments when they become available;
- 3) To accept from DRPT and execute grants in such amounts as may be awarded; and
- 4) To furnish to DRPT such documents and other information as may be required for processing the grant request.

BE IT FURTHER RESOLVED that NVTC's executive director, or her designee, is authorized, for and on behalf of NVTC and PRTC and their members:

- 1) To file FY2022 VRE applications to DRPT in the amount of \$____ million in eligible operating costs and \$____ million in non-federal costs for capital (\$____ million total costs);
- 2) To revise the application to reflect refined estimates by VRE;
- 3) To accept from DRPT and execute grants in such amounts as may be awarded; and
- 4) To furnish to DRPT such documents and other information as may be required for processing the grant request.

BE IT FURTHER RESOLVED that NVTC's executive director, or her designee, is authorized, for and on behalf of NVTC:

- 1) To accept from DRPT and execute the grant for WMATA capital and operating purposes per Section 33.2-1526.1 of the Code of Virginia in such amount as may be awarded; and
- 2) To furnish to DRPT such documents and other information as may be required for processing the grant request.

BE IT FURTHER RESOLVED that NVTC certifies that the funds for all of the above grants will be used in accordance with the requirements of Section 58.1 638.A.4 of the Code of Virginia, that NVTC will provide matching funds in the ratio required by the Act, that the records of receipts of expenditures of funds granted to NVTC may be subject to audit by DRPT and by the State Auditor of Public Accounts, and that funds granted to NVTC for defraying the public transportation expenses of NVTC shall be used only for such purposes as authorized in the Code of Virginia.

BE IT FURTHER RESOLVED that NVTC's executive director, or her designee, is authorized, for and on behalf of NVTC and its members, to furnish to the Transportation Planning Board, the Commonwealth Transportation Board, and other state and federal funding agencies such documents, information, assurances and certifications as may be required for pursuing the above grant requests and continuing previously awarded grants.

BE IT FURTHER RESOLVED that NVTC's executive director, or her designee, is authorized to amend the above described applications at the request of NVTC's member jurisdictions to include the most recent information and project costs.

Approved this 4th day of February 2021.

Katie Cristol
Chair

Dalia Palchik
Secretary-Treasurer

MINUTES
NVTC COMMISSION MEETING - JANUARY 7, 2021
Via Electronic Participation
Public Streaming via YouTube

The meeting of the Northern Virginia Transportation Commission was called to order by Chair Cristol at 7:00 P.M.

Members Present via Electronic Participation

Canek Aguirre
Walter Alcorn
John J. Bell
Elizabeth Bennett-Parker
Katie Cristol
Adam Ebbin
Matt de Ferranti
Eileen Filler-Corn
John Foust
Libby Garvey
Paul Krizek
Matt Letourneau
Jeff McKay
Dalia Palchik
David Reid
Paul Smedberg
David Snyder
Dan Storck (Alternate, Fairfax County)
Richard Sullivan
James Walkinshaw

Members Not Present

David Meyer

Staff Present via Electronic Participation

Kate Mattice, Executive Director
Matt Cheng
Andrew D'huyvetter
Allan Fye
Patricia Happ
Rhonda Gilchrest
Scott Kalkwarf
Melissa Walker
Aimee Perron Seibert
Steve MacIsaac
Rich Dalton (VRE)
Mark Schofield (VRE)

Greg Potts (WMATA)
Tim Roseboom (DRPT)
Beth Osborne (Transportation for America)

Opening Remarks

Chair Cristol welcomed everyone to the January 7, 2021 NVTC meeting. She stated that given the ongoing COVID-19 public health emergency, the 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, including that all votes will be conducted by roll call vote. The only visual component of the meeting is the presentation slides which are being shown on Webex for Commissioners and on YouTube livestream for the public.

Chair Cristol stated that in light of yesterday's riot at the U.S. Capitol, she would like to recognize the transit workers, especially Metrobus and Metrorail workers, who safely kept the transit network running and provided a way for people to get out of the District of Columbia last night.

Commission Secretary Rhonda Gilchrest then called the roll and confirmed a quorum was present.

Chair Cristol reviewed the agenda and action items and suggested that the four Annual Leadership and Governance actions be done as a block vote. There will be a Closed Session at the end of the Agenda. Chair Cristol then welcomed guest speaker, Beth Osborne from Transportation for America.

Consent Agenda

Chair Cristol stated that there is one item on the Consent Agenda, which includes Resolution #2432: Finding Need to Conduct the January 7, 2021 Meeting Electronically (copy attached). Before the vote, Ms. Mattice reported that no public comments were received prior to the meeting.

Mr. McKay moved, with a second by Mr. Sullivan, to approve the Consent Agenda. The vote was conducted by a roll call vote and the motion passed. The vote in favor was cast by Commissioners Aguirre, Alcorn, Bennett-Parker, Cristol, de Ferranti, Ebbin, Filler-Corn, Foust, Garvey, Krizek, Letourneau, McKay, Palchik, Smedberg, Snyder, Sullivan and Walkinshaw. (Mr. Bell did not participate in the vote as well as Mr. Reid and Mr. Turner, who arrived later in the meeting as noted in the minutes.)

Minutes of the December 3, 2020 NVTC Commission Meeting

Mr. Ebbin moved, with a second by Ms. Filler-Corn, to approve the minutes of the December 3, 2020 meeting. The vote was conducted by a roll call vote and the motion passed. The vote in favor was cast by Commissioners Aguirre, Alcorn, Bell, Bennett-Parker, Cristol,

de Ferranti, Ebbin, Filler-Corn, Foust, Krizek, Letourneau, McKay, Palchik, Smedberg, Snyder, Sullivan and Walkinshaw. (Ms. Garvey did not participate in the vote.)

Meeting Summary of the December 7, 2020 Joint NVTC-PRTC Legislative Briefing

Mr. Bell moved, with a second by Mr. Ebbin, to approve the meeting summary of the December 7, 2020 Joint NVTC-PRTC Legislative Briefing. The vote was conducted by a roll call vote and the motion passed. The vote in favor was cast by Commissioners Aguirre, Alcorn, Bell, Bennett-Parker, Cristol, de Ferranti, Ebbin, Filler-Corn, Foust, Garvey, Krizek, Letourneau, McKay, Palchik, Smedberg, Snyder, Sullivan and Walkinshaw.

Annual Leadership and Governance

Chair Cristol stated that without objection she will review the action items and following questions or comments from Commissioners, she will ask for a block vote of the four action items.

Recommended Slate of Officers for 2021. Chair Cristol explained that with the challenges of virtual meetings as well as welcoming 10 new Commissioners in 2020, the Executive Committee is recommending that the current slate of officers continue into 2021 with the exception of Dalia Palchik replacing Jeff McKay as secretary-treasurer. This approach was presented to Commissioners following the December 3, 2020 meeting for their comments or concerns. No concerns were received, although several comments of support were given by Commissioners. The recommended 2021 slate of officers is as follows:

Katie Cristol, Chair
Canek Aguirre, Vice-Chair
Dalia Palchik, Secretary-Treasurer

Selection of NVTC Representatives to Various Board. Chair Cristol stated that Resolution #2433 includes the continuation of current appointments to the WMATA, VRE and VTA Boards. The resolution affirms the appointments of the WMATA Board members and their terms. VRE Operations Board appointments are selected by each VRE jurisdiction and then appointed by NVTC. The 2021 appointments are as follows:

NVTC's WMATA Board of Directors

Principals:

Paul Smedberg
(Commonwealth Appointee)
Term expires 01-04-2022

Matt Letourneau
(NVTC Appointee)
Term expires 01-03-2023

Alternates:

Canek Aguirre
Term expires 01-07-2025

Walter Alcorn
Term expires 01-04-2024

Virginia Railway Express (VRE) Operations Board

Principals:

City of Alexandria:
Elizabeth Bennett-Parker

Arlington County:
Katie Cristol

Fairfax County:
Walter Alcorn
Daniel Storck
James Walkinshaw

Alternates:

City of Alexandria:
Canek Aguirre

Arlington County:
Libby Garvey

Fairfax County:
Jeff McKay

Virginia Transit Association (VTA) Board of Directors

Principals:

David Snyder
Kate Mattice

Alternates:

Katie Cristol
Elizabeth Bennett-Parker

NVTC Committee Membership. Chair Cristol stated that the recommendation is to keep the appointments the same for NVTC's committee, including the Executive Committee, WMATA Committee, Legislative and Policy Committee, and the Program Advisory Committee. The committee assignments are as follows:

NVTC EXECUTIVE COMMITTEE

Chair, Katie Cristol
Vice-Chair, Canek Aguirre
Secretary-Treasurer, Dalia Palchik
Legislative & Policy Committee Chair, David Meyer
Program Advisory Committee Chair, David Snyder
WMATA Committee Chair, Canek Aguirre
General Assembly Member, Eileen Filler-Corn
Non-Voting Members:
WMATA Principal Member, Paul Smedberg
(Commonwealth Appointee)
WMATA Principal Member, Matt Letourneau
(NVTC Appointee)

NVTC WMATA COMMITTEE

Chair, WMATA Alternate Member, Canek Aguirre
WMATA Principal Member, Matt Letourneau
WMATA Principal Member, Paul Smedberg
WMATA Alternate Member, Walter Alcorn
Commission Members:
(drawn from member jurisdictions in a representative manner)
Arlington County, Matt de Ferranti
City of Falls Church, David Snyder
City of Fairfax, David Meyer

NVTC LEGISLATIVE AND POLICY COMMITTEE

Chair, David Meyer

Commission Members:

(drawn from member jurisdictions in a representative manner)

City of Alexandria, Canek Aguirre

Arlington County, Libby Garvey

City of Falls Church, David Snyder

Fairfax County, James Walkinshaw

Loudoun County, Matt Letourneau

Non-Voting Member:

General Assembly Member, Adam Ebbin

NVTC PROGRAM ADVISORY COMMITTEE

Chair, David Snyder

Commission Members:

(drawn from member jurisdictions in a representative manner)

City of Alexandria, Elizabeth Bennett-Parker

Arlington County, Libby Garvey

City of Fairfax, David Meyer

Fairfax County, John Foust

Loudoun County, Michael Turner

Designation of NVTC Signatories and Pension Trustees. Chair Cristol explained that approval of Resolution #2434 is an annual administrative requirement that names the newly appointed secretary-treasurer as a NVTC signatory for financial transactions exceeding \$5,000, as well as a member of the Pension Trustees. Ms. Palchik's name will be inserted into the final resolution.

Chair Cristol opened the discussion for comments or questions on any of the leadership and governance action items. Commissioners Garvey and McKay both stated that this approach is a good plan for the coming year. There were no objections to a block vote.

Mr. McKay moved, with a second by Ms. Filler-Corn, to approve the following block of actions, with a friendly amendment by Mr. Sullivan to add Action Item #D:

- A. Approve the Recommended Slate of Officers for 2021
- B. Approve Resolution #2433: Selection of NVTC Representatives to Various Boards
- C. Approve the Recommended NVTC Committee Membership
- D. Approve Resolution #2434: Designation of NVTC Signatories and Pension Trustees

The vote was conducted by a roll call vote and the motion passed. The vote in favor was cast by Commissioners Aguirre, Alcorn, Bell, Bennett-Parker, Cristol, de Ferranti, Ebbin, Filler-Corn, Foust, Garvey, Krizek, Letourneau, McKay, Palchik, Smedberg, Snyder, Sullivan and Walkinshaw. (Copies of the resolutions are attached.)

Year in Review and 2021 Transit Outlook

Chair Cristol introduced Executive Director Kate Mattice, who will provide an overview of NVTC's accomplishments during 2020, followed by guest speaker Beth Osborne, from Transportation for America, who will provide a national perspective on transportation issues in 2021 and beyond.

NVTC 2020 Year in Review. Ms. Mattice stating that looking back, 2020 had a momentous beginning with the General Assembly passing the omnibus transportation bill, which had so many positive elements for transit and transportation in the Commonwealth. However, there wasn't much time to celebrate because by March 2020 schools and workplaces

started closing and people mostly stopped riding transit due to the COVID-19 pandemic. This resulted in huge losses in fare revenues for transit agencies and toll revenues for VDOT.

Ms. Mattice stated that NVTC had to quickly adjust how to work at the staff and Commission level with the shutdown. NVTC moved online for both teleworking and meeting virtually. She acknowledged the hard work of Melissa Walker, Rhonda Gilchrest and Matt Friedman for helping NVTC quickly and successfully pivot to online meetings. She also recognized NVTC's 2020 officers who helped the Commission get through a difficult year, while keeping the important work of the Commission moving forward during the pandemic. NVTC leadership helped to lead and shape the Commission's virtual environment and guided staff through many organizational accomplishments.

Ms. Mattice observed that while 2020 brought many changes to the Commission operations, it was also a different Commission as NVTC welcomed 10 new Commissioners and one alternate, including five new General Assembly members on NVTC.

Ms. Mattice stated that 2020 continued to be a strong year for financial performance. Not only did NVTC continue its decades-long streak with clean financial statement audits, staff also managed more than \$223 million in funding on behalf of the NVTC jurisdictions, more than \$25 million in the Commuter Choice program, as well as nearly \$180 million in funding for VRE. Behind the scenes staff also continued to manage the Northern Virginia regional gas tax revenues, other state assistance for the localities, as well as more than \$20 million in federal grants for Alexandria and Falls Church. All told, NVTC managed more than \$285 million in funding for its Northern Virginia jurisdictions and transit agencies. She recognized NVTC's financial management team of Scott Kalkwarf, Colethia Quarles and Brittany Sumpter for their fantastic work.

Ms. Mattice explained that beyond the dollars and cents, a lot of what NVTC does is to provide a venue for regional cooperation – NVTC connects Northern Virginia's localities and represents the local governments in the larger Washington metropolitan region. For 2020, it was a year of accomplishments. First was NVTC's support of WMATA and NVTC's role in supporting the Northern Virginia jurisdictional voice on WMATA. The year started with some history making – NVTC appointing the first representative from Loudoun County to the WMATA Board of Directors. NVTC also worked to provide a unified Northern Virginia voice to the WMATA Board as it managed pandemic-related budget and ridership challenges. NVTC completed two key reports – one on Virginia's 3% Cap as well as the annual report on the Performance and Condition of WMATA, pressing WMATA on strong financial management and improving customer confidence to restore ridership. She acknowledged the teamwork of Allan Fye, Andrew D'huyvetter, Zachary Smith and Dinah Girma.

Mr. Turner joined the meeting at 7:24 p.m.

Ms. Mattice also noted that NVTC led the way in helping its jurisdictions yet again manage a major shutdown of Virginia Metrorail systems. Going into 2020 the region was prepared for the shutdown of four Orange Line stations for the second year of Metro's Platform Improvement Project, but due to the pandemic, WMATA decided to also shut the remaining five stations on the Silver Line to complete tie-in work between Phase 1 and 2. NVTC's Matt Cheng helped lead the coordination effort between WMATA, the local governments and other entities like the Pentagon to make sure needed shuttle buses and other mitigation plans were in place. Obviously, with the pandemic there weren't as many riders as there were during the

2019 shutdown on the Blue and Yellow Lines. She noted that Mr. Cheng is currently helping prepare for the next shutdown next month with the closing of the Arlington Cemetery Station and the Blue Line.

Ms. Mattice stated that the pandemic brought challenges for the Commuter Choice program as stay-at-home orders severely affected traffic volumes on - and revenues from - the toll lanes. For Commuter Choice on the I-66 Corridor, NVTC split the projects into two rounds, including a first round of low-cost, low-risk projects that can adapt to changes in commuting. It is anticipated that the Commuter Choice on the I-395/95 Corridor program will move forward as planned. NVTC's Commuter Choice team of Ben Owen, Jae Watkins, Dinah Girma, Brittany Sumpter, Dan Goldfarb, Allan Fye and the consultants pivoted numerous times throughout the year on this high-profile program.

Ms. Mattice reviewed the highlights of the Transit Technology program in 2020, which included the rollout of the SmarTrip mobile app last year and the update to the Northern Virginia Regional Fare Collection Strategic Plan, which looks forward to immediate, near and long terms goals for fare collection in the region. NVTC's Patricia Happ led a vast network of transit system experts from across NVTC jurisdictions and, the whole Washington, DC region, to keep these efforts coordinated and optimized. 2020 was also the year that the modeling and analytical strength of the Transit Resource Center was tested. Dan Goldfarb provided detailed analysis of the impact of the COVID-19 pandemic on travel patterns across Northern Virginia and on teleworking; Matt Cheng worked with Fairfax County and the City of Alexandria on ways to optimize their bus routes through NVTC's TBEST (Transit Boardings Estimation and Simulation Tool) transit planning tool; and Dinah Girma continued to dive into and present the regional transit trends through NVTC's quarterly and annual transit performance reports.

Ms. Mattice concluded that while it might seem like the only news stories last year were about the pandemic, NVTC did manage to break through and highlight some of its programs in the news. NVTC was featured on television and radio and in print and online in 2020. Not surprisingly, reporters were interested in NVTC's Commuter Choice program and tolling. She also spoke to several reporters about the pandemic's impact on transit and the importance of continuing to invest in transit for the post-pandemic world. She acknowledged the work of Matt Friedman and Tenley O'Hara, who worked to keep a focus on the media and make NVTC's news clipping and social media efforts shine.

Ms. Mattice stated that the highlight of the fall was NVTC's incredibly successfully joint legislative briefing with PRTC where more than 160 representatives of business, cities and counties, trade associations, and interest groups, as well as members of the public, joined to hear legislative insights from U.S. Senators Warner and Kaine, Virginia Secretary of Transportation Valentine, and other transit leaders from throughout the region. NVTC's Matt Friedman, Zach Smith, Melissa Walker and Tenley O'Hara were instrumental in making this event a success.

Ms. Mattice stated that other NVTC highlights for 2020 include being a part of DASH's electric bus roll out; Fairfax County's autonomous shuttle launch; engagement with communications professional on crisis communication; leading conference sessions for the American Planning Association Virginia Chapter Annual Conference; and her discussion with the NOVA Chamber on the importance of transit to reopening this region after the pandemic.

Ms. Mattice noted a few awards. In 2020 two NVTC Commissioners were recognized for their exceptional work with the American Public Transportation Association (APTA) giving NVTC's longest-serving Commissioner Sharon Bulova the Distinguished Service Award and George Mason University's Shar School recognizing NVTC's past chair Matt Letourneau for his regional leadership. NVTC staff also received the Outstanding Public Transportation Marketing Award from the Virginia Transit Association (VTA) for a regionwide marketing campaign following the 2019 Metro station shutdown. She congratulated all the award winners, including NVTC's Melissa Walker, Matt Friedman and Jae Watkins.

Ms. Mattice stated that looking forward to 2021 there is no crystal ball, but NVTC is focused on the work to be done. Next month staff will be coming to the Commission with the proposed NVTC Work Plan which will include key deliverables for WMATA, Commuter Choice, transit technologies, regional analysis, and continued work on the Route 7 BRT. Staff is also looking forward to engaging with the General Assembly and Congressional partners to work to support the local and regional transit systems.

2021 Outlook: Guest Speaker, Beth Osborne, Transportation for America. Ms. Mattice stated that with changes in the White House and Congress, 2021 is shaping up to be a huge year for national transportation policy actions. She introduced Beth Osborne, the director of Transportation for America, who will provide a national perspective on transportation and in particular transit issues that are near and dear to this Commission.

Ms. Osborne recognized that 2020 was a tough year, but she'd like to focus on what NVTC can be enthusiastic about as it moves into 2021. In particular with transit, there are a lot of things to look forward to and a lot that actually was accomplished over the last year. The Washington, D.C. region has made significant investments in high quality transit over the past decades. The COVID-19 pandemic turned everything upside down and many feared that as transit experienced empty buses and trains, Americans would stop supporting transit and assume it is unsafe and get used to not using it. Ms. Osborne stated that her organization is not seeing the COVID-19 pandemic dampening the public's enthusiasm for transit. For example, she looked at several transit ballot initiatives introduced over the last year and found that even though there was a pandemic 70% of the ballot initiatives passed, which aligns with pre-pandemic years. It would be perfectly understandable for people to want to pause investments in transit, but this hasn't happened and shows that people see transit as part of their future.

Ms. Osborne stated that before the pandemic there was a distinct line between what the federal government would pay for in transit (capital) while the states and local governments were in charge of paying for operations. Also, in past emergencies there weren't big federal investments in transit. However, early in the COVID-19 pandemic, there was a large amount of federal assistance (\$25 billion) that was provided to transit systems to keep the systems running. There was a general understanding that both rural and urban areas are dependent on transit.

Ms. Osborne stated that currently there are efforts at the federal level to talk about long-term investments in transit. There is a legislative effort by Representative Jesus "Chuy" Garcia (IL) to revisit the traditional 80/20 allocation split between highways and transit and look at investing equally in each. It has taken 40 years to reach this point, but in the midst of a pandemic there is a growing number of members of Congress who want to have this discussion. There is support for more robust transit from voters, the public and elected officials.

Ms. Osborne stated that it is important to think about the future of transit in terms of the communities in the economy and recognize that transportation, including transit, is a means to an end. The big question is after the pandemic is over will people be going places where transit can take them. Considering that transit most often takes people to work and there's evidence that many people won't be returning to the traditional workplace, it's safe to say that transit won't be able to only rely on the commuter moving forward. The future of transit may be other destinations besides work. Moving forward, transit systems will need to be creative in meeting the needs of its riders.

Mr. Reid joined the meeting at 7:45 p.m.

Ms. Osborne stated that the Commonwealth of Virginia is in a good position to take the lead on reimagining transit. She stated that the Virginia Department of Transportation (VDOT) already does transportation evaluation using GIS-based access essential services systems analysis, which Transportation for America helped create. Virginia is a national leader in pioneering this kind of analysis, which provides a way to look at how many services people can get to by all modes of travel and can be used to evaluate investments in all modes of transit, as well as land-use changes. This analysis can help make transit most useful in a post pandemic era.

Ms. Osborne stated as everyone hopes the end of the pandemic is in sight, the question is how to get people back on transit. She cautioned that there will be change - someplace between everything changes and nothing changes. As transportation leaders, she encouraged Commissioners not to be subject to the whims of the system and reminded them that they have influence. She advised them to pay attention to the changes in travel and be prepared to serve all kinds of travel; to think about ways to attract people back to transit (confidence in safety of system, incentives, etc.); and to recognize people want transit options.

Ms. Osborne stated that as a supplement to the December 2020 relief bill, she expects there will be additional federal aid legislation, although the funding amounts will probably be less. She would not be surprised if the Biden Administration and Congress take up a stimulus bill as vaccines are deployed and to focus on rebuilding the economy. That will be the time to focus on what is the most helpful. Instead of funding existing programs, she suggested this might be the time to invest in generational improvements that will produce a more modern, productive, equitable, and greater transportation system. For example, Transportation for America recently released a proposal for a program that could replace, remove or reduce the impacts of the urban renewal highways that destroyed minority neighborhoods back in the 1960's, 1970's and 1980's and ensure that those harmed by the initial highways can participate in the benefits of the improvements.

In conclusion, Ms. Osborne stated that we should fully expect transit to survive and thrive, and it will be important as we walk into the challenge of a post pandemic era to recognize transit is wanted, needed and appreciated. It's just about weathering hopefully a "once in a century" disaster.

Chair Cristol thanked Ms. Osborne for her insights. Chair Cristol stated that the hope is that the Biden Administration and Congress will be more pro-transit and have a more favorable view of the connectivity between land-use and transportation. She believes that the new leadership at the U.S. Department of Transportation has an interest in the linkage between transit and

land-use for reasons such as climate change, infrastructure and affordable housing. She asked how these things might play out.

Ms. Osborne responded that not much change is expected in the Senate, except for a recovery bill and emergency assistance for transit. The Senate is more focused on the status quo and that won't change even with a majority shift. There is more transit support from both parties on the House side. She stated that using access to jobs and access to essential services as the primary measures in modeling, land-use is automatically captured, and it shows that no transportation investment works well if everyone lives far away from everything they need. This creates congestion. By giving people the correct tools, they can see the lack of effectiveness of not using land-use policy, which makes it impossible to justify big expenditures without matching land-use policy. This is both true for transit and highways. Many of the current modeling tools don't consider effects of demand. Good tools and good information are needed.

Ms. Garvey asked for more details about the highway projects that destroyed minority neighborhoods and how to fix the problem. Ms. Osborne gave more details of the work being done in New Orleans through a TIGER grant program, as well as several other successful projects throughout the country. She stated it is important to provide the right tools with updated modeling so informed decisions can be made.

Ms. Filler-Corn thanked Ms. Osborne for her expertise and positive message. On behalf of the entire Commission, Chair Cristol thanked Ms. Osborne for her presentation and insights.

Washington Metropolitan Area Transit Authority

Chair Cristol asked Mr. Smedberg and Mr. Letourneau to give their WMATA Board Member Report, followed by WMATA Committee Chair Aguirre. Before they began, Mr. Bell asked to be recognized to acknowledge that the public service announcements/commercials for WMATA's ongoing marketing campaign about safety and WMATA's response to the COVID-10 pandemic are very effective and well done.

Report from Virginia WMATA Board Members. Mr. Smedberg reviewed a number of recent WMATA Board actions, including adoption of the updated Metrobus Service Guidelines, approval of several Metrorail station name changes in Virginia and Maryland, and the execution of a joint development agreement at West Falls Church Station.

Mr. Smedberg stated that last month the WMATA Board authorized a public hearing on the GM/CEO's proposed FY 2022 Budget and FY 2022 – 2027 Capital Improvement Program. The proposed FY 2022 Budget included severe service changes and adjustments to close a projected budget gap of \$494.5 million. The GM/CEO's proposed FY 2022 budget did not anticipate any additional federal COVID-19 relief funding. However, Congress passed a new COVID-19 relief package before the new year, which included nearly \$14 billion for federally funded transit systems. In this region, WMATA, VRE, PRTC and MTA Maryland are eligible to receive a portion of the funding, which can be used for any operating and capital expenses related to COVID-19. The Federal Transit Administration is currently calculating this apportionment. Mr. Smedberg stated that the WMATA Board is discussing how the additional federal relief funding will impact WMATA's FY 2021 and proposed FY 2022 budgets. Although this funding is extremely helpful, it won't solve all WMATA's budget issues. More information

and details are expected to be public next week Thursday at the WMATA Board's January 14th Finance and Capital Committee meeting.

Mr. Letourneau thanked Chair Cristol for acknowledging at the beginning of the meeting the hard work of WMATA employees yesterday during the incident at the U.S. Capitol. The Metro Transit Police were part of the emergency response team and there were many WMATA employees on the front line keeping the system running.

Regarding the federal stimulus funding, Mr. Letourneau stated that part of the discussion will be how much of the funding should be applied and when WMATA should use it. If it is used all at the beginning, it won't be enough to get through the fiscal year. Hard decisions by the WMATA Board will still need to be made, including whether to shift \$250 million of regular maintenance funds from the operating budget to cover debt for the capital budget; the timing of starting service for the Silver Line Phase 2; and whether to include a 3% operating subsidy increase since WMATA received federal assistance while local governments did not.

In response to a question from Mr. Turner about the debt finance issue, Mr. Letourneau stated that the additional federal relief assistance is not enough to avoid layoffs and some service reductions. Since the funding would not last the entire fiscal year, the WMATA Board will need to discuss how to close the budget gap. Mr. Smedberg also noted that the Board is committed to not making previous mistakes of not funding preventative maintenance costs. Mr. Turner stated that he understands the difficult choices facing the WMATA Board, because it's a King Solomon type of decision - not funding important preventative maintenance versus destroying families through layoffs. He stated that these are extraordinary times and the stakes are high on both sides. Mr. Letourneau stated that the Board is waiting for additional information on the overall debt profile, so it is hard to evaluate the impact.

Mr. Bell asked about assumptions on ridership and revenues as the system recovers. Mr. Smedberg stated that it is hard to predict but WMATA expects a very gradual return of riders. Mr. Letourneau stated he doesn't have the ridership assumptions right in front of him but WMATA's budget assumptions include very conservative predictions. Bus ridership is higher than rail ridership. He is happy to provide more information to Mr. Bell off-line.

Chair Cristol asked if reintroducing fares on buses will have a meaningful impact. Mr. Smedberg stated that in general bus fare recovery is far less than rail fare recovery, which is what pays the bills. Mr. Letourneau stated that it should generate \$3-5 million in revenues, which every bit helps.

Mr. Snyder stated that he rode Metrorail yesterday to the District and was appalled at the number of protestors who did not wear masks on the trains. He appreciates the Metro employees who continued to provide service in a diplomatic way during that difficult day. He expressed his opinion that shutting down 19 stations and extending headways up to 30 minutes are bad ideas. These types of initiatives will further discourage riders from using the system.

Mr. McKay also gave a shout out to the Metro Transit Police. Notwithstanding what happened at the U.S. Capitol, the regional coordination of the network of emergency responders and transit providers worked well. He expressed his appreciation of Mr. Smedberg's and Mr. Letourneau's emphasis on new service, especially the Silver Line Phase 2. He stated that if the region wants people excited about using transit again, delaying the opening of the Silver Line

Phase 2, which potentially could carry lots of people, would be a mistake. This service is critical to Virginia and the WMATA Board needs to understand the revenue potential of getting that line into service. Mr. McKay also noted the importance of building new relationships with the new administration. He encouraged WMATA to reach out to the new appointees.

Mr. Letourneau agreed on Mr. McKay's Silver Line comments. Loudoun County has 3,000 new federal employees moving to an Ashburn location starting this fiscal year, many of whom were expecting to commute via Metro. These types of economic development are occurring all throughout the Dulles Corridor and that is a growth opportunity for WMATA. This needs to be part of any economic recovery discussion. Mr. Smedberg stated that WMATA staff is already reaching out to the incoming new administration.

Ms. Garvey expressed her support for the comments made about the Silver Line. She also asked if it would be appropriate for the chair to send a letter of commendation to Metro employees for their work yesterday keeping the system running. Chair Cristol stated that she would talk this thru with Mr. Smedberg and Mr. Letourneau.

Mr. de Ferranti asked about the new stimulus funds and if they can be used for the FY 2021 budget. Mr. Letourneau stated that the funds can help stabilize the FY 2021 budget and the debate for the FY 2022 budget is how much to apply and when versus using the funds up too quickly. The WMATA Board will be discussing this and has time to work out these types of issues since the budget won't be approved until March.

Report from the Chair of the NVTC WMATA Committee. NVTC WMATA Committee Chair Aguirre stated that the WMATA Committee will meet Thursday, January 21 at 6:00 p.m. to discuss the WMATA GM/CEO's Proposed FY 2022 Budget. At this meeting the committee will review comments to be relayed to the Commission for approval at its February Commission meeting. He also gave an update on the construction at the Potomac Yard Station site, which is progressing.

Transit Technology Program

Ms. Mattice stated that the proposed 2021 Northern Virginia Regional Fare Collection Strategic Plan articulates NVTC's vision for an enhanced regionally integrated fare collection system and identifies NVTC's role in supporting and coordinating implementation of fare collection initiatives in the region. Considerable progress and innovation have been realized since the adoption and implementation of the 2018 strategic plan. Moving forward, the 2021 plan will address new challenges and maintain a state of good repair while modernizing the regional fare collection system. The Commission was briefed on the strategic plan at the January meeting and action is being requested at this meeting. Resolution #2435 will accept the 2021 Northern Virginia Regional Fare Collection Strategic Plan to allow NVTC to continue its work with jurisdictions and seek outside funding on this important effort.

Ms. Mattice stated that the strategic plan articulates NVTC's vision for an enhanced regionally integrated fare collection system over the next several years. As technology changes rapidly, staff have proposed a Strategic Plan that provides flexibility to adapt to changing technology while continuing to maintain the existing fare collection systems. The strategic plan identifies a series of immediate, near- and long-term activities in which NVTC can support its jurisdictional

transit systems in their own efforts as well as efforts to continue their integration with the WMATA fare payment systems.

Ms. Mattice thanked Patricia Happ, NVTC's program manager leading this region-wide effort through these rapidly changing times, as well as all the jurisdictional and transit agency staff that provided valuable insight and feedback to collaboratively develop this strategic plan. Ms. Mattice noted that staff incorporated the feedback received from Commissioners at last month's meeting into the strategic plan.

Mr. Reid moved, with a second by Mr. Alcorn, to approve Resolution #2435 to accept the Northern Virginia Regional Fare Collection Strategic Plan.

Mr. Alcorn commended staff for this great work and stated that in the future he would like to see included a way to quantify customer demand and ridership interest when evaluating different actions. He stated that it is important to make sure NVTC is doing everything possible with the convenience of the riders in mind.

Ms. Garvey asked about the current fareboxes. Ms. Happ explained that the fareboxes are over 15 years old and way past their useful life. Currently the local transit systems are just trying to keep them running as WMATA leads the effort for a new replacement farebox procurement. WMATA recently finalized the contract for new fareboxes.

Mr. Snyder asked if the strategic plan applies to just bus or is rail also included. He also asked if data security and privacy issues are being thoroughly vetted as part of this process. Ms. Happ replied that the fareboxes are for buses and BRT, but mobile and SmarTrip are for both rail and bus. She assured Mr. Snyder that data security, privacy and cyber security are vetted with each individual initiative. In response to a final question from Mr. Snyder, Ms. Happ stated that the public can continue to use their SmarTrip cards as an option for the foreseeable future. The mobile app provides a few more benefits.

The Commission then voted on the motion to approve Resolution #2435 (copy attached). The vote was conducted by a roll call vote and the motion passed. The vote in favor was cast by Commissioners Aguirre, Alcorn, Bennett-Parker, Cristol, de Ferranti, Filler-Corn, Foust, Garvey, Krizek, Letourneau, McKay, Palchik, Smedberg, Snyder, Sullivan, Turner and Walkinshaw. (Prior to this vote, Commissioners Bell, Ebbin and Reid left the meeting and did not participate in any other votes.)

Commuter Choice Update

Chair Cristol noted that staff provided a written update on the Commuter Choice program. Ms. Mattice stated that next month staff will update the Commission on the I-395 Round Two call for projects which is currently open with applications due on January 29.

Virginia Railway Express

Chair Cristol introduced VRE CEO Rich Dalton, who will provide his regular VRE CEO report, and newly elected VRE Chair of the Operations Board Elizabeth Bennett-Parker, who will

introduce the action item and one information item. On behalf of the Commission, Chair Cristol congratulated Ms. Bennett-Parker on her election as VRE chair.

VRE CEO Report and VRE COVID-19 Response. Mr. Dalton reported that VRE continues to operate at reduced service levels. He reviewed the measures VRE is taking to address the COVID-19 public health emergency, which include enhanced measures to be ready to welcome back riders. Mr. Dalton reported that average daily ridership for the month of December dipped below 1,000, primarily due to the holidays. On-time performance for the month of December was 96% systemwide.

VRE FY 2022 Budget. Ms. Bennett-Parker stated that Resolution #2436 will adopt the amended FY 2021 VRE Operating and Capital Budget and the recommended FY 2022 VRE Operating and Capital Budget and refer them to the jurisdictions for their review and adoption. The resolution also authorizes the executive directors of NVTC and PRTC to take the necessary actions to apply for federal and state grant funding on behalf of VRE.

Ms. Bennett-Parker stated that the Commission received a detailed presentation on the budget at last month's meeting. Despite the challenges presented by the ongoing COVID-19 pandemic, the recommended budget is balanced, with no funding gap, and with all projected uses of funding in FY 2022 supported by reasonably expected sources of funding. The recommended FY 2022 Operating and Capital Budget totals \$185.9 million. The budget includes no changes to the jurisdictional subsidy allocation or passenger fares.

Ms. Bennett-Parker explained that in September 2020 the Operations Board directed staff to forego the VRE Master Agreement survey that is normally conducted in October each year. The Operations Board found the survey would be challenging to safely administer in the current environment and unlikely to produce reliable results on which to base an updated jurisdictional subsidy allocation for FY 2022. In place of an updated subsidy allocation calculation, the Operations Board directed staff to allocate the jurisdictional subsidy in FY 2022 using the same allocation percentages from the approved FY 2021 budget.

Ms. Bennett-Parker stated that given currently projected ridership levels and the desire to maintain a continuity of operations and high-quality service, the Operations Board also directed staff to recommend a balanced budget that does not achieve a 50% farebox recovery ratio. The budget achieves balance through the available emergency funding from DRPT and the CARES Act, rather than through higher fares, reduced service, or increased jurisdictional subsidy contributions.

Ms. Bennett-Parker moved, with a second by Mr. McKay, to approve Resolution #2436. The vote was conducted by a roll call vote and the motion passed. The vote in favor was cast by Commissioners Aguirre, Alcorn, Bennett-Parker, Cristol, de Ferranti, Filler-Corn, Foust, Garvey, Krizek, Letourneau, McKay, Palchik, Smedberg, Snyder, Sullivan, Turner and Walkinshaw. (A copy of the resolution is attached.)

2021 VRE Operations Board Officers. Ms. Bennett-Parker announced that at its December 18, 2020 meeting, the VRE Operations Board approved the nominees for the 2021 VRE officers as recommended by the VRE Nominating Committee. Installation of the following new VRE officers for 2021 will occur at the January 15, 2021 VRE Operations Board meeting:

Chair: Elizabeth Bennett-Parker (NVTC)
Vice-Chair: Jeanine Lawson (PRTC)
Secretary: James Walkinshaw (NVTC)
Treasurer: Preston Banks (PRTC)

DRPT Report

Chair Cristol stated that DRPT Director Mitchell was unable to attend this meeting but asked Mr. Roseboom to give the DRPT Report. Mr. Roseboom encouraged Commissioners to read the written DRPT Report. He reported that last month DRPT adopted the FY 2021 Six-Year Improvement Program (SYIP), which included a slight increase in local operating assistance for FY 2021 and full funding of all WMATA funding obligations. This includes a \$15 million increase for WMATA that will come to NVTC on behalf of the jurisdictions for their WMATA subsidies.

Executive Director Report

Ms. Mattice encouraged Commissioners to read her Executive Director Newsletter. She reviewed several upcoming meetings, including the NVTC WMATA Committee meeting scheduled for January 21. She encouraged Commissioners to be on the lookout for NVTC's new marketing campaign which will go live later this month on WTOP and WAMU radio, social media sites, and streaming sites like Hulu.

Ms. Mattice noted that the Financial Report for November 2020 was provided to Commissioners in their meeting materials. There were no questions from Commissioners.

Closed Session

Chair Cristol reviewed the Closed Session procedures for the benefit of the listening public. She stated that the livestream will resume when the committee returns to Open Session. Ms. Cristol moved, with a second by Mr. Aguirre, the following motion to go into Closed Session:

Pursuant to the Virginia Freedom of Information Act (Section 2.2-3711.A.1 of the Code of Virginia), the Northern Virginia Transportation Commission moves to convene a Closed Session to discuss a personnel matters regarding an appointee of the Commissions.

The vote was conducted by a roll call vote and the motion passed. The vote in favor was cast by Commissioners Aguirre, Alcorn, Bennett-Parker, Cristol, Filler-Corn, Foust, Garvey, Krizek, Letourneau, McKay, Palchik, Smedberg, Snyder, Sullivan, Turner and Walkinshaw.

The Commission entered into Closed Session at 9:11 p.m. and returned to Open Session at 9:22 p.m.

Chair Cristol moved, with a second by Mr. de Ferranti, the following certification:

The Northern Virginia Transportation Commission certifies that, to the best of each member's knowledge and with no individual member dissenting, at the just concluded Closed Session:

- 1) Only public business matters lawfully exempted from open meeting requirements under the Freedom of Information Act were discussed; and
- 2) Only such public business matters as were identified in the motion by which the closed session was convened were heard, discussed or considered.

The vote was conducted by a roll call vote and the motion passed. The vote in favor was cast by Commissioners Aguirre, Alcorn, Bennett-Parker, Cristol, de Ferranti, Filler-Corn, Foust, Garvey, Krizek, Letourneau, McKay, Palchik, Snyder, Sullivan, Turner and Walkinshaw. (Mr. Smedberg did not participate in the vote.)

Mr. Sullivan moved, with a second by Mr. McKay, to approve a limited waiver of the conflict for McGuire Woods, LLP arising out of its representation of JBG Smith Properties in matters related to the Crystal City VRE Station project. The vote in favor was cast by Commissioners Aguirre, Alcorn, Bennett-Parker, Cristol, de Ferranti, Filler-Corn, Foust, Garvey, Krizek, Letourneau, McKay, Palchik, Smedberg, Sullivan, Turner and Walkinshaw. Mr. Snyder abstained.

Adjournment

Without objection, Chair Cristol adjourned the meeting at 9:28 p.m.

Approved this 4th day of February 2021.

Katie Cristol
Chair

Dalia Palchik
Secretary-Treasurer



RESOLUTION #2432

SUBJECT: Finding Need to Conduct the January 7, 2021 Meeting Electronically

WHEREAS: On March 12, 2020, the Governor of Virginia declared a state of emergency in Virginia in response to the spread of novel coronavirus, or COVID-19, a communicable disease of public health threat as so declared by the State Health Commissioner on February 7, 2020 ("COVID-19");

WHEREAS: In subsequent Executive Orders, particularly Executive Order Nos. 53 and 55, as amended, the Governor of Virginia, among other measures designed to ensure safe physical distancing between individuals, prohibited public and private in person gatherings of 10 or more individuals and ordered all individuals in Virginia to remain at their place of residence, with limited exceptions, to mitigate the impacts of COVID-19 and prevent its spread;

WHEREAS: The Northern Virginia Transportation Commission finds that it has a responsibility to demonstrate to the public, through the Commission's conduct, the importance of maintaining proper physical distance from others and to avoid gathering in public where the risks of infection are highest, and to take measures that promote physical distancing in order to protect the public health and mitigate the impacts and spread of COVID-19, including, among others, conducting meetings electronically whenever possible;

WHEREAS: On April 22, 2020, the Virginia General Assembly adopted, and the Governor signed, budget bill amendments to HB 29 that expressly authorize "any public body, including any state, local, [or] regional body" to "meet by electronic means without a quorum of the public body . . . physically assembled at one location when the Governor has declared a state of emergency . . ., provided that (i) the nature of the declared emergency makes it impracticable or unsafe for the public body . . . to assemble in a single location; (ii) the purpose of the meeting is to discuss or transact the business statutorily required or necessary to continue operations of the public body . . . and the discharge of its lawful purposes, duties, and responsibilities" among other provisions; and

WHEREAS: Several member jurisdictions of the Northern Virginia Transportation Commission have adopted continuity of government ordinances pursuant to Va. Code Ann. § 15.2-1413 which ordinances, among other provisions, authorize regional bodies of which the locality is a member may meet electronically to transact business essential to the continuity of government.

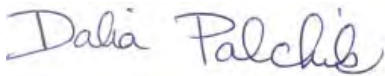
NOW, THEREFORE, BE IT RESOLVED that the Northern Virginia Transportation Commission hereby finds that meeting by electronic means is authorized because the nature of the declared emergency makes it both impracticable and unsafe for the Commission to assemble in a single location on January 7,

2021, to discuss and transact the business of the Commission listed on the January 7, 2021 Commission Meeting Agenda.

NOW, THEREFORE, BE IT FURTHER RESOLVED that NVTC that hereby finds that meeting by electronic means is authorized because the items on the January 7, 2021 Commission Meeting Agenda are statutorily required or necessary to continue operations of the Commission and the discharge of the Commission's lawful purposes, duties, and responsibilities.

NOW, THEREFORE, BE IT FURTHER RESOLVED that NVTC hereby finds that the items on the January 7, 2021 Commission Meeting Agenda are encompassed within the continuity of operations ordinances adopted by several member localities of the Northern Virginia Transportation Commission as essential to the continued operation of the government during the disaster posed by the public health emergency resulting from COVID-19.

Approved this 7th day of January 2021.



Dalia Palchik
Secretary-Treasurer



Katie Cristol
Chair



RESOLUTION #2433

SUBJECT: Selection of NVTC Representatives to Various Boards

WHEREAS: NVTC is empowered to make appointments to the Board of Directors of the Washington Metropolitan Area Transit Authority (WMATA), the Virginia Railway Express (VRE) and the Virginia Transit Association (VTA);

WHEREAS: Some of NVTC's jurisdictions may not formally appoint their NVTC members prior to NVTC's January meeting and some may not be ready with recommendations for appointment to various boards; and

WHEREAS: Secretary Shannon Valentine has designated Paul C. Smedberg to be the Secretary's designee on NVTC and the WMATA Board, which became effective January 1, 2019 with the term expiring January 4, 2022.

NOW, THEREFORE, BE IT RESOLVED that the Northern Virginia Transportation Commission hereby appoints and confirms the following persons to serve as principals and alternates to the WMATA Board of Directors, subject to possible subsequent action by NVTC's jurisdictions that alters their NVTC members for 2021 and their recommendations for members of the various boards:

WMATA Board of Directors:

Principals

Paul C. Smedberg
(Commonwealth Appointee)
Term expires 01-04-2022

Matthew F. Letourneau
(NVTC Appointee)
Term expires 01-03-2023

Alternates

Canek Aguirre
Term expires 01-07-2025

Walter Alcorn
Term expires 01-04-2024

BE IT FURTHER RESOLVED that NVTC hereby appoints the following persons to serve on the VRE Operations Board, subject to possible subsequent action by NVTC's jurisdictions that alters their NVTC members for 2021 and their recommendations for members of the various boards:

VRE Operations Board:

Principals

Walter Alcorn
Daniel G. Storck
James Walkinshaw
Katie Cristol
Elizabeth Bennett-Parker

Alternates

Jeffrey C. McKay

Libby Garvey
Canek Aguirre

BE IT FURTHER RESOLVED that NVTC hereby appoints the following persons to serve on the Virginia Transit Association Board, subject to possible subsequent action by NVTC's jurisdictions that alters their NVTC members for 2021 and their recommendations for members of the various boards:

Virginia Transit Association Board:

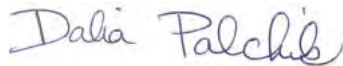
Principals

David F. Snyder
Katherine A. Mattice

Alternates

Katie Cristol
Elizabeth Bennett-Parker

Approved this 7th day of January 2021.



Dalia Palchik
Secretary-Treasurer



Katie Cristol
Chair



RESOLUTION #2434

SUBJECT: Designation of NVTC Signatories and Pension Trustees

WHEREAS: The Honorable Dalia Palchik has been elected secretary-treasurer of NVTC for 2021; and

WHEREAS: NVTC desires that the person holding the office of secretary-treasurer be designated as an official signatory as well as a pension trustee.

NOW, THEREFORE BE IT RESOLVED that the Northern Virginia Transportation Commission hereby selects the following persons to serve as NVTC signatories (who are eligible to sign individually for any transaction of less than \$5,000 and with one other signatory for transactions of \$5,000 or greater):

Hon. Dalia Palchik	Secretary-Treasurer
Katherine A. Mattice	Executive Director
Scott C. Kalkwarf	Director of Finance and Administration

BE IT FURTHER RESOLVED that the individuals listed above shall serve as NVTC employees' pension trustees, with the addition of NVTC's Comptroller Colethia Quarles.

Approved this 7th day of January 2021.

Katie Cristol
Chair

Dalia Palchik
Secretary-Treasurer



RESOLUTION #2435

SUBJECT: Accept the 2021 Northern Virginia Regional Fare Collection Strategic Plan

WHEREAS: The Northern Virginia Transportation Commission (NVTC) continues to lead the planning and coordinating of fare collection improvements and initiatives among the Northern Virginia transit systems;

WHEREAS: The Northern Virginia transit systems include Arlington Transit (ART), City of Fairfax CUE, Alexandria DASH, Fairfax Connector, Loudoun County Transit, Potomac and Rappahannock Transportation Commission (PRTC)/OmniRide, and the Virginia Railway Express (VRE);

WHEREAS: Fare collection technology and innovation has drastically accelerated since the 2018 Northern Virginia Regional Fare Collection Strategic Plan and an update to the plan is necessary to address new challenges and maintain a state of good repair while modernizing the fare collection systems;

WHEREAS: NVTC continues to coordinate with the Washington Metropolitan Area Transit Authority (WMATA), a major partner and the backbone of the regional fare collection system SmarTrip, and to facilitate interconnectivity between all the transit systems;

WHEREAS: The 2021 Northern Virginia Regional Fare Collection Strategic Plan identifies 13 key actions by NVTC to: 1) support and coordinate fare collection initiatives for NVTC transit systems; and 2) provide input into WMATA fare collection modernization by supporting the study and development of upgrades; and

WHEREAS: NVTC has received and will apply for future Department of Rail and Public Transportation (DRPT) grant funding to: 1) provide technical assistance to the transit systems; and 2) coordinate upgrades and enhancements to existing fare collection systems.

NOW, THEREFORE, BE IT RESOLVED that the Northern Virginia Transportation Commission accepts the 2021 Northern Virginia Regional Fare Collection Strategic Plan to move forward with the actions of the plan.

Approved this 7th day of January 2021.

A handwritten signature in purple ink that reads "Dalia Palchik".

Dalia Palchik
Secretary-Treasurer

A handwritten signature in black ink that reads "Katie Cristol".

Katie Cristol
Chair



RESOLUTION #2436

- SUBJECT:** Adopt and Refer the Amended FY 2021 and Recommended FY 2022 VRE Operating and Capital Budgets to the Jurisdictions
- WHEREAS:** The Virginia Railway Express (VRE) Master Agreement requires the Northern Virginia Transportation Commission (NVTC) and the Potomac and Rappahannock Transportation Commission (PRTC) (the "Commissions") be presented with a fiscal year budget for their consideration at their respective January meetings prior to the commencement of the subject fiscal year;
- WHEREAS:** The VRE Chief Executive Officer has provided the VRE Operations Board with the Recommended FY 2022 Operating and Capital Budget within the guidelines developed in cooperation with the staff representatives of the local jurisdictions;
- WHEREAS:** The Amended FY 2021 and Recommended FY 2022 Budgets reflect the impact of the COVID-19 pandemic which began in March 2020 and has substantially reduced VRE's ridership;
- WHEREAS:** The VRE Operations Board found that a Master Agreement survey for the purposes of collecting rider data for subsidy allocation would have been challenging to safely administer in the current environment and unlikely to produce reliable results, and so the planned October 2020 survey was cancelled;
- WHEREAS:** The VRE Operations Board finds that the availability of additional operating assistance from the Department of Rail and Public Transportation and emergency federal funding through the Coronavirus Aid, Relief, and Economic Security (CARES) Act allows for VRE to supplement lost passenger revenues and achieve a balanced budget without requiring fare increases, service reductions, or increases in jurisdictional subsidy;
- WHEREAS:** VRE staff recommends a budget based on a service level of 32 daily revenue trains and average daily ridership of 6,000 trips;
- WHEREAS:** The FY 2022 Budget recommends no changes to current passenger fares, including the Amtrak Step-Up fare;
- WHEREAS:** The FY 2022 Budget recommends no change in the total jurisdictional subsidy contribution compared to the FY 2021 level, for a total amount of \$18,300,780; and
- WHEREAS:** The VRE Operations Board recommends the following action.

NOW, THEREFORE, BE IT RESOLVED that the Northern Virginia Transportation Commission hereby adopts the FY 2022 VRE Operating and Capital Budget in the following amounts and forwards this budget to the local jurisdictions for inclusion in their budgets and appropriations in accordance with the Master Agreement:

Operating Budget	\$ 89,663,802
Capital Budget	<u>\$ 96,198,922</u>
Total Operating and Capital	\$185,862,724

BE IT FURTHER RESOLVED that NVTC does hereby adopt the amended FY 2021 Operating and Capital Budget in the following amounts:

Operating Budget	\$ 90,368,825
Capital Budget	<u>\$ 71,283,079</u>
Total Operating and Capital	\$161,651,904

BE IT FURTHER RESOLVED that having cancelled the October 2020 Master Agreement Survey, NVTC does hereby determine that the jurisdictional subsidy in the FY 2022 Operating and Capital Budget be allocated among the nine jurisdictions in the same proportions used in the FY 2021 budget.

BE IT FURTHER RESOLVED that given the availability of state funding and federal CARES Act funding to supplement lost passenger revenues, NVTC does hereby determine that it is in the best interests of the Commissions and the riders of VRE that the Amended FY 2021 and Recommended FY 2020 Operating Budgets do not achieve a 50% recovery of operating expenses from passenger fares.

BE IT FURTHER RESOLVED that given the current difficulty of accurately projecting future ridership, tax revenues, and other key inputs, NVTC does hereby determine that the usual six-year financial forecast shall be excluded from the FY 2022 Operating and Capital Budget, and staff will resume presenting such financial forecasts in future budgets when there is less uncertainty over the pandemic recovery and potential changes to commuting behavior.

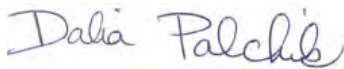
BE IT FURTHER RESOLVED that NVTC does hereby authorize the executive directors of both PRTC and NVTC to submit to the Transportation Planning Board of the National Capital Region and to the Federal Transit Administration or other federal agencies, the appropriate Transit Improvement Program and grant applications for FY 2021 and FY 2022.

BE IT FURTHER RESOLVED that NVTC does hereby authorize the executive director of NVTC to submit to the Commonwealth the approved budget as part of the FY 2022 state aid grant application.

Approved this 7th day of January 2021.



Katie Cristol
Chair



Dalia Palchik
Secretary-Treasurer

TO: Chair Cristol and NVTC Commissioners
FROM: Kate Mattice, Andrew D’huyvetter and Zachary Smith
DATE: January 28, 2021
SUBJECT: Washington Metropolitan Area Transit Authority (WMATA)

On March 11, 2020 the World Health Organization declared COVID-19 a pandemic setting forth a series of actions at the federal, state, and local levels to combat and contain the spread of the virus during this public health emergency. Since that time, NVTC jurisdictional transit agencies, including WMATA and VRE, have implemented substantial changes to transit operations, many of which are being updated daily. The information provided in these staff reports reflect decisions as of the publication date and are subject to change.

At the February meeting the Commission will receive reports from the Virginia WMATA Board members and the chair of the NVTC WMATA Committee and receive a staff presentation on the WMATA FY 2022 Budget.

A. WMATA COVID-19 Response

On March 13, 2020 WMATA implemented Phase 3 of its Pandemic Flu Plan. Phase 3 is the highest level of response and includes all subsequent mitigation steps required during a public health emergency. WMATA expects to be at Phase 3 until further notice and has [developed a website for customers to stay up-to-date with the latest information](#).

On May 11, 2020 WMATA announced its service focused recovery plan. In August WMATA began the [managed re-entry phase](#) of its recovery plan and began providing rail service at approximately 90% of pre-COVID levels and bus service of approximately 75% pre-COVID levels. WMATA began a public health and education campaign in the fall of 2020 to assure riders who need or want to travel by Metro that it is safe to do so.

In January 2021 the WMATA Board amended the FY 2021 Operating Budget to reflect additional federal COVID-19 relief funding from the [Coronavirus Response and Relief Supplemental Appropriations Act of 2021 \(Relief Act\)](#). Reflecting the prolonged recovery from the pandemic, the WMATA Board adjusted Metrorail service to better reflect demand and has phased in additional Metrobus service for the end of FY 2021 to reach 82% of pre-pandemic service levels.

B. Report from the Virginia WMATA Board Members

▪ FY 2021 Operating Budget Amendment

On January 14, 2021 the WMATA Board approved an [amendment to the FY 2021 Operating Budget](#) to reflect additional federal funding from the Coronavirus Response and Relief Supplemental Appropriations Act of 2021 (Relief Act). The Federal Transit Administration determines the final amount federally funded transit systems will receive. However, WMATA staff estimate that WMATA will receive nearly \$718 million of the regional apportionment from the Relief Act and allot \$108 million to local bus operators and apply \$610 million to the FY 2021 and FY 2022 Operating Budgets (Figure 1).

Figure 1: Estimated Relief Act Distribution Summary

<i>\$ in Millions</i>	Amount
Nationwide Apportionment	\$13,271
Regional share	\$830
WMATA allotment <i>(86.5% of regional)</i>	\$718
Local Bus Operators	(\$108)
Available WMATA Funding	\$610

Source: January 14 [WMATA Special Board of Directors Meeting](#)

Prior to the funding included in the Relief Act, WMATA anticipated a budget gap of \$176.4 million in FY 2021. With the additional federal funding, WMATA will use \$95.6 million in FY 2021 to maintain essential bus, rail and paratransit service that was approved by the WMATA Board on November 19, 2020. The federal funding will also eliminate shifts of operating costs to the capital program for preventive maintenance to preserve borrowing capacity and protect the capital program in the FY 2021 Budget.

WMATA will maintain FY 2021 Metrorail service levels previously approved by the WMATA Board in November 2020 including maintaining the 11:00 p.m. daily closing time and standardizing headways across lines (12-minute weekdays and 15-minute weekends on the Blue, Orange, Green, Yellow and Silver Lines; 6-minute weekday and 12-minute weekends on the Red Line).

Federal funding from the Relief Act will restore some Metrobus service beyond what was previously approved by the Board for the remainder of FY 2021. Current Metrobus service levels are 78% of pre-pandemic levels and service is anticipated to increase to 82% of pre-pandemic level service in May 2021. Other Metrobus service adjustments include:

- Add buses to help maintain social distancing and support higher ridership lines
- Provide run-time and data quality improvements for reliability in March
- Extend span on 34 lines to 2:00 a.m. 7 days-a-week in May

WMATA will also use federal funding to avoid layoffs in FY 2021. However, WMATA will continue workforce reductions through attrition, voluntary departures and efficiency driven non voluntary reductions.

- Revisions to the GM/CEO's Proposed FY 2022 Operating Budget

On January 14, 2021 the WMATA Board received an update and [authorized public hearings on the GM/CEO's Proposed FY 2022 Operating Budget](#). WMATA estimates \$514.4 million of remaining funding from the Relief Act to apply to the FY 2022 Operating Budget. WMATA does not anticipate the additional federal funding from the Relief Act to fully fund the FY 2022 Budget and projects a funding gap of \$209.8 million (Figure 2).

Figure 2: Revised FY 2022 Operating Budget

<small>\$ in Millions</small>	Amount
Revenue ¹	\$240.2
Expense	\$2,117.5
Operating Deficit	\$1,877.3
FY2022 Subsidy	\$1,153.1
Funding Gap	(\$724.2)
Additional Relief Act	\$514.4
Projected Remaining Funding Gap	(\$209.8)

¹ Revenue has been reduced by \$24M from the December presentation for advertising impacts
Note: Amounts are rounded for presentation purposes and may not sum

Source: January 14 [WMATA Special Board of Directors Meeting](#)

In order to close the budget gap, WMATA proposes management actions and service reductions to Metrorail and Metrobus starting in the latter half of FY 2022.

Figure 3: Proposed Actions to close the FY 2022 Operating Budget Gap

(\$ in millions)	Revised GM/CEO FY 2022 Proposal (1/14/21)
Projected Remaining Funding Gap	\$209.8
Management actions to reduce the funding gap	- \$58.4
Metrobus service reductions	- \$102
Metrorail service reductions	- \$69.4
Additional costs for Silver Line Phase 2 Title VI adjustments	+ \$20.0
Final Gap/Balanced Budget	\$0.0

Source: January 14 [WMATA Special Board of Directors Meeting](#)

WMATA proposes continuing FY 2021 amended service levels on Metrorail for the first two quarters of FY 2022 (July - December 2021) (Figure 4). The proposed station closures in Virginia from January to June 2022 include the Loudoun Gateway, Innovation Center, Reston Town Center, Van Dorn St, McLean, East Falls Church, Clarendon, Virginia Square-GMU, Eisenhower Ave, Greensboro and Arlington Cemetery Stations. The Metrorail service reduction is anticipated to yield \$69.4 million in savings for six months.

Figure 4: Proposed Metrorail Service Levels in FY 2022

	July - December 2021 (Proposed)	January - June 2022 (Proposed)
Rail Hours	M - F (5 AM - 11 PM) Sat (7 AM - 11 PM) Sun (8 AM - 11 PM)	M - F (5 AM - 9 PM) Sat (7 AM - 9 PM) Sun (8 AM - 9 PM)
Rail Headways	<ul style="list-style-type: none"> Weekdays: 12 minutes (Blue, Orange, Green, Yellow, Silver) 6 minutes (Red) Sat - Sun: 15 minutes (Blue, Orange, Green, Yellow, Silver) 12 minutes (Red) 	<ul style="list-style-type: none"> Weekdays: 30 minutes (Blue, Orange, Green, Yellow, Silver) 15 minutes (Red) Sat - Sun: 30 minutes (Blue, Orange, Green, Yellow, Silver) 15 minutes (Red)
Rail Service Levels	80% of pre-pandemic levels	30% of pre-pandemic levels
Rail Turnbacks	None	Yellow and Red Lines
Rail Stations Closed	None	22
Rail FTE Reductions	0	1,147

Source: January 14 [WMATA Special Board of Directors Meeting](#)

From January - June 2022 WMATA proposes to reduce Metrobus service to 30% of pre-pandemic levels by consolidating the Metrobus system into 45 lines of service that would serve the highest ridership (Figure 5). The Metrobus service reduction is anticipated to yield \$102 million in savings for six months.

Figure 5: Proposed Metrobus Service Levels in FY 2022

	July - December 2021 (Proposed)	January - June 2022 (Proposed)
Bus Service	WMATA would continue FY 2021 Amended Metrobus Service Levels which include: <ul style="list-style-type: none"> extended late night hours on 34 lines restoration of peak service on 7 lines restoration of weekday all-day service on 4 lines restoration of Saturday service on 10 lines restoration of Sunday service on 9 lines 	Rollback all FY 2021 revised additions
Bus Service Levels	82% of pre-pandemic levels	50% of pre-pandemic levels
Bus FTE Reductions	0	1,414

Source: January 14 [WMATA Special Board of Directors Meeting](#)

Additional proposals in the budget include:

- No 3% subsidy increase; however, \$42 million of legislative exclusions are included in the proposed FY 2022 subsidy;
- Management actions of \$58.4 million, including seeking collective bargaining agreement (CBA) wage and pay for performance deferrals;
- No additional (beyond the current \$60M) transfer of operating costs to capital program for preventive maintenance;
- Silver Line Phase 2 service would begin in July 2021; and
- An estimated \$20 million of Silver Line Phase 2 equity impact mitigation (Title VI).

The public comment period on the proposed the GM/CEO's Proposed FY 2022 Budget is currently anticipated to open on February 20 and close on March 16. The WMATA Board is anticipated to act on the budget in April 2021.

C. Report from the Chair of the NVTC WMATA Committee

At the February NVTC meeting, WMATA Committee Chair Aguirre will give his report. The WMATA Committee met on January 21 to review the committee's schedule for 2021 and discuss comments on WMATA's proposed FY 2022 Budget. Because of the additional federal funding available to WMATA in the Relief Act, WMATA revised the FY 2022 Budget but still projects a funding gap in FY 2022. The WMATA Committee discussed the trade-offs associated with the proposed FY 2022 Budget and provided feedback to staff on themes to include in a letter of comments.

At the February Commission meeting, the Commission will receive a presentation on WMATA's FY 2022 Budget and continue to discuss comments on the budget. At the direction and review of the WMATA Committee Chair, staff will then develop a draft letter of comments in advance of the March Commission meeting. The draft letter of comments will be referred to the March Commission meeting for action.

TO: Chair Cristol and NVTC Commissioners
FROM: Kate Mattice, Scott Kalkwarf and Allan Fye
DATE: January 28, 2021
SUBJECT: NVTC's FY 2022 General and Administrative Budget and 2021 Work Plan

At the February meeting the preliminary FY 2022 General and Administrative Budget and 2021 Work Plan will be presented to the Commission. The Commission will receive public comments on the 2021 Work Plan. The Commission will be asked to take action on the budget and Work Plan at the March meeting.

A. Presentation: NVTC's FY 2022 General and Administrative Budget and 2021 Work Plan

The Commission will be briefed on the FY 2022 General and Administrative Budget and 2021 Work Plan. Action will be requested at the March meeting.

General and Administrative Budget

Staff met with the Executive Committee at the January meeting to discuss options for the FY 2022 NVTC General and Administrative Budget. As a result of those discussions, staff is providing a proposed FY 2022 General and Administrative Budget document that contains two options for consideration. Option A includes a provision for staff compensation increases while Option B does not.

Proposed Budget, Option A

The proposed budget includes resources to accomplish the NVTC Work Plan, including the administration of the I-66 and the I-395/95 Commuter Choice programs, oversight of WMATA, and increased financial management activities. The proposed budget totals \$3,833,500, including \$960,000 for the administration of the Commuter Choice program, which is funded entirely with toll related revenue, and \$2,873,500 for the remaining operating program, which is funded by other sources, primarily from the member jurisdictions.

Total expenses are proposed to increase by \$70,000, or 1.9% over the approved FY 2021 budget. The FY 2022 proposed budget maintains staff levels constant with the prior year, which includes a new financial support position that was not filled during FY 2021 due to budget concerns related to the pandemic. A provision for minimal cost-of-living (COLA) and performance-based increases for existing staff is included.

The budget is funded by direct contributions from the NVTC member jurisdictions and an amount taken off the top of state assistance as it becomes available to NVTC, as well as toll revenues from the Commuter Choice program. Project chargebacks include revenue covering the budgeted Commuter Choice program costs for anticipated staff time, contracted support

and related costs. Appropriated surplus above NVTC's minimum operating requirement is also included as a source of revenue, which is the result of positive budget variances in prior years, and a portion of the estimated positive variance for FY 2021. Because of a decrease in the available surplus and anticipated Commuter Choice chargebacks as compared to the FY 2021 approved budget, jurisdiction contributions from state aid would increase by \$218,500 over the FY 2021 approved budget.

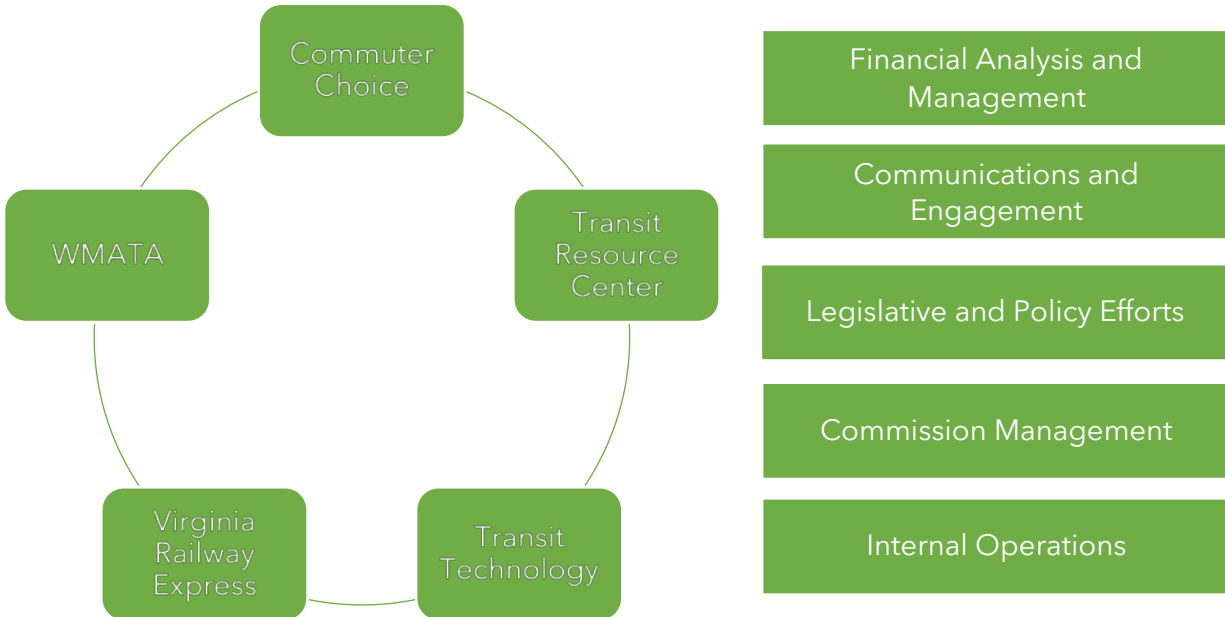
Proposed Budget, Option B

Total expenses under Option B are proposed to increase by \$30,000, or 0.8% over the approved FY 2021 budget, a decrease of \$40,000 from the proposed Option A budget. The difference between the two options is due entirely to including a provision for COLA and performance-based increases for existing staff in Option A, and not including a provision for any cost of living or merit increases in Option B.

Detailed footnotes are included to provide additional information about the various lines, how amounts have been budgeted, and the reason for the more significant changes from the prior year.

2021 Work Plan

The proposed [NVTC 2021 Work Plan](#) provides an overview of the programmatic and operational work conducted by staff to support the goals and objectives of the Commission (see graphic below). The proposed Work Plan covers the period from January 2021 to June 2022 and is consistent with the approved 2020 Work Plan.



B. Public Comment on NVTC's 2021 Work Plan

Each year the public is given an opportunity to provide comments to the Commission regarding NVTC's upcoming Work Plan. The public comment period on the draft Work Plan

will be open from January 19, 2021 through February 3, 2021. **The deadline to submit public comment is Wednesday, February 3 at 12:00 p.m. (noon).** Due to the ongoing public Covid-19 emergency, there will be no in-person comments. NVTC offers the following ways to submit comments remotely:

- Complete the [comment form on the NVTC website](#).
- Email written comments to nvtc@novatransit.org. Please provide your name and where you live (example: Arlington County, City of Fairfax, etc.).
- Leave a voicemail message at: 703-957-8274. Time limit: 3 minutes. Please provide your name and where you live.
- Send a pre-recorded video: Visit <https://wettransfer.com> and upload the video to nvtc@novatransit.org. Time limit: 3 minutes; Size limit: 2GB. Please provide your name and where you live.

Written comments will be read aloud by NVTC staff at the February 4 Commission meeting with a limit of 3 minutes per submission. Voicemail and video messages will be played at the Commission meeting with a maximum playback time of 3 minutes.



PROPOSED BUDGET

**FISCAL YEAR
2022**

(July 1, 2021 – June 30, 2022)

February 4, 2021

NORTHERN VIRGINIA TRANSPORTATION COMMISSION
SCHEDULE OF REVENUE
Proposed Budget FY 2022 - Option A

	<u>FY 2020 Actual</u>	<u>Approved Budget FY 2021</u>	<u>Proposed Budget FY 2022</u>	<u>Increase (Decrease)</u>	<u>Percent Change</u>
Local Share from State Aid (Note 1)	\$ 1,903,253	\$ 2,140,753	\$ 2,359,253	\$ 218,500	
Local Direct Contributions (Note 1)					
Alexandria	39,016	39,567	41,964	2,397	
Arlington	61,616	64,369	66,434	2,065	
City of Fairfax	4,966	4,651	4,453	(198)	
Fairfax County	164,451	163,471	160,006	(3,465)	
Falls Church	2,291	2,099	2,064	(35)	
Loudoun	11,907	10,090	9,325	(765)	
Total Local Direct	<u>284,247</u>	<u>284,247</u>	<u>284,247</u>	<u>-</u>	
Total Contributions	2,187,500	2,425,000	2,643,500	218,500	9.0%
Interest and Other Revenue	12,847	13,000	10,000	(3,000)	-23.1%
Project Chargebacks (Note 2):					
Commuter Choice Program	890,305	984,300	960,000	(24,300)	-2.5%
VRE	80,000	80,000	80,000	-	0.0%
Project Grant Billings (Note 3)	6,252	40,000	40,000	-	0.0%
Appropriated Surplus (Note 4)	158,534	221,200	100,000	(121,200)	-54.8%
Total Revenue	<u>\$ 3,335,438</u>	<u>\$ 3,763,500</u>	<u>\$ 3,833,500</u>	<u>\$ 70,000</u>	<u>1.9%</u>
<i>Commuter Choice Programs (Note 25)</i>	<i>890,305</i>	<i>984,300</i>	<i>960,000</i>	<i>(24,300)</i>	<i>-2.5%</i>
<i>Operating Program, Excluding C.C.</i>	<u>\$ 2,445,133</u>	<u>\$ 2,779,200</u>	<u>\$ 2,873,500</u>	<u>\$ 94,300</u>	<u>3.4%</u>

**NORTHERN VIRGINIA TRANSPORTATION COMMISSION
SCHEDULE OF EXPENDITURES**

Proposed Budget FY 2022 - Option A

	<u>FY 2020 Actual</u>	<u>Approved Budget FY 2021</u>	<u>Proposed Budget FY 2022</u>	<u>Increase (Decrease)</u>	<u>Percent Change</u>
<u>Personnel Costs</u>					
Salaries and Wages (Note 5)	\$ 1,880,724	\$ 1,991,700	\$ 2,052,700	\$ 61,000	3.1%
Fellow Program (Note 5)	7,815	50,000	50,000	-	0.0%
Total Personnel Costs	1,888,539	2,041,700	2,102,700	61,000	3.0%
<u>Benefits</u>					
Employer's Contributions					
FICA and Medicare (Note 6)	129,749	140,100	144,000	3,900	2.8%
Group Health Insurance (Note 7)	136,740	176,600	183,100	6,500	3.7%
Retirement (Note 8)	154,446	174,000	170,000	(4,000)	-2.3%
Workers & Unemployment Comp.	3,849	5,100	5,500	400	7.8%
Life Insurance	6,381	6,800	6,800	-	0.0%
Long Term Disability Insurance	9,587	10,000	11,000	1,000	10.0%
Total Benefit Costs	440,752	512,600	520,400	7,800	1.5%
<u>Administrative Costs</u>					
Commissioners Per Diem (Note 9)	11,551	14,600	14,500	(100)	-0.7%
Rents:	305,090	393,400	408,200	14,800	3.8%
Office Rent (Note 10)	284,319	366,000	379,600	13,600	3.7%
Parking / Metrochek	20,771	27,400	28,600	1,200	4.4%
Insurance:	8,053	6,800	7,400	600	8.8%
Public Official Bonds	2,600	2,000	2,300	300	15.0%
Liability and Property (Note 11)	5,453	4,800	5,100	300	6.3%
Travel, Training and Development	35,946	44,600	44,000	(600)	-1.3%
Conferences / Prof. Devel (Note 12)	21,619	27,100	27,100	-	0.0%
Non-Local Travel	2,203	3,100	2,500	(600)	-19.4%
Local Travel, Meetings (Note 13)	12,124	14,400	14,400	-	0.0%
Communication:	15,422	15,500	16,000	500	3.2%
Postage (Note 14)	1,604	1,400	1,400	-	0.0%
Telephone and Data (Note 15)	13,818	14,100	14,600	500	3.5%
Publications & Supplies	29,611	28,700	28,900	200	0.7%
Office Supplies (Note 16)	3,651	2,800	3,000	200	7.1%
Duplication and Printing (Note 17)	10,541	10,900	10,900	-	0.0%
Public Engagement (Note 18)	15,419	15,000	15,000	-	0.0%
Operations:	23,860	37,500	37,700	200	0.5%
Furn.and Equip. (Capital) (Note 19)	8,676	13,600	13,000	(600)	-4.4%
Repairs and Maintenance	683	1,000	1,000	-	0.0%
Computer Operations (Note 20)	14,501	22,900	23,700	800	3.5%
Other General and Administrative	8,494	9,600	10,000	400	4.2%
Memberships	1,520	1,600	1,600	-	0.0%
Fees and Miscellaneous	6,830	6,500	6,900	400	6.2%
Advertising (Note 21)	144	1,500	1,500	-	0.0%
Total Administrative Costs	438,027	550,700	566,700	16,000	2.9%
<u>Contracting Services and Other</u>					
Auditing (Note 22)	30,300	24,500	25,100	600	2.4%
Contract Services & Support (Note 23)					
Commuter Choice	426,027	479,000	463,600	(15,400)	-3.2%
Other Technical	76,793	120,000	120,000	-	0.0%
Legal (Note 24)	35,000	35,000	35,000	-	0.0%
Total Contract Services	568,120	658,500	643,700	(14,800)	-2.2%
Total Operating Program	\$ 3,335,438	\$ 3,763,500	\$ 3,833,500	\$ 70,000	1.9%
Commuter Choice Programs	890,305	984,300	960,000	(24,300)	-2.5%
Operating Program, Excluding C.C.	<u>\$ 2,445,133</u>	<u>\$ 2,779,200</u>	<u>\$ 2,873,500</u>	<u>\$ 94,300</u>	<u>3.4%</u>

NORTHERN VIRGINIA TRANSPORTATION COMMISSION
SCHEDULE OF REVENUE
Proposed Budget FY 2022 - Option B

	<u>FY 2020 Actual</u>	<u>Approved Budget FY 2021</u>	<u>Proposed Budget FY 2022</u>	<u>Increase (Decrease)</u>	<u>Percent Change</u>
Local Share from State Aid (Note 1)	\$ 1,903,253	\$ 2,140,753	\$ 2,319,253	\$ 178,500	
Local Direct Contributions (Note 1)					
Alexandria	39,016	39,567	41,964	2,397	
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Falls Church	2,291	2,099	2,064	(35)	
Loudoun	11,907	10,090	9,325	(765)	
Total Local Direct	<u>284,247</u>	<u>284,247</u>	<u>284,247</u>	<u>-</u>	
Total Contributions	2,187,500	2,425,000	2,603,500	178,500	7.4%
Interest and Other Revenue	12,847	13,000	10,000	(3,000)	-23.1%
Project Chargebacks (Note 2):					
Commuter Choice Program	890,305	984,300	960,000	(24,300)	-2.5%
VRE	80,000	80,000	80,000	-	0.0%
Project Grant Billings (Note 3)	6,252	40,000	40,000	-	0.0%
Appropriated Surplus (Note 4)	158,534	221,200	100,000	(121,200)	-54.8%
Total Revenue	<u>\$ 3,335,438</u>	<u>\$ 3,763,500</u>	<u>\$ 3,793,500</u>	<u>\$ 30,000</u>	<u>0.8%</u>
<i>Commuter Choice Programs (Note 25)</i>	<i>890,305</i>	<i>984,300</i>	<i>960,000</i>	<i>(24,300)</i>	<i>-2.5%</i>
<i>Operating Program, Excluding C.C.</i>	<u>\$ 2,445,133</u>	<u>\$ 2,779,200</u>	<u>\$ 2,833,500</u>	<u>\$ 54,300</u>	<u>2.0%</u>

**NORTHERN VIRGINIA TRANSPORTATION COMMISSION
SCHEDULE OF EXPENDITURES**

Proposed Budget FY 2022 - Option B

	<u>FY 2020 Actual</u>	<u>Approved Budget FY 2021</u>	<u>Proposed Budget FY 2022</u>	<u>Increase (Decrease)</u>	<u>Percent Change</u>
<u>Personnel Costs</u>					
Salaries and Wages (Note 5)	\$ 1,880,724	\$ 1,991,700	\$ 2,014,000	\$ 22,300	1.1%
Fellow Program (Note 5)	7,815	50,000	50,000	-	0.0%
Total Personnel Costs	1,888,539	2,041,700	2,064,000	22,300	1.1%
<u>Benefits</u>					
Employer's Contributions					
FICA and Medicare (Note 6)	129,749	140,100	142,700	2,600	1.9%
Group Health Insurance (Note 7)	136,740	176,600	183,100	6,500	3.7%
Retirement (Note 8)	154,446	174,000	170,000	(4,000)	-2.3%
Workers & Unemployment Comp.	3,849	5,100	5,500	400	7.8%
Life Insurance	6,381	6,800	6,800	-	0.0%
Long Term Disability Insurance	9,587	10,000	11,000	1,000	10.0%
Total Benefit Costs	440,752	512,600	519,100	6,500	1.3%
<u>Administrative Costs</u>					
Commissioners Per Diem (Note 9)	11,551	14,600	14,500	(100)	-0.7%
Rents:	305,090	393,400	408,200	14,800	3.8%
Office Rent (Note 10)	284,319	366,000	379,600	13,600	3.7%
Parking / Metrochek	20,771	27,400	28,600	1,200	4.4%
Insurance:	8,053	6,800	7,400	600	8.8%
Public Official Bonds	2,600	2,000	2,300	300	15.0%
Liability and Property (Note 11)	5,453	4,800	5,100	300	6.3%
Travel, Training and Development	35,946	44,600	44,000	(600)	-1.3%
Conferences / Prof. Devel (Note 12)	21,619	27,100	27,100	-	0.0%
Non-Local Travel	2,203	3,100	2,500	(600)	-19.4%
Local Travel, Meetings (Note 13)	12,124	14,400	14,400	-	0.0%
Communication:	15,422	15,500	16,000	500	3.2%
Postage (Note 14)	1,604	1,400	1,400	-	0.0%
Telephone and Data (Note 15)	13,818	14,100	14,600	500	3.5%
Publications & Supplies	29,611	28,700	28,900	200	0.7%
Office Supplies (Note 16)	3,651	2,800	3,000	200	7.1%
Duplication and Printing (Note 17)	10,541	10,900	10,900	-	0.0%
Public Engagement (Note 18)	15,419	15,000	15,000	-	0.0%
Operations:	23,860	37,500	37,700	200	0.5%
Furn.and Equip. (Capital) (Note 19)	8,676	13,600	13,000	(600)	-4.4%
Repairs and Maintenance	683	1,000	1,000	-	0.0%
Computer Operations (Note 20)	14,501	22,900	23,700	800	3.5%
Other General and Administrative	8,494	9,600	10,000	400	4.2%
Memberships	1,520	1,600	1,600	-	0.0%
Fees and Miscellaneous	6,830	6,500	6,900	400	6.2%
Advertising (Note 21)	144	1,500	1,500	-	0.0%
Total Administrative Costs	438,027	550,700	566,700	16,000	2.9%
<u>Contracting Services and Other</u>					
Auditing (Note 22)	30,300	24,500	25,100	600	2.4%
Contract Services & Support (Note 23)					
Commuter Choice	426,027	479,000	463,600	(15,400)	-3.2%
Other Technical	76,793	120,000	120,000	-	0.0%
Legal (Note 24)	35,000	35,000	35,000	-	0.0%
Total Contract Services	568,120	658,500	643,700	(14,800)	-2.2%
Total Operating Program	\$ 3,335,438	\$ 3,763,500	\$ 3,793,500	\$ 30,000	0.8%
Commuter Choice Programs	890,305	984,300	960,000	(24,300)	-2.5%
Operating Program, Excluding C.C.	<u>\$ 2,445,133</u>	<u>\$ 2,779,200</u>	<u>\$ 2,833,500</u>	<u>\$ 54,300</u>	<u>2.0%</u>

NORTHERN VIRGINIA TRANSPORTATION COMMISSION
Notes to Fiscal Year 2022 Proposed Budget

1. Revenue: Jurisdictional Contributions

Revenue from Local Direct Contributions

Each NVTC jurisdiction is assigned a share of the local portion of NVTC's administrative budget based on its share of revenue received by NVTC on behalf of jurisdictions from all sources in the previous year. This procedure is required by state statute and results in changes in contributions from one year to another that vary for each jurisdiction depending on relative shares of revenue received. The allocation in this FY2022 budget is based on the FY2020 revenue and Subsidy Allocation Model (SAM) formula.

Revenue from State Assistance

NVTC receives state operating and capital assistance for its WMATA compact members' annual commitments to WMATA and those jurisdictions' local transit systems. NVTC allocates this revenue among the jurisdictions based on NVTC's SAM and holds the funds in trust for the jurisdictions' transit use. Before the funding is allocated, NVTC's SAM resolution states that amounts are to be applied to certain NVTC projects, and a portion of the general and administrative budget of NVTC. The amount used for NVTC's general and administrative expenses is determined each year by NVTC's approved budget.

2. Revenue: Project Chargebacks

This category includes reimbursable expenses related to the administration of the Commuter Choice programs, and charges for NVTC staff support for VRE and reimbursed from VRE's budget.

3. Revenue: Project Grant Billings

The FY2022 budget assumes a grant from DRPT's Intern Program that provides funding at 80 percent of payroll and related costs of NVTC's Transit Fellows program.

4. Revenue: Appropriated Surplus

Included as a source of revenue in the FY2022 budget is projected excess accumulated surplus that is available to offset the budget expenses, which is the result of prior year favorable budget variances and a portion of the FY2021 projected budget variance. This available surplus is in excess of the Commission's anticipated minimum operating requirements.

5. Personnel Costs

Salaries and Wages

The FY2022 budget holds staff levels constant with the prior year budget. Option A includes a provision for merit and COLA increases for existing staff, while Option B does not.

NORTHERN VIRGINIA TRANSPORTATION COMMISSION
Notes to Fiscal Year 2022 Proposed Budget

Fellows Program

The budget continues the NVTC Fellows Program, which began in FY2015, by building NVTC's technical capacity and strengthening its ties with members of the research network. The budget assumes grant funds from DRPT's Intern Program will be available to provide 80 percent of payroll and related costs of this program.

The Fellows Program provides a cost efficient and flexible way to employ new graduates and mid-career professional to complete specific short-term projects over a one- to six-month period. While the primary purpose is to provide high-priority technical expertise for specific projects and products, it has also served as a valuable recruitment tool and created opportunities to connect with university programs within Virginia and nationally.

6. FICA and Medicare

NVTC's budgeted share of FICA and Medicare taxes is a function of budgeted payroll and the current tax rates.

7. Group Health Insurance

A provision for health insurance coverage is included for all NVTC staff positions, with the exception of the Executive Director position, regardless of whether or not the current employees in those positions participate in NVTC's health insurance plan. Unless all eligible employees participate in NVTC's health insurance program, actual expenditures will be less than budgeted. The budgeted amount is based on actual rates with a provision for increasing premiums.

8. Retirement

The budgeted amount of employer pension contributions for the NVTC Target Benefit Pension Plan is based on actuarial formulas using budgeted staff and salary levels for FY2022. Because the formulas take into account factors in addition to payroll costs, such as years to retirement and investment return, changes in budgeted contributions do not necessarily change directly with budgeted payroll. The estimated liability is reduced by non-vested funds that were forfeited by former plan participants and are expected to be available during the fiscal year.

9. Commissioners' Per Diem

The FY2022 budget is based upon the FY2019 actual expenditures, which includes per diem costs of the WMATA and Program Advisory Committees, which began meeting in FY2019. Commissioners, other than senators and delegates, are paid by NVTC at the statutory rate of \$50.

10. Office Rent

The administrative office lease was renewed during FY2019 for a larger space effective March 15, 2019 to accommodate NVTC's increasing staff levels. Rent expense included in the FY2022 budget is based upon the fixed costs of the lease, which increase at 2.5 percent per year, plus 1 percent for pass-through expenses and real estate taxes. The lease contains a provision for the abatement of the first month's rent for the first seven years of the lease, and the additional abatement of approximately 29 percent of the leased space for the balance of the first lease year ending March 14, 2020. Off-site file storage is also included in this budget line.

11. Insurance: Liability and Property

The FY2022 budget is based on the most recent premium year with a provision for increasing costs.

NORTHERN VIRGINIA TRANSPORTATION COMMISSION
Notes to Fiscal Year 2022 Proposed Budget

12. Conference / Professional Development

Included in this line for FY2022 are the estimated registration fees for conferences, professional development, in-house training, and accreditation and related travel costs. The budget assumes NVTC staff will participate in training opportunities and speaking engagements at the Governor's Transportation Conference, the Virginia Transit Association Conference, the Transportation Research Board, and the Virginia chapter of the American Planning Associations, as well as represent the Commission at events hosted by a variety of organizations. These funds will also allow our professional staff to maintain the required trainings to keep their professional accreditations. Wherever possible, NVTC will continue to minimize travel expenditures through locally sponsored events, online conferences, and events where the registration fee is discounted or waived.

13. Local Travel, NVTC and Other Meetings

This line includes the costs of NVTC Commission meetings, hosting regional meetings and events, and the costs of NVTC staff traveling to meetings elsewhere in the region.

14. Postage

This item is based on an average of prior years' actual costs.

15. Telephone and Data

This line includes the fixed contracted cost for phone and data service at NVTC's office, and mobile and data service for staff.

16. Office Supplies

The FY2022 budget for this item is based on the average of prior years' actual costs.

17. Duplication and Printing

During FY2016, NVTC negotiated a five-year copier lease and service contract. The FY2022 budget is based on these agreements and projected usage levels. The cost of paper and staples, which are not included in the contract, have been budgeted based upon prior year costs.

18. Public Engagement

The budget includes a provision for costs related to public engagement on WMATA matters as required by HB1539, costs related to public engagement as required by HB1285, the costs to produce NVTC's annual report, and other public outreach costs such as social media.

19. Furniture and Equipment

This budget category provides for the replacement and acquisition of office furniture and equipment, including computer hardware.

20. Computer Operating Expense

Computer operating expenses include outside network consulting and services, software licensing fees, software upgrades and supplies, web hosting fees, hosted email, and a provision for disaster recovery efforts.

NORTHERN VIRGINIA TRANSPORTATION COMMISSION

Notes to Fiscal Year 2022 Proposed Budget

The FY2022 budget is based on an average of prior year actual costs, recognizing an increase in NVTC's software requirements and staff levels with a provision for security enhancements.

21. Advertising (Personnel/Procurement)

The FY2022 budget includes a provision for personnel and procurement advertising. An average of prior year costs was used to develop the budgeted amount as this category fluctuates from year to year based on needs.

22. Auditing

NVTC entered into a three-year contract for auditing services beginning with the audit of FY2015, with two, two-year options. The FY2022 budget is based on the costs included in this contract.

23. Contract Services and Support

Commuter Choice Programs

I-66 Commuter Choice Program

As part of a 40-year agreement with the Commonwealth of Virginia, NVTC has been assigned the authority to administer a program of projects to be funded using revenue generated by the tolling of I-66 Inside the Beltway. In FY2017, NVTC launched the initial year of the I-66 Commuter Choice Program. The FY2022 budget assumes NVTC will continue to administer this program and provide all program administration and outreach.

I-395 Commuter Choice Program

In 2017, NVTC and the Potomac and Rappahannock Transportation Commission (PRTC) entered into a 66-year agreement with the Commonwealth of Virginia to fund a program of projects to be funded by revenues generated by the tolling of I-95/I-395. The FY2022 budget assumes NVTC will continue to administer this program on behalf of both NVTC and PRTC and provide all program administration and outreach.

Other Technical

The FY2022 budget includes a provision for research and technical support efforts, specialized analysis, related publications, and a provision for contracted human resource support. NVTC's state liaison activities contract is also funded in this line item.

Whenever possible, NVTC intends to leverage other funding sources and utilize contracts of other agencies in an effort to reduce costs.

24. Legal

In FY2015, the Commission appointed Arlington County's Counsel as Counsel to NVTC. Appointed Counsel has provided essential services in matters internal to the commission and in relation to the Commission's roles and responsibilities with regard to WMATA. In addition, Counsel has provided advice, drafting, and training with respect to compliance with Virginia FOIA and Open Meetings Act requirements, as well as review of contracts, agreements and board resolutions. NVTC's Counsel also serves as counsel for VRE.



NVTC Work Plan

January 2021 to June 2022

The NVTC Work Plan serves as a guiding document for NVTC staff to support the mission of the Commission. This Work Plan identifies specific programs, projects and tasks that NVTC staff intend to perform during the period from January 2021 through June 2022 (fiscal years FY 2021 – 2022). It is intended to be a living document that can be updated as priorities and projects change.

This document supports NVTC's Strategic Framework, Implementation Plan and was developed in consultation with the Management Advisory Committee (MAC), the body of professional staff representing NVTC's jurisdictions and partners. The MAC is a forum to facilitate cooperative regional solutions, to keep local governments informed and to solicit feedback on ongoing programs, projects and initiatives.

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NVTC's Mission, Vision and Strategic Goals

Mission: As the premier transit organization in Northern Virginia, NVTC brings the region together to plan, coordinate and secure funding for transit systems that are financially sustainable and high performing.

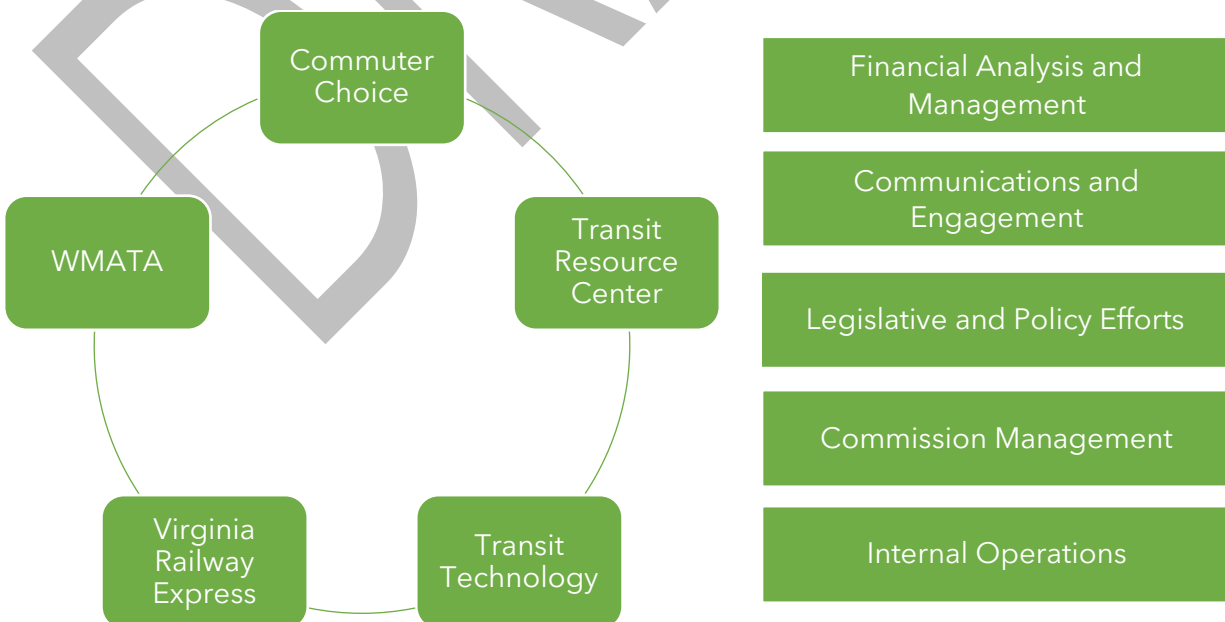
Vision: Northern Virginia businesses and residents are served by a high capacity, high quality network of transit systems that allows our diverse region to thrive economically.

Strategic Goals:

- Increase the capacity of the regional transit network by expanding and improving the quality, coverage, and frequency of new and existing systems, including Metro, VRE and new transit services.
- Improve the access and mobility throughout Northern Virginia by connecting the regional and local transit systems.
- Promote safe, reliable, and financially sound performance and management of regional transit systems.

Programs and Crosscutting Functions

NVTC has five programs that support the implementation of the Commission's mission and vision. These programs provide technical assistance, enable data collection and analysis, facilitate regional engagement and jurisdictional coordination as well as manage a groundbreaking funding program. It is important to note that these programs interact with and support each other on a regular basis, enabling NVTC to provide comprehensive support to member jurisdictions, partner agencies and to the Commission. In addition, these programs provide the best representation for our jurisdictions and ensure NVTC's work adds value for Northern Virginia, the greater DC region and the Commonwealth.



A. NVTC Committee Structure

NVTC has three standing committees. In addition to the Executive Committee, NVTC has the Program Advisory Committee (PAC), the WMATA Committee and the Legislative and Policy Committee. The scope of each of these committees is articulated in NVTC's By-Laws.

For all committees, NVTC staff is responsible for the development and distribution of Committee materials, meeting logistics (in coordination with the Commission Secretary) and all other responsibilities to support the needs of the Committee.

B. NVTC Programs

Commuter Choice

The Commuter Choice program is a groundbreaking program that invests toll revenue into transit service, transportation demand management and other multimodal improvements along the I-66 Inside the Beltway and I-395/95 toll corridors. NVTC, in partnership with the Potomac and Rappahannock Transportation Commission (PRTC), Virginia Department of Transportation (VDOT), Virginia Department of Rail and Public Transportation (DRPT) and the Commonwealth Transportation Board (CTB), manages this competitive funding program through the tasks outlined in the section below.

1) Program Management and Administration

- a) Provide ongoing administration of the Commuter Choice program (I-66 inside the Beltway and I-395/95 corridors) to ensure compliance with relevant Memorandums of Agreement (MOAs).
 - i. Work with staff and legal counsel on policy decisions governing future calls for projects and program administration.
 - ii. Coordinate with regional and state agencies that administer other competitive funding programs to align program milestones.
 - iii. Coordinate with PRTC (as needed) on the ongoing management and administration of the Commuter Choice in the I-395/95 Corridor Program.
 - iv. Work with financial counsel and financial advisors on financing issues as needed.
 - v. Maintain and update the Commuter Choice program website to provide relevant, timely information for applicants, grantees and stakeholders.
 - vi. Monitor program operations and communications with grantees to identify any needed policy changes or updates.
 - vii. Execution of Standard Project Agreements (SPA) and ongoing monitoring and reporting to ensure compliance with all SPA requirements.
 - viii. Coordinate with NVTC's WMATA program to develop policy guidance to enable WMATA-operated / Commuter Choice-funded projects to be considered WMATA's annual budget process, including potential adoption of policy guidance by the WMATA Board and/or Commission(s).

- b) Prepare Commuter Choice annual report and program updates
 - i) Prepare and submit the fiscal year report to the CTB as required by the MOA.
 - ii) In coordination with NVTC's Transit Resource Center, prepare Corridor Transit Reports (subject to data availability) for presentation to the PAC and Commission(s).
 - iii) Update (as needed) grantee handbook that provides a comprehensive guide to Commuter Choice program eligibility, policies and procedures.

Deliverables: Supplemental I-66 Round Four Selection; I-395/95 Round Two Project Evaluation and Program Development and Selection; Commuter Choice Annual Report to the CTB; Corridor Transit Reports; I-66 Round Five Call for Projects

2) Project Selection Process

- a) Prepare Commuter Choice application materials received from the calls to secure Commission(s) approval.
- b) Hold briefings with eligible applicants. Provide technical assistance and guidance during application process.
- c) Lead technical consultants (in coordination with DRPT) in the initial eligibility screening, evaluation and scoring of project applications.
- d) Provide program updates at Commission(s) meetings and present final program of projects for Commission(s) approval.
- e) Coordinate with DRPT to receive Commonwealth Attorney General project eligibility concurrence and to prepare project list and supporting materials for CTB consideration.
- f) Develop staff-recommended program of projects for consideration by the Program Advisory Committee (PAC)/Joint Commission Working Group (JCWG) and consideration by the Commission(s).
- g) Hold public hearing and facilitate online public outreach efforts to explain projects to the public and answer questions about the program.

Deliverables: Eligibility screening workshop with DRPT; Workshops with eligible applicants; PAC and JCWG briefings

3) Reimbursement and Financial Reporting

- a) Host quarterly meetings with grantees to receive required project level reports and ensure projects are meeting implementation, reporting and financial milestones.
- b) Review and approve project reimbursement requests.
- c) Track expenses and reimbursements by corridor, fiscal year program, project, grantee, etc.
- d) Coordinate with NVTC financial team to develop policy/programmatic solutions for financial-related questions/issues.

Internal Coordination: Transit Resource Center, NVTC's WMATA program, Financial Analysis and Management, Communications and Engagement, Legislative and Policy, Commission Management and Internal Operations

NVTC Oversight of Washington Metropolitan Area Transit Authority

NVTC exercises leadership through the appointment and support of Virginia's members of the Washington Metropolitan Area Transit Authority (WMATA) Board of Directors to promote safe, reliable and financially sound performance, management and oversight of WMATA. Staff supports the NVTC WMATA Committee to facilitate and represent jurisdictional interests and to ensure access to NVTC's WMATA principal director.

1) WMATA Committee Support

- a) Develop and implement the committee's annual work plan.
- b) Manage and staff the NVTC WMATA Committee to facilitate committee guidance and feedback, leading to committee endorsement and recommendation for the full Commission to approve of the *Annual Report on the Performance and Condition of WMATA*.
- c) Manage and staff the NVTC WMATA Committee to provide a venue for discussion of WMATA issues directly affecting the NVTC region and NVTC jurisdictions.
- d) Manage and lead a jurisdictional staff working group to provide staff support for NVTC's WMATA Board principal member and members of NVTC's WMATA Committee.
- e) Inform NVTC Commissioners of pending WMATA Board decisions of regional significance.

2) Annual Report on the Performance and Condition of WMATA

- a) Develop and submit to the General Assembly and the Governor an annual report on the performance and condition of WMATA that includes the following:
 - a. The safety and reliability of the rapid heavy rail mass transportation system and bus network.
 - b. The financial performance of WMATA related to the operations of the rapid heavy rail mass transportation system, including farebox recovery, service per rider and cost per service hour.
 - c. The financial performance of WMATA related to the operations of the bus mass transportation system, including farebox recovery, service per rider and cost per service hour.
 - d. Potential strategies to reduce the growth in such costs and to improve the efficiency of WMATA operations.
 - e. Use of the funds provided from the Mass Transit Fund to improve the safety and condition of the rapid heavy rail mass transportation system.
 - f. Ridership of the rapid heavy rail mass transportation system and the bus mass transportation system.
- b) Manage technical staff to ensure that the report will meet expectations of the Commission, the General Assembly and the Administration.
- c) Communicate and present this report to the Commonwealth Transportation Board, Governor's Office, General Assembly and other interested stakeholders.
- d) Publish the report and associated information on NVTC's website.

3) Annual Certification of WMATA Documents

- a) Request the following documents from WMATA annually:
 - a. Annual capital budget; annual independent financial audit;
 - b. National Transit Data annual profile; and
 - c. Single audit report issued in accordance with the Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards (2 C.F.R. Part 200).
- b) Certify the receipt of these documents to Commonwealth Comptroller no later than June 30 of each year.

4) Virginia WMATA Board Member Support

- a) Facilitate the annual appointment of Virginia's two principal and two alternate members of the WMATA Board of Directors (January).
- b) Provide primary staff support on WMATA related meetings and issues to NVTC's WMATA Board principal member or their designated alternate.
- c) Facilitate and lead NVTC WMATA Board member preparation calls in advance of WMATA Board and committee meetings. Participate in WMATA-run Board meeting preparation calls and provide input as necessary.
- d) Ensure communication and facilitation between the Commonwealth and NVTC's principal WMATA Board members.
- e) Provide staff support to WMATA Board members prior to NVTC Commission meetings.
- f) Participate on WMATA's Jurisdictional Coordinating Committee (JCC).
 - a. Monitor and report on the development of WMATA's annual operating and capital budgets and multi-year CIP.
 - b. Coordinate with jurisdictional staff and DRPT on WMATA's compliance with CTB policy guidelines for the implementation of governance and funding reforms for WMATA.
 - c. Actively participate in the development of the Capital Funding Agreement.

5) Support for Northern Virginia Jurisdictions

- a) Participate and provide reports on JCC deliberations and WMATA Board actions to Northern Virginia jurisdictions, as requested.
- b) Facilitate jurisdictional issues with WMATA that rise to the attention of the NVTC WMATA Board principal member.
- c) Assist Loudoun County as it transitions to full participation in WMATA leading up to the completion of the Silver Line Phase 2.
- d) Participate in WMATA-led planning studies, including but not limited to the Metrobus Transformation Project, Blue-Orange-Silver Corridor Study, etc.

6) 3% Cap Working Group Supplemental Analysis

- a) Re-convene Working Group to continue 3% cap discussion based on Commission guidance provided in 2020.
- b) Develop work plan, schedule, and prepare meeting materials for Working Group and coordinate with NVTC WMATA Commission.
- c) Prepare Draft and Final supplemental report for Working Group, NVTC WMATA Committee and Commission endorsement/acceptance.

7) Spring 2021 Arlington Cemetery Station Closure Coordination

- a) Facilitate regional calls with WMATA and affected stakeholders to coordinate mitigation efforts and communications strategies.
- b) Track and resolve issues identified during planning meetings and coordination calls.
- c) Brief the Commission prior to and throughout the shutdown (as requested or needed) and document lesson learned.

Deliverables: Annual Report on the Performance and Condition of WMATA; Annual certification letter to Commonwealth; Supplemental Report from the 3% Cap Working Group

Internal Coordination: Transit Resource Center, Transit Technology, Commuter Choice, VRE, Legislative and Policy Efforts, Financial Analysis and Management and Internal Operations

Transit Resource Center

The Transit Resource Center provides technical assistance to member jurisdictions; collects, analyzes and reports data from all NVTC's programs; manages the Envision Route 7 Bus Rapid Transit (BRT) project; and supports coordination with other regional transportation organizations. An overview of the tasks within the Transit Resource Center are outlined below.

1) Regional Transit Performance Data Collection and Analysis

- a) Support required data collection efforts.
 - a. Work with local governments to coordinate collection of performance data for the Federal Transit Administration's (FTA) National Transit Database (NTD).
 - b. Manage the contract for NTD data collection on behalf of Northern Virginia's transit systems. Oversee data collection efforts to facilitate the receipt of federal funds to the region.
 - c. Report the Washington Metropolitan Area Transit Authority's (WMATA) monthly ridership and parking utilization to comply with the Department of Rail and Public Transportation's (DRPT) OLGA reporting requirements and report to NVTC Commissioners. Ensure that the data are consistent, timely and accurate.
- b) Conduct and Support Regional Transit Analysis
 - a. Use technical tools to perform in-depth, regional and multijurisdictional analyses in support of Northern Virginia transit systems.

- b. Analyze various operational scenarios including additions, eliminations and modifications of bus routes, service level changes (e.g., increases and cuts) and changes in external circumstances, including demographic changes, macroeconomic shocks and changes in networks of complementing transit systems (as requested by jurisdictions or transit providers).
- c. Conduct additional post-COVID and recovery-related analysis for presentation to the MAC and Commission.
- d. Provide jurisdictional and regional transit performance data through materials and presentations, and post standardized, downloadable data on NVTC's website.
- e. Provide data analysis for NVTC jurisdictions and the Commission on regional and national issues that impact transit planning, operations, organizations and ridership.
- f. Disseminate findings through authoring reports and presentations.

Deliverables: Annual Transit Performance Report; Post-COVID Transportation Analysis Reports; Regional Bus Assessment Report; TBEST Analysis Reports

2) Commuter Choice Corridor Analyses

- a) Report on Transit Performance in Commuter Choice Corridors
 - a. Conduct regular analysis on the transit ridership and other metrics to understand the performance of transit along the I-66 Inside the Beltway and I-395/95 Corridors, including the impacts of COVID-19 and recovery efforts.
 - b. Coordinate with VDOT, Transurban and TPB to collect corridor-based data necessary for analyses.

Deliverables: Corridor Transit Reports (subject to data availability)

3) Envision Route 7 Bus Rapid Transit (BRT) Study

- a) Procure consultant services for Phase IV (pending grant and local match approval).
 - a. Continue to coordinate with relevant jurisdictional and stakeholder staff to further the study of high-quality transit on Route 7.
 - b. Assist in identifying financial resources for continued study and programming for BRT along the Route 7 corridor.
- b) Continue advocating for high quality transit in the Route 7 corridor and inclusion of transit options for the corridor in regional planning studies.

Deliverables: Scope of work and budget for Phase IV; RFP for Phase IV

4) Regional Coordination and Collaboration

- a) Provide technical support to the NVTa (Northern Virginia Transportation Authority) on regional planning efforts in order to better provide for regional transit needs in their regional transportation plan (TRANSACTION).
- b) Participate regionally focused technical, program or study committees assisting in planning, funding, preliminary engineering and environmental analysis for transit in the region, including but not limited to:
 - a. Transportation Planning Board

- b. Potomac and Rappahannock Transportation Commission
- c. Northern Virginia Transportation Authority
- d. Northern Virginia Regional Commission
- e. Virginia Department of Rail and Public Transportation
- f. Virginia Department of Transportation
- g. Virginia Railway Express
- h. Metropolitan Washington Council of Governments
- i. Washington Metropolitan Area Transit Authority

Internal Coordination: NVTC's WMATA program, Grants Management, Commuter Choice, Communications and Engagement, Legislative and Policy Efforts and Internal Operations

Transit Technology

The Transit Technology program oversees the implementation of NVTC's Regional Fare Collection Strategic Plan and engages with regional, state and national transit technology stakeholders to build Commission knowledge about innovative transit mobility services and emerging technologies. An overview of the tasks within the Transit Technology Program are outlined below.

1) Implementation of the NVTC's 2021 Regional Fare Collection Strategic Plan

- a) Provide updates to the Program Advisory Committee and the Commission on the status of milestones in the 2021 Strategic Plan.
- b) Facilitate regional coordination through the Fare Collection Working Group.
- c) Support efforts to market WMATA's SmarTrip mobile apps and other fare payment initiatives to users.
- d) Manage existing DRPT technical assistance grant to support jurisdictions' and transit providers fare collection efforts.
- e) Manage consultant support provided through DRPT's technical assistance grant, including approving work products and annual work plans, reviewing and approving invoices, coordinating with Northern Virginia DRPT grant staff, etc.
- f) Prepare for potential FY 2023 DRPT Technical Assistance Grant to support the efforts identified in the 2021 Regional Fare Collection Strategic Plan.

Internal Coordination: NVTC's WMATA program, NVTC's VRE Support, Financial Analysis and Management, Communications and Outreach and Internal Operations

NVTC Support of Virginia Railway Express

NVTC, as co-owner (with the Potomac and Rappahannock Transportation Commission) of the Virginia Railway Express (VRE), provides oversight of the railway to promote safe, reliable and financially sound performance and management.

1) VRE Operations Board Support

- a) Facilitate the annual appointment of NVTC's principal and alternate members of the VRE Operations Board.

- b) Provide staff support, in coordination with jurisdictional staff when necessary, to NVTC-appointed VRE Board members.
- c) Participate on VRE's Coordination Committee (VCC) and Chief Administrative Officer's Task Force and attend VRE Operations Board meetings.

2) Budget and Financial Management

- a) Facilitate NVTC's approval of VRE's annual operating and capital budgets, including the prioritization of the Commuter Rail Operation and Capital (C-ROC) Fund. Participate and provide technical support at budget review sessions.
- b) Apply and receive state and regional assistance on behalf of VRE, including DPRT transit capital and operating funding, Rail Enhancement Funds, SmartScale and NVTA funds.
- c) Assist VRE planning staff on ridership, travel forecasting, federal funding programs and other technical items.

3) VRE Customer Service and Annual Ridership Surveys

- a) Provide staff and technical support to VRE for the customer service surveys each spring by assisting with on-board survey distribution.
- b) Provide staff and technical support to VRE for the Master Agreement Annual Ridership Survey each fall by assisting with on-board survey distribution and conducting the survey address verification process using GIS technology.

4) Technical and Communications Support

- a) Amplify and actively share VRE public communications through NVTC social media.
- b) Serve on technical and legislative advisory committees, as requested.
- c) Review Operations Board materials for consistency with the Master Agreement and approved budgets. Maintain close communications with PRTC and VRE staff to coordinate the writing and presentation of VRE action items to the two Commissions.

Deliverables: Audited annual survey report and maps

Internal Coordination: NVTC's WMATA program, Legislative and Policy, Financial Analysis and Management, Transit Resource Center, Transit Technology and Internal Operations

C. Financial Analysis and Administration

Identify and implement cooperative strategies with member governments to maximize transit revenues aimed at achieving adequate, dedicated, stable and reliable financial support from the federal government, Commonwealth, region and private sector. Facilitate the fair and equitable allocation of transit assistance among governments. Manage grants, contracts, and trust funds fairly and effectively, according to state and federal laws and NVTC's policies.

Support for Member Jurisdictions

- 1) Ensure the stability of the current sources of transit funding available to NVTC's local governments.

- 2) Serve as the central point of contact for Northern Virginia transit system financial information.
- 3) Analyze funding proposals produced by regional and statewide studies and identify policy issues for consideration by the Commission.
- 4) Identify and help obtain funding for new transit projects that are recommended by NVTC's jurisdictions.

Deliverables: Provide NVTC funding, local system and WMATA subsidy data to interested parties.

Financial Analysis

1) Regional Gas Tax Revenues

- a) Monitor NVTC's regional gas tax receipts from the Division of Motor Vehicles (DMV) for reasonableness of collections in total and by jurisdiction.
- b) Employ database and spreadsheet models to identify unanticipated discrepancies at the taxpayer level by jurisdiction and in total.
- c) Maintain communications with DMV regarding both unusual activities identified by NVTC and DMV audit activity. Make suggestions for improving the program.
- d) Brief the MAC as needed on processes, issues and solutions.

2) State Transit Revenues

- a) Participate on the Transit Service Delivery Advisory Committee (TSDAC) to assist DRPT in reviewing the distribution process for transit capital and operating funds.

3) Transit Funding Opportunities

- a) Produce financial projections and an analysis of the growing gap between transit operating and capital needs versus available financial resources.
- b) Participate in regional and statewide efforts to define public transit needs and identify funding sources.
- c) Identify and seek to implement stable, reliable, permanent and dedicated funding sources for operating and capital expenses for WMATA, VRE and local transit systems.
- d) Coordinate regional efforts and prepare analytic tools, communication materials and editorials to promote such funding.

Deliverables: Annual formula for allocation of gas tax revenue; Input to the DRPT funding process; Financial analysis and projections, as needed.

Grants Management, Trust Funds, Contracts and Compliance

1) State Assistance

- a) Review and monitor DRPT assistance calculations of WMATA assistance to NVTC as grantee for NVTC jurisdictions' share of WMATA operating subsidies and capital requirements.

- b) Report WMATA annual ridership, and other information requested by DRPT as a requirement for receiving state assistance. .
 - c) Review and submit state operating and capital assistance applications for local systems through DRPT's Online Grant Administration (OLGA) system as agent for the NVTC jurisdictions.
 - d) Manage NVTC and NVTC jurisdiction state grants, including the preparation and review of timely grant invoicing.
 - e) Participate with VRE and NVTC jurisdictions in quarterly project status review meetings with DRPT.
 - f) Work with DRPT and grantees to achieve the maximum funding available.
- 2) Commuter Choice in the I-66 and I-395/95 Corridors
- a) Monitor and reconcile net toll revenue receipts from VDOT with actual collections and Commonwealth Transportation Board (CTB) approved project funding levels.
 - b) Review reimbursement requests for adequate support of eligible expenses; approve and disburse funds.
 - c) Ensure recipient compliance with project agreement provisions.
 - d) Account for direct costs of administering the program.
 - e) Account for and report toll revenue activity as a separate Special Revenue fund.
- 3) NVTC Subsidy Allocation Model
- a) Maintain NVTC's subsidy allocation model (SAM) utilizing the most recent WMATA and local budget information on transit costs, revenues and subsidies.
 - b) Determine each local government's share of NVTC assistance using the annual SAM percentages.
 - c) Apportion shares of the direct local contributions to NVTC's administrative budget using the annual SAM percentages.
 - d) Provide projections and other analysis of annual transit assistance to the NVTC jurisdictions for planning purposes.
- 4) NVTC Jurisdiction Trust Funds
- a) Allocate revenue to NVTC jurisdictions through the NVTC trust fund upon receipt using the annual SAM percentages.
 - b) Prepare timely and accurate quarterly cash flow forecasts of available transit assistance sources and uses for the NVTC jurisdictions.
 - c) Prepare quarterly reports of actual NVTC trust funds activity for use by NVTC jurisdictions.
 - d) Manage and invest trust funds according to NVTC policy by safeguarding assets while maximizing liquidity and investment return.
- 5) Commuter Rail Operations and Capital Fund (C-ROC)
- a) Monitor collections of all C-ROC Funds from the Department of Motor Vehicles (DMV).

- b) Provide periodic reports to the Commissions about the funds in the C-ROC Fund, including monthly receipts, amounts expended, the amount of funds held and investment earnings.

6) Financial Reporting, Accounting, Audit, Compliance and Contracting

- a) Prepare the annual financial statements, disclosures and supplementary information for NVTC's annual audit.
- b) Manage a multi-year audit services contract.
- c) Accomplish unqualified auditors' opinions and provide financial and compliance reports to the appropriate regulatory agencies.
- d) Maintain up-to-date compilations of state and federal grant regulations and ensure staff is adequately trained in grant, contract and project management.
- e) Maintain current documents and policies to facilitate prompt procurement in compliance with state and federal laws.
- f) Perform internal accounting functions, including invoicing, accounts receivable, cash receipts, accounts payable, disbursements and transfers, payroll, general ledger and reconciliations.

7) Federal Grants

- a) Apply for federal grants on behalf of member jurisdictions and manage grants as the designated recipient for FTA funds. Currently, NVTC is the designated recipient of federal grants for the cities of Alexandria and Falls Church. For these grants, NVTC will:
 - i. Maintain subrecipient agreements which outline terms, conditions and expectations.
 - ii. Ensure subrecipient agreements include all the information required by FTA and 2 CFR 200.
 - iii. Review reimbursement requests to ensure costs are reasonable, allocable and allowable in accordance with 2 CFR 200 and terms of the award.
 - iv. Host quarterly project management meetings with the subrecipient and FTA.
 - v. File quarterly financial and milestone reports (1/30, 4/30, 7/30, 10/30), semi-annual Disadvantaged Business Enterprise (DBE) reports (6/1, 12/1) and other required documentation in FTA's grants management system (TrAMS).
 - vi. Monitor subrecipients to ensure proper stewardship of federal funds and performance goal attainment.
 - vii. Provide technical assistance as needed.
 - viii. Close out completed grants.
- b) Report on NVTC's FY 2021-2023 DBE Overall Goal in accordance with 2 CFR 26.45.
- c) Administer Title VI and DBE Programs and provide technical assistance to subrecipients as needed.
- d) Ensure NVTC and subrecipients are in compliance with all relevant FTA regulations and guidelines in numerous areas such as legal, financial management, technical capacity,

continuing control, maintenance, procurement, civil rights and National Transit Database.

- e) Attend workshops and webinars presented by FTA to maintain awareness of changes in federal requirements and processes.
- f) Submit annual certifications and assurances to the FTA and maintain subrecipient's signed annual certifications and assurances on file.

8) Title VI Civil Rights Compliance

- a) Ensure NVTC's compliance with the federal Title VI program.

Deliverables: DRPT grant applications and grant agreements for local and WMATA assistance; Commuter Choice program reimbursements; annual updates to SAM formula; Trust Fund revenue projections and reporting; annual audited financial statements including reporting by funds; annual Title VI certification to FTA

Internal Coordination: Commuter Choice, Transit Resource Center, Transit Technology, NVTC's VRE support, NVTC's WMATA program, Legislative and Policy Efforts, Commission Management and Internal Operations

D. Communications and Engagement

Improve the public's understanding and appreciation of transit's role in Northern Virginia and the Commonwealth and increase participation in transit-related decision-making.

2) Partnerships

- a) Identify opportunities to host or participate in transit-related events with Northern Virginia's chambers of commerce and other business representatives.
- b) Identify and apply for grants, in partnership with local jurisdictions and transit agencies, to support a multi-faceted marketing campaign designed to increase bus and rail ridership in Northern Virginia.
- c) Identify opportunities to host one or more transit tours of Northern Virginia for state legislators.
- d) Partner with government agencies, business groups and national, state and local associations to promote transit through educational programs, complementary messaging and attendance at conferences, seminars and workshops.
- e) Partner with WMATA, VRE and local transit agencies to promote advances in fare collection and innovative transit technology initiatives.
- f) Leverage network of jurisdictional and agency public information officers to facilitate the sharing of information, work on projects of mutual benefit and leverage resources.
- g) Serve on the Virginia Transit Association's (VTA) annual awards and conference planning committees.

3) Internal and External Relations

- a) Serve as the point of contact for the news media, interest groups, U.S. Congress and Virginia General Assembly, and public for transit issues in Northern Virginia.
 - i. Keep the news media, interest groups and local jurisdictions apprised of Commission meetings and hearings, actions, analyses, research, reports and events.
 - ii. Share transit-related information from external sources – print/broadcast media, online publications and bloggers, transit agencies and state/local governments – with Commissioners, MAC, agency public information officers, transit advocacy groups, staff and through social media channels.
 - iii. Participate and speak at chamber of commerce events, homeowner association meetings and jurisdictional governing-body and committee meetings as requested.
- b) Develop and distribute information and resources necessary for Commissioners to fulfill their responsibilities, including the annual member manual, NVTC website, e-newsletters and monthly Executive Director reports.
- c) Develop and distribute written and visual communications, such as project fact sheets, issue briefs, web content, frequently asked questions, news releases and targeted e-mail communications on transit-related topics, as well as testimony for Commissioners and NVTC senior leadership.
- d) Provide experts for news media interviews on regional transportation and transit topics and conduct media training to support leadership and staff.

4) Commuter Choice Outreach and Marketing

- a) Plan and implement public meetings and public input process.
- b) Plan and implement groundbreaking events in collaboration with local jurisdictions and transit providers.
- c) Promote the Commuter Choice program and events through NVTC's social media and other venues.
- d) Create and maintain a Commuter Choice website focused on marketing of projects and programs to toll facility users and the general public (upon completion of the Needs Assessment Study).

Deliverables: Public outreach report for Supplemental I-66 Round Four and I-395/95 Round Two Programs of Projects; Content development for Commuter Choice Marketing website

5) Online Communication

- a) Maximize NVTC's online presence to further its mission.
 - a. Build NVTC's website as a research and information resource.
 - b. Expand NVTC's social media presence to drive traffic to novatransit.org and program pages; raise NVTC's profile and promote discussion of regional transit issues.

- c. Maintain up-to-date project information on the website to inform the public and Commissioners on the latest project news.
- d. Use online analytics and surveys to monitor the effectiveness of online communication and outreach efforts.
- e. Develop new content, such as podcasts and videos, to enhance NVTC's reputation as the primary source of transit-related information in Northern Virginia and improve the public's understanding of both transit and NVTC's role in the region.

6) Public Outreach

- a) Develop and implement communications plans and budgets for transit studies and multimodal grant programs.
 - a. Publicize and solicit public comment through multiple channels, such as meetings and hearings, advertising, pop-up events, online crowdsourcing, email, mail and telephone.
 - b. Plan and promote public meetings and hearings in consultation with local jurisdictions, transportation agencies and transit providers.
 - c. Design and create materials, such as flyers, handouts, infographics, email blasts, display boards, PowerPoint presentations and videos.
- b) Plan and implement activities that engage the public and promote NVTC programs and initiatives.
- c) Participate in and support the annual public meeting for Northern Virginia transportation organizations, as required by HB1285 (2018).
- d) Support and coordinate with Commuter Choice program outreach and marketing efforts.
- e) Complete COVID-rebound marketing effort to return riders to transit; analyze results to gain insights for potential future campaigns.
- f) Update and streamline NVTC website to ensure user friendliness and adherence to usability standards.
- g) Unify NVTC outreach materials to ensure consistent branding and messaging across all platforms.
- h) Expand in-person outreach efforts through networking and attendance at public events.

Deliverables: Daily headlines email; Weekly updates for Commissioners and jurisdictional staff; Monthly newsletter; Annual organizational report; News releases and media relations; Website and social media posts; COVID-rebound marketing campaign scope and budget; Presentations and handouts

Internal Coordination: NVTC Programs, Legislative and Policy Efforts, Financial Analysis and Management and Internal Operations

E. Legislative and Policy Efforts

Legislative and Policy Committee Support

Per the Commission's By-Laws, the Legislative and Policy Committee is responsible for the development of the annual legislative and policy agenda and serves as a venue for discussion of legislative and policy matters that directly affect NVTC programs, the NVTC region, and transit in Northern Virginia. The committee is typically convened regularly between October and March.

NVTC staff is responsible for the development and distribution of committee materials, meeting logistics (in coordination with the Commission Secretary), and all other responsibilities to support the needs of the committee.

Development of Legislative and Policy Agenda

Devise, coordinate and implement legislative and policy strategies based on sound policy analysis in coordination with legislative staff from relevant jurisdictions, agencies and partner organizations.

1) State and Federal Legislative Policy Agenda

- a) Assist NVTC's Legislative and Policy Committee with adopting a state and federal legislative and policy agenda to guide NVTC's legislative support in the coming year.
- b) Develop strategies to effectively implement NVTC's annual legislative and policy agenda in collaboration with NVTC jurisdictions' legislative liaisons and the Virginia Transit Association (VTA).
- c) Work with delegations in Richmond and Washington D.C. as needed to promote NVTC's approved agenda. Focus should include, but not be limited to long term, sustainable transit capital funding and maintenance of existing NVTC programs and authorities.
- d) Identify transit issues that require policy decisions. Assemble data and perform policy analyses to facilitate those decisions (e.g. fare integration, development of new technology, service expansion, customer safety, system security and the business case for and value of public transit).
- e) Conduct an annual joint NVTC and PRTC legislative briefing.
- f) Develop messaging and a plan to educate the public about the need for transit funding in Virginia as well as the benefits of public transit throughout the Commonwealth.

2) Virginia General Assembly Session

- a) Prepare and support NVTC legislative and policy efforts before and during the General Assembly.
- b) Reach out to legislators to garner support for NVTC's legislative agenda and educate them about the benefits of public transportation.
- c) Prepare informative district-specific legislative maps showing transit service and performance for all members of the Northern Virginia delegation.

- d) Conduct NVTC's February meeting at the General Assembly in Richmond, pending an in-person General Assembly has resumed.
- e) Use an online legislative monitoring service and share access with member jurisdictions.
- f) Provide legislative alerts to Commissioners and local staff during the General Assembly Session.

3) Commonwealth Transportation Board

- a) Prepare written statements and deliver testimony at the CTB's semi-annual hearings on transit funding priorities and other hearings as appropriate.
- b) Advocate for NVTC's policies, including balanced transportation and stable and reliable funding.
- c) Support DRPT's Transit Service Delivery Advisory Committee (TSDAC) by following the Commonwealth transit funding reform process, facilitating discussions by jurisdictional staff and relaying feedbacks of transit agencies to TSDAC discussions.

4) Transit Industry Groups and Trade Associations

- a) Participate in analysis and dialogs on local, state and national transit issues with state and national transit industry associations and other bodies.
- b) Virginia Transit Association (VTA)
 - i. Contribute to VTA's state legislative strategy for the transit industry and strengthen VTA's response to Northern Virginia's concerns.
 - ii. Provide technical and communications support regarding the economic benefits of transit.
 - iii. Co-chair VTA events and encourage NVTC Commissioners to serve as VTA officers.
 - iv. Serve as VTA's member of the Transit Service Delivery Advisory Committee (TSDAC), providing technical guidance on performance-based funding for transit capital and operations.
 - v. Serve on VTA's awards and conference planning committees.
- c) American Public Transportation Association (APTA)
 - i. Provide technical assistance and feedback to APTA on federal transit program implementation issues.
 - ii. Participate in defining and implementing a federal legislative strategy as part of a broad, nationwide pro-transit coalition.
- d) Provide technical assistance and policy analysis support to state and national boards and committees, including, but not limited to:
 - i. DRPT's Transit Service Delivery Advisory Committee (TSDAC)
 - ii. VTA Executive Committee
 - iii. The General Assembly's Joint Committee on Transportation Accountability
 - iv. APTA Legislative Committee
 - v. APTA Policy and Planning Committee
 - vi. APTA Public Private Partnership Committee

- vii. APTA Commuter Rail Committee
- viii. Institute for Transportation Engineers
- ix. Transit Cooperative Research Program (TCRP) Dissemination and Implementation of Research Findings Project Panel

Deliverables: Joint NVTC/PRTC Legislative Briefing; policy briefs and supporting information to support legislative priorities; legislative tracking reports

Internal Coordination: NVTC Programs, Communications and Engagement, Financial Analysis and Management, Commission Management and Internal Operations

F. Commission Management

Provide staff support and execute duties to ensure the smooth running of day-to-day operations of the Commission.

- 1) Develop and distribute information and resources necessary for Commissioners to fulfill their responsibilities, including the annual member manual, NVTC website, e-newsletters and monthly Executive Director reports.
- 2) Prepare materials for monthly Commission meetings. Coordinate with external speakers to present to the Commission when appropriate.
- 3) Schedule, oversee and record minutes of Commission meetings, as well as other NVTC events.
- 4) Provide accurate and timely responses to Commissioners, jurisdictional staff and the public.
- 5) Support NVTC's committees, through the development of agendas, meeting summaries and handouts.
- 6) Ensure the issuance of per diem payments for Commissioners.
- 7) Verify Commissioner compliance with state regulations regarding economic and financial disclosure statements.
- 8) Conduct new Commissioner orientations.
- 9) Maintain archival Commission materials and provide access to archival documentation when requested.
- 10) Respond to Freedom of Information Act (FOIA) requests.

Deliverables: Annual Commission Meeting Schedule; Monthly Commission kit

Internal Coordination: NVTC Programs, Financial Analysis and Management, Communications and Engagement, Legislative and Policy Efforts and Internal Operations

G. Internal Operations

Strengthen NVTC as an organization through improvements of internal policies to ensure a rewarding and equitable work environment.

1) Human Resources and Administration

- a) Develop the annual NVTC general and administrative (G&A) budget, in coordination with jurisdictional staff, for consideration by the Commission in the fall.
- b) Continue to leverage human resources support assistance to enhance and support human resource functions.
- c) Continue NVTC Transit Fellows Program to attract talent to supplement NVTC staff on specific projects.
- d) Develop and implement a professional development plan for staff, including appropriate training.
- e) Develop and implement a staff earning structure and align job descriptions and benefits, such as health and retirement, with NVTC's jurisdictions.
- f) Administer employee benefit programs, including retirement plan, 457 plan, group health insurance, group life insurance, disability insurance, flex benefit plan, bike share, and Zip Car.

2) Telework and Office Space

- a) Provide technical support to staff to enable telework and other remote work activities.
- b) Resolve issues related to the office space (lease, maintenance, facilities, etc.).

3) Information Technology

- 1) Provide ongoing staff support, troubleshooting for all office software and hardware.
- 2) Provide ongoing information technology improvements to ensure a productive and secure working environment for staff, virtually and in the office.
- 3) Research, order or work with contractors to obtain staff equipment as requested.
- 4) Set up all new IT equipment for current or additional staff.

Deliverables: NVTC General and Administrative Budget; NVTC Work Plan

Internal Coordination: NVTC Programs, Communications and Engagement, Financial Analysis and Management; Commission Management

TO: Chair Cristol and NVTC Commissioners
FROM: Kate Mattice and Zachary Smith
DATE: January 28, 2021
SUBJECT: Report from the Chair of the Legislative and Policy Committee

At the February meeting Chair David Meyer will provide a summary of the February 2 Legislative and Policy Committee meeting and the Commission will be briefed on legislative developments from the Virginia General Assembly Session as well as any federal updates.

A. Virginia General Assembly Update

At the February meeting Chair Meyer and NVTC's Legislative Liaison Aimee Perron Siebert will provide highlights of the General Assembly Session.

The General Assembly convened on January 13, 2021. As they did during the 2020 Special Session, the House of Delegates are meeting online via videoconference and the Senate is meeting in person but under strict social distancing requirements in a spacious room at the Virginia Science Museum. Both chambers agreed to a procedural resolution for a 30-day Session. Crossover will be February 6 and the regular Session will adjourn on February 11. However, Governor Northam is expected to call a 16-day Special Session starting immediately after adjournment of the regular Session.

A [summary of legislation and budget amendments that NVTC is tracking](#) is attached.

B. Federal Update

At the February meeting Executive Director Kate Mattice will provide a federal update.

Prior to President Biden's inauguration, he proposed \$20 billion in additional COVID-19 relief funding for transit agencies but specific details on the proposal are unclear. NVTC staff are continuing to monitor legislation and initiatives that the new Administration and Congress propose regarding transit.

Legislation in the 2021 General Assembly that NVTC is Monitoring

(As of January 27, 2021)

House of Delegates	
HB 1931 (Levine)	The bill permits a member of a public body to meet electronically if the member is caring for a sick relative. Also, the bill clarifies that participation in an electronic meeting due to inability to attend because of a personal matter is limited to two meetings or 25% of meetings in a calendar year, whichever is greater. The bill passed the House and will move to the Senate.
HJ 542 (McQuinn)	The resolution requests DRPT to conduct a two-year study of transit equity and modernization in the Commonwealth. The bill was reported from the Subcommittee on Studies and referred to the Committee on Appropriations, but then assigned House Appropriations Sub-Committee: Transportation & Public Safety.
Senate	
SB 1271 (McPike)	The bill allows a public body, or a joint meeting, to meet electronically when the locality in which the public body is located has declared a state of emergency and requires the public body to make arrangements for public access to the meeting an opportunity for public comment. The bill passed the Senate and will move to the House.
SB 1350 (Lewis)	The bill originally defined and added resiliency to the list of factors to be considered during the statewide transportation funding prioritization process commonly known as SMART SCALE. However, the bill was reported from the Senate Transportation Committee with a substantial substitute. Now, the legislation incorporates "resiliency" considerations into statewide transportation planning, but resiliency is not defined. The bill was referred to the Senate Finance and Appropriations Committee. The bill is also identical to HB 2701.
Budget Amendments	
Item 442 #1h	This amendment allocates \$30 million in one-time general fund monies in fiscal year 2022 to be allocated to NVTC to be distributed using the current formula to localities to support Northern Virginia's fiscal year 2022 operating obligation to WMATA.
Item 442 #3h	The amendment will allow CTB to allocate more funding to the Transit Ridership Incentive Program to support the reduction or elimination of fares for low-income individuals.
Item 442 #4h	The amendment provides \$500,000 from the general fund upon the passage of HJ 942, which requires DRPT to conduct a two-year study of transit equity and modernization in the Commonwealth.
Item 443 H	Governor Ralph Northam has proposed a \$50 million budget amendment that would help extend passenger rail service from Roanoke, Virginia to the Blacksburg-Christiansburg, Virginia area and increase the frequency of intercity passenger rail service along the I-81/Route 29 Corridor from Washington, DC.
Item 447	The amendment provides \$10,000,000 from the general fund in the second year for a connected infrastructure urban redevelopment demonstration project within and adjacent to the Virginia Tech campus in the City of Falls Church, Virginia.

TO: Chair Cristol and NVTC Commissioners
FROM: Kate Mattice, Ben Owen and Jae Watkins
DATE: January 28, 2021
SUBJECT: Commuter Choice Program

At the February meeting the Commission will be updated on the Commuter Choice program for both the I-66 and I-395/95 corridors.

A. Commuter Choice on the I-66 Corridor Round Four Update

Since the Commonwealth Transportation Board (CTB) approved the \$3.8 million Initial (FY 2021) Round Four Program of Projects in December 2020 (NVTC approved the program in October 2020), staff have shared Standard Project Agreements with the funding recipients for the six selected projects and anticipate executing these agreements over the next few months. NVTC is funding the full Initial Round Four Program with existing balances from prior-year carryover, project closeouts and interest payments.

Through the first two quarters of FY 2021, the Virginia Department of Transportation (VDOT) has not collected enough toll revenue from I-66 Inside the Beltway to be able to transfer any funds to NVTC. While toll-paying traffic is at approximately 60% of pre-COVID budgeted levels, revenue collected is at approximately 30%, which is not sufficient to cover all of VDOT's operating and capital expenses of tolling.

In March, staff expect to update the Commission on the prospects for advancing a Supplemental (FY 2022) Round Four Program of Projects this spring. The Supplemental Program would be drawn from the new transit services, commuter incentives and larger capital projects that were submitted to the Round Four call for projects in January 2020 and include administrative costs for FY 2022. The viability of a Supplemental Round Four Program will be based upon availability of funding and subject to public comment.

B. Commuter Choice on the I-395/95 Corridor Round Two Update

The application period for the Commuter Choice on the I-395/95 Corridor Round Two (FY 2022-FY 2023) call for projects closes at the end of the day on Friday, January 29. **A full list of the applications received will be provided to the Commission as a Blue Item.**

NVTC anticipates full funding of approximately \$30 million for the two-year program. NVTC staff received the second annual transit payment for the I-395/95 corridor from the Commonwealth on January 11. Because of the full-time tolling and long distance of the 95 and 395 Express Lanes, the COVID-19 public health emergency has not impacted overall traffic volumes and revenues in the 95 and 395 Express Lanes as much as the shorter, single-direction tolled I-66 Inside the Beltway.

The schedule for the Round Two (FY 2022-FY 2023) Program of Projects anticipates approval by the CTB this June. Key steps in the process are shown in Table 1.

**Table 1: Commuter Choice on the I-395/95 Corridor
Round Two (FY 2022-FY 2023) Program Development Steps**

MONTH	ACTIVITY
February 2021	<ul style="list-style-type: none"> Staff review all applications for eligibility and, by the end of the month, notify applicants of any ineligible applications.
March 2021	<ul style="list-style-type: none"> March 4: Staff present the set of eligible applications to the Commissions. Staff score all eligible applications using the technical evaluation process approved by the Commissions in November.
April 2021	<ul style="list-style-type: none"> April 16: Staff open a one-month, fully online public comment period that will include a Virtual Town Hall meeting to share details with the public about proposed projects. (ends May 17) Mid-April: NVTC-PRTC Joint Commission Working Group (JCWG) meets to review the technical evaluation results and identify an approach to programming projects, pending public input on the projects under consideration for funding.
May 2021	<ul style="list-style-type: none"> May 6: Staff present the technical evaluation results and JCWG-endorsed programming approach to the Commissions. May 17: Public comment period concludes at 5:00 p.m. and comments are shared with the JCWG and both Commissions. Mid-May: Staff brief the CTB on the proposed projects under consideration for funding and their scores. Staff form the Program of Projects for June consideration by the Commissions based on the Commissions' endorsed prioritization approach.
June 2021	<ul style="list-style-type: none"> June 3: Commissions adopt the Program of Projects and refer it to the CTB. Mid-June: CTB approves the final Program of Projects into the FY 2022-FY 2027 Six-Year Improvement Program. Staff distribute Standard Project Agreements for selected projects.

TO: Chair Cristol and NVTC Commissioners
FROM: Kate Mattice
DATE: January 28, 2021
SUBJECT: Virginia Railway Express (VRE)

On March 11, 2020 the World Health Organization declared COVID-19 a pandemic setting forth a series of actions at the federal, state, and local levels to combat and contain the spread of the virus during this public health emergency. Since that time, NVTC jurisdictional transit agencies, including WMATA and VRE, have implemented substantial changes to transit operations, many of which are being updated daily. The information provided in these staff reports reflect decisions as of the publication date and are subject to change.

At the February meeting VRE CEO Rich Dalton will update the Commission on VRE's response to the COVID-19 public health emergency and other activities. There are no actions being requested.

A. VRE COVID-19 Response

On Tuesday, March 17, VRE began operating on an "S" schedule, which is traditionally used on holidays and during inclement weather, due to the significant drop in ridership as a result of the COVID-19 public health emergency. An [update from VRE Chief Executive Officer Rich Dalton](#) is attached that highlights VRE service changes, ridership and the steps VRE is implementing to help contain the spread of the coronavirus.

B. VRE CEO Report and Minutes

At the February meeting VRE CEO Rich Dalton will provide his report. The [Minutes of the January 15, 2021 VRE Operations Board meeting](#) and the [VRE CEO Report for January 2021](#) are attached.

C. VRE 2021 Meeting Schedule

At its January meeting, the VRE Operations Board approved the 2021 VRE Meeting Schedule. The Board changed two VRE Operations Board meeting dates from those established in the VRE Operations Board Bylaws. The first change moves the June meeting from June 18 to June 25, 2021 to avoid a conflict with an official state holiday. The second changes the VRE Operations Board's hiatus from July to August by establishing a meeting in July and eliminating the meeting that would have been held in August. The VRE Operations Board holds regular meetings on the third Friday of each month at 9:00 a.m. Currently the meetings are conducted virtually. [VRE Operations Board meeting materials \(current and archived\) can be found on VRE's website](#). The 2021 VRE Operations Board meeting schedule is as follows:

VRE Operations Board 2021 Meeting Schedule

January 15, 2021
February 19, 2021
March 19, 2021
April 16, 2021
May 21, 2021
June 25, 2021 - NEW DATE
July 16, 2021
August - NO MEETING
September 17, 2021
October 15, 2021
November 19, 2021
December 17, 2021



VIRGINIA RAILWAY EXPRESS

TO: Northern Virginia Transportation Commission Chair Cristol and Commissioners

FROM: Rich Dalton, Chief Executive Officer

DATE: January 26, 2021

SUBJECT: VRE Monthly Update

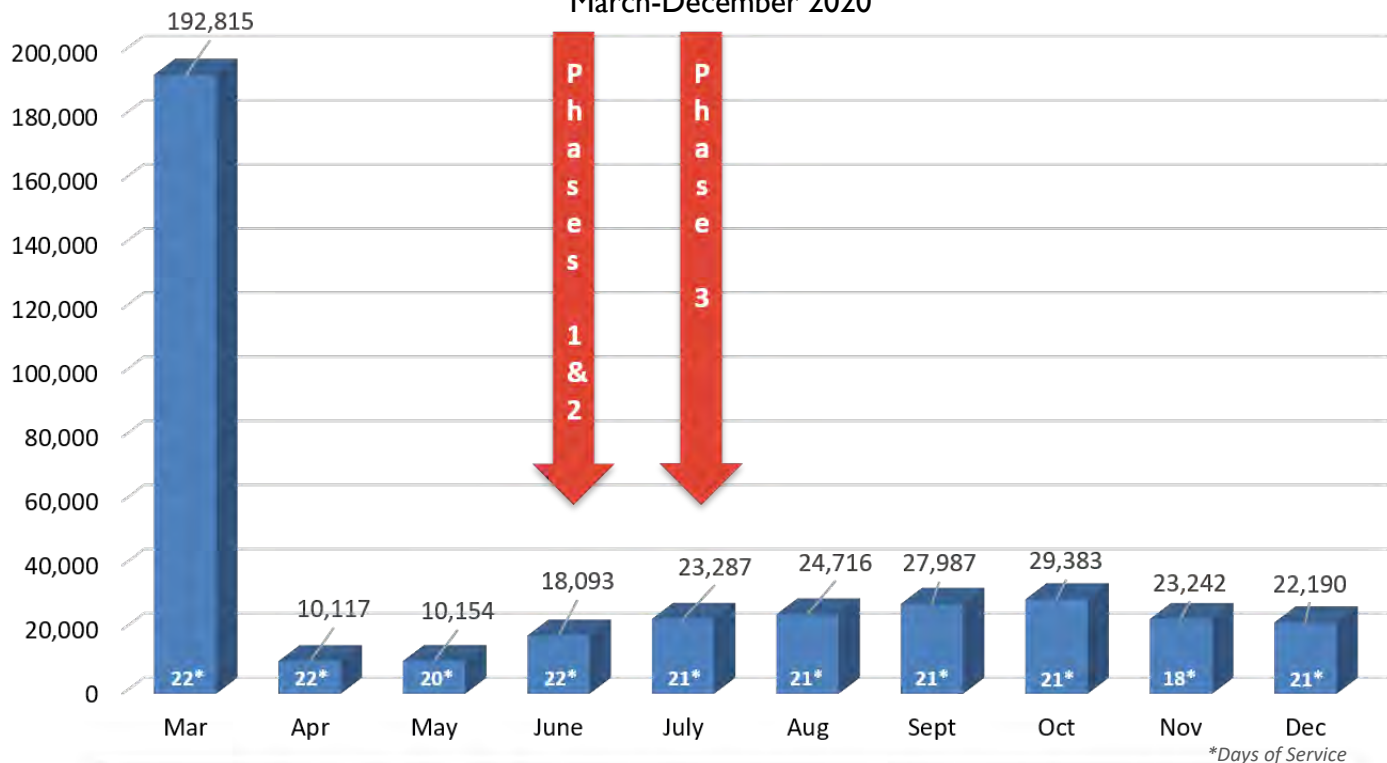
With the holidays behind us, VRE ridership improved during the first and second full weeks of January. However, due to the Martin Luther King Jr. holiday and enhanced security measures related to the Presidential Inauguration, VRE trains did not operate Mon., Jan. 18 through Wed., Jan. 20, which significantly affected weekly ridership. Returning to a full week of service on Jan. 25, we anticipate a bit of a rebound.

Week Ending	2020 Ridership	2020 Average Daily Ridership	2019 Ridership	Numeric Difference	Percentage Difference
January 1	*2,914	729	*31,438	-28,524	-90.7%
January 8	6,476	1,295	92,190	-85,714	-93.0%
January 15	5,905	1,181	94,709	-88,804	-93.8%
January 22	**1,761	881	*76,132	-74,371	-97.7%

*Four days of service **Two days of service

Monthly Ridership

March-December 2020



VRE continues to operate an S+ schedule and monitor ridership to allow for social distancing. We regularly update our [train utilization web page](#), which is a great tool for riders looking to maximize their social distance.

An upgraded version of [VRE Mobile](#) was launched earlier this month, providing passengers with an easy and contactless way to purchase and validate tickets. Future app upgrades will include trip-planning tools, and real-time info on parking availability and Amtrak arrivals.

Our Continuity of Operations team meets virtually each day and is in constant contact. VRE's supply chain, staffing, business processes, and other functional areas remain in good shape.

VRE's 2021 Operations Board leadership team was installed at our January 15 meeting. The new officers are Elizabeth Bennett-Parker (NVTC) as chair, Jeannine Lawson (PRTC) as vice chair, James Walkinshaw (NVTC) as secretary, and Preston Banks (PRTC) as treasurer.

I look forward to seeing you at the Commission's February meeting. In the meantime, should you have any questions, please feel free to contact me.



MINUTES
VIRGINIA RAILWAY EXPRESS
OPERATIONS BOARD MEETING
January 15, 2021

Virtual Meeting via Webex

Members Present

*Walter Alcorn (NVTC)
 *Andrea Bailey (PRTC)
 *Preston Banks (PRTC) **
 *Elizabeth Bennet-Parker (NVTC)
 *Meg Bohmke (PRTC)
 *Katie Cristol (NVTC)
 *Margaret Franklin (PRTC)
 *Matt Kelly (PRTC)
 *Jeanine Lawson (PRTC)
 *Cindy Shelton (PRTC)
 *Gary Skinner (PRTC)
 *Ralph Smith (PRTC)
 *Dan Storck (NVTC)
 *James Walkinshaw (NVTC)

Jurisdiction

Fairfax County
 Prince William County
 City of Manassas Park
 City of Alexandria
 Stafford County
 Arlington County
 Prince William County
 City of Fredericksburg
 Prince William County
 Stafford County
 Spotsylvania County
 City of Manassas
 Fairfax County
 Fairfax County

Members Absent

Jennifer Mitchell (DRPT)

Commonwealth of Virginia

Alternates Present

Michael McLaughlin (DRPT)

Commonwealth of Virginia

Alternates Absent

Canek Aguirre (NVTC)
 Victor Angry (PRTC)
 Pete Candland (PRTC)
 Hector Cendejas (PRTC)
 Deborah Frazier (PRTC)
 Libby Garvey (NVTC)
 Jason Graham (PRTC)
 Jeff McKay (NVTC)
 Alanna Mensing (PRTC)
 Pam Sebesky (PRTC)

City of Alexandria
 Prince William County
 Prince William County
 City of Manassas Park
 Spotsylvania County
 Arlington County
 City of Fredericksburg
 Fairfax County
 City of Manassas Park
 City of Manassas

*Voting Member

**Delineates arrival/departure following the commencement of the Operations Board Meeting. Notation of exact arrival/departure time is included in the body of the minutes.

Staff and General Public

Rich Dalton – VRE

John Duque – VRE

Christine Hoeffner - VRE

Robert Hostelka - VRE

Lezlie Lamb – VRE

Steve MacIsaac – VRE Legal Counsel

Kate Mattice – NVTC

Adeel Mysorewala - VRE

Kristin Nutter – VRE

Dr. Bob Schneider – PRTC

Joe Swartz – VRE

Chairman Skinner called the meeting to order at 9:08 A. M. The Roll Call followed.

Resolution Finding Need to Conduct the January 15, 2021 Meeting Electronically – 2

Mr. Smith moved, with a second by Ms. Lawson, to approve Resolution #02-01-2021, Finding Need to Conduct the January 15, 2021 Meeting Electronically. The vote in favor was cast by Members Alcorn, Bailey, Banks, Bennett-Parker, Bohmke, Cristol, Franklin, Kelly, Lawson, McLaughlin, Shelton, Skinner, Smith, Storck and Walkinshaw.

Approval of the Agenda – 3

Ms. Bailey moved, with a second by Ms. Cristol to approve the agenda as presented. There was no discussion on the motion. The vote in favor was cast by Members Alcorn, Bailey, Banks, Bennett-Parker, Bohmke, Cristol, Franklin, Kelly, Lawson, McLaughlin, Shelton, Skinner, Smith, Storck, and Walkinshaw.

Approval of the Minutes of the December 18, 2020 VRE Operations Board Meeting – 4

Ms. Bennett-Parker moved, with a second by Ms. Shelton, to approve the Minutes from December 18, 2020 Meeting. The vote in favor was cast by Members Alcorn, Bailey, Banks, Bennett-Parker, Bohmke, Cristol, Franklin, Lawson, Shelton, Skinner, Smith, Storck, and Walkinshaw. Mr. Kelly and Mr. McLaughlin abstained.

Chairman's Comments – 5

- Chairman Skinner introduced Virginia Department of Transportation Secretary Shannon Valentine, who briefed the VRE Operations Board on the following:
 - Financial impacts of COVID-19
 - Passage of the Long Bridge Act of 2020
 - Noted VRE's agreements with the Virginia Passenger Rail Authority were approved by the VRE Operations Board in November and by the Commissions in December
 - Areas of focus for the Transportation Secretariat at this year's session of the General Assembly
 - Introduction of the Virginia Passenger Rail Authority
 - Transit Ridership Incentive Program
 - Restore funding to the Northern Virginia Transportation Authority
 - \$50M for extending Amtrak service from Roanoke to Christiansburg/Blacksburg

Installation of New Officers – 6

Mr. Skinner officially turned the meeting over to the 2021 VRE Operations Board Chair, Elizabeth Bennett-Parker.

New Chair's Comments – 7

Chair Bennett-Parker thanked Chairman Skinner for his service to the VRE Operations Board in 2020. During his tenure Chairman Skinner presided over the challenge of switching to virtual meetings. Other accomplishments under Chairman Skinner:

- VRE was awarded the Virginia Transit Associations Safety Award
- hiring a new CEO
- partnering with DRPT as it works to stand up the Virginia Passenger Rail Authority and ensure that the Transforming Rail in Virginia initiative moves forward
- advancing several important construction projects, including a new Lifecycle Overhaul and Upgrade Facility, and improvements at the Fredericksburg, Quantico, and Rolling Road stations
- new railcar procurement

Chief Executive Officer's Report – 8

Mr. Dalton thanked Secretary Valentine for her comments. He thanked Mr. Skinner for his leadership through the challenges in 2020. He briefed the Operations Board on the following items of interest:

- Safety COVID-19 Update
 - VRE will be suspending service from January 17 through January 21st.
 - Transit workers are included in COVID-19 vaccine prioritization group 1B
- Ridership
- Performance
- Project Spotlight: Lifecycle Overhaul and Upgrade Facility
- Financial Reporting
- Welcome Back marketing efforts

Mr. Dalton Also recognized Mike Lake from Fairfax County on the occasion of his final VRE Operations Board Meeting. Mr. Lake is retiring after a long career with Fairfax County Department of Transportation. Mr. Lake has been a member of the VRE Coordinating Committee since VRE's early days.

Public Comment Time –9

Chair Bennett-Parker stated that in the virtual meeting environment, Public Comments were being accepted electronically through the VRE Website. The Chair asked the Clerk to read any comments received into the record. Ms. Lamb stated no Public Comments had been received.

Action Items - 10

Authorization to Extend the Lease Agreement for Parking at Rippon Station– 10A

Ms. Franklin moved, with a second by Ms. Bailey, to authorize the CEO to extend the lease Agreement for Parking at Rippon Station. The vote in favor was cast by Members Alcorn, Bailey, Banks, Bennett-Parker, Bohmke, Cristol, Franklin, Kelly, Lawson, McLaughlin, Shelton, Skinner, Smith, Storck, and Walkinshaw.

Adoption of Changes to the 2021 VRE Operations Board Meeting Schedule – 10B

Ms. Cristol moved, with a second by Mr. Smith, to adopt changes to the 2021 VRE Operations Meeting Schedule, changing the regular June meeting from June 18, 2021 to June 25, 2021, adding a regular meeting on July 16, 2021; and, eliminating the August meeting. The vote in favor was cast by Members Alcorn, Bailey, Banks, Bennett-Parker, Bohmke, Cristol, Franklin, Kelly, Lawson, McLaughlin, Shelton, Skinner, Smith, Storck, and Walkinshaw.

Information Items – 11

Spending Authority Report – 11A

In, the following purchases greater than \$50,000 but less than \$200,000 were made:

- A Purchase Order in the amount of \$52,503 was issued to Progress Rail Locomotive, Inc. to purchase new water pump assemblies for VRE's fleet of locomotives.
- A Task Order was issued in the amount of \$91,019 to ADS System Safety Consulting, LLC under the Safety and Security Consulting Services contract to conduct a gap assessment and continue development of the VRE System Safety Program Plan.
- A Purchase Order was issued in the amount of \$54,960 to Standard Steel to purchase a total of 40 new wheels for VRE's fleet of locomotives.

Closed Session – 12

Mr. Skinner moved, with a second by Ms. Lawson, pursuant to the Virginia Freedom of Information Act (Section 2.2-3711.A (1) and (3) of the Code of Virginia,) to convene a closed meeting for the purpose of discussing one matter involving the acquisition of real property for public purposes related to VRE's Broad Run station and maintenance facility where discussion in public would adversely affect the Board's negotiating strategy and bargaining position; and one personnel matter involving an appointee of the Commissions.

The vote in favor was cast by Members Alcorn, Bailey, Banks, Bennett-Parker, Bohmke, Cristol, Franklin, Kelly, Lawson, McLaughlin, Shelton, Skinner, Smith, Storck, and Walkinshaw.

[Mr. Banks left the meeting during the Closed Session]

Mr. Skinner moved, with a second by Mr. Alcorn to certify that to the best of each member's knowledge and with no individual member dissenting, at the just concluded Closed Session, only public business matters lawfully exempted from open meeting requirements under the Freedom of Information Act were discussed; and, only such public business matters as were identified in the motion by which the Closed Session was convened were heard, discussed or considered.

The vote in favor was cast by Members Alcorn, Bailey, Bennett-Parker, Bohmke, Cristol, Franklin, Kelly, Lawson, McLaughlin, Shelton, Skinner, Smith, Storck, and Walkinshaw.

Board Members' Time – 13

Chair Bennett-Parker asked if Members had any additional business. There was none.

Ms. Bailey moved, with a second by Mr. Skinner, to adjourn the meeting.

The vote in favor was cast by Members Alcorn, Bailey, Bennett-Parker, Bohmke, Cristol, Franklin, Kelly, Lawson, McLaughlin, Shelton, Skinner, Smith, Storck, and Walkinshaw.

Approved this 19th day of February 2021

Elizabeth Bennett-Parker
Chair

James Walkinshaw
Secretary

CERTIFICATION

This certification hereby acknowledges the minutes for the January 15, 2021 Virginia Railway Express Operations Board Meeting have been recorded to the best of my ability.



Lezlie M. Lamb

CEO REPORT

JANUARY 2021



OUR MISSION

The Virginia Railway Express, a joint project of the Northern Virginia Transportation Commission and the Potomac Rappahannock Transportation Commission, will provide safe, cost-effective, accessible, reliable, convenient, and customer responsive commuter-oriented rail passenger service. VRE contributes to the economic vitality of its member jurisdictions as an integral part of a balanced, intermodal regional transportation system.



CEO REPORT | JANUARY 2021

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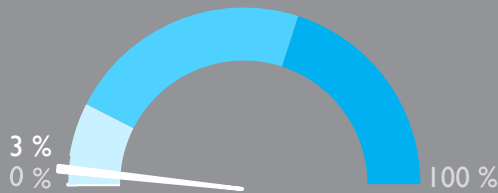
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VIRGINIA RAILWAY EXPRESS
A better way. A better life.

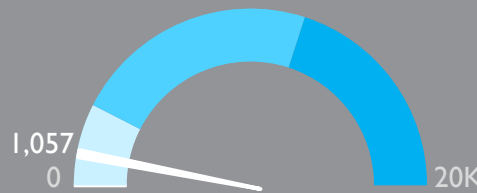


SUCCESS AT A GLANCE



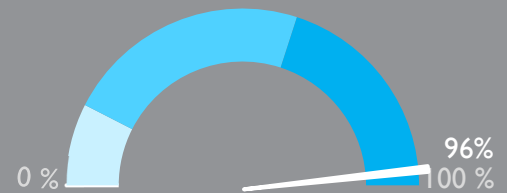
PARKING UTILIZATION

The total number of parking spaces used in the VRE system during the month, divided by the total number of parking spaces available.



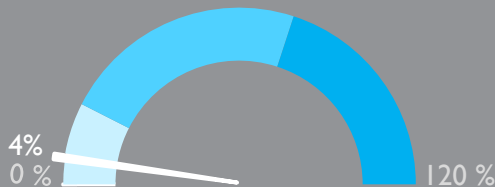
AVERAGE DAILY RIDERSHIP

The average number of boardings each operating day inclusive of Amtrak Step-Up boardings and reduced, "S" schedule, service.
Same month, previous year: 18,462



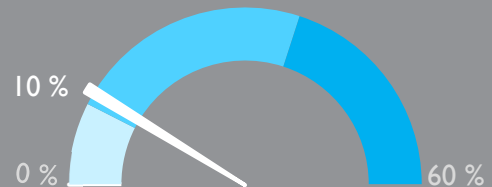
ON-TIME PERFORMANCE

Percent of trains arriving at their destination within five minutes of the schedule.
Same month, previous year: 85%



SYSTEM CAPACITY

The percent of peak hour train seats occupied. The calculation excludes reverse flow and non-peak hour trains.



OPERATING RATIO

Through November 2020

Year-to-date operating revenues divided by year-to-date operating expenses, which represents the share of operating costs paid by the riders.
Board-approved goal: 52%

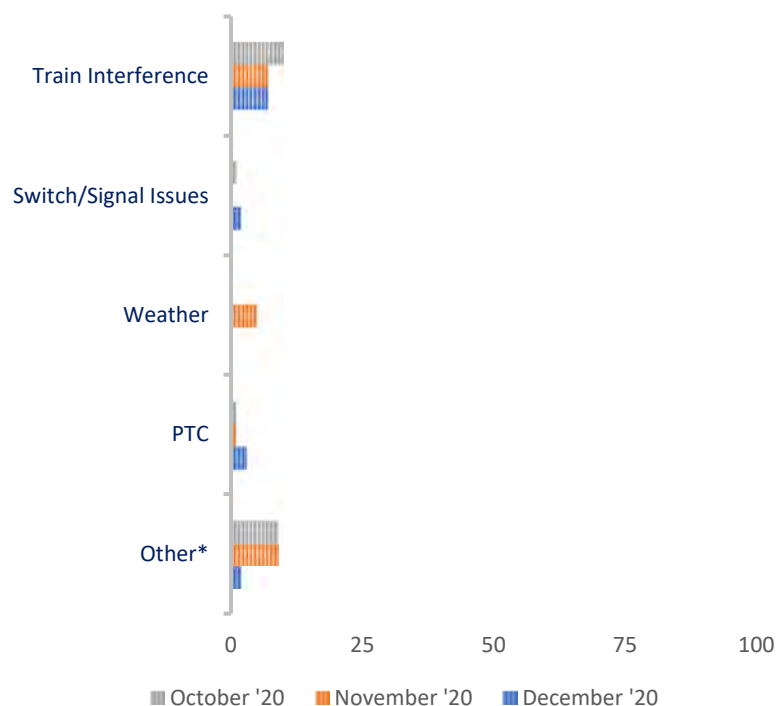
December 2020

ON-TIME PERFORMANCE

OUR RECORD

	December 2020	November 2020	December 2019
Manassas Line	97%	94%	88%
Fredericksburg Line	96%	92%	86%
Systemwide	96%	93%	87%

PRIMARY REASON FOR DELAY



VRE operated 370 trains in December. Our on-time rate for December was 96 percent.

Fourteen trains arrived more than 5 minutes late to their final destinations. Of those late trains, five were on the Manassas Line (36 percent), and nine were on the Fredericksburg Line (64 percent).

Train interference was the largest contributor to delays this month.

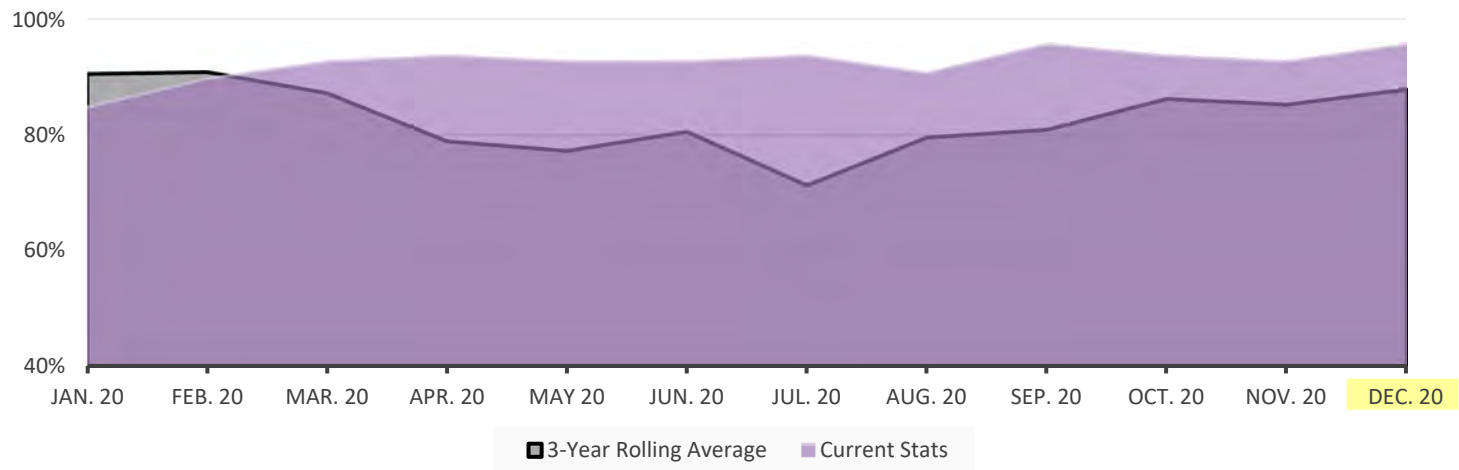
*Includes trains that were delayed due to operational testing and passenger handling.

LATE TRAINS

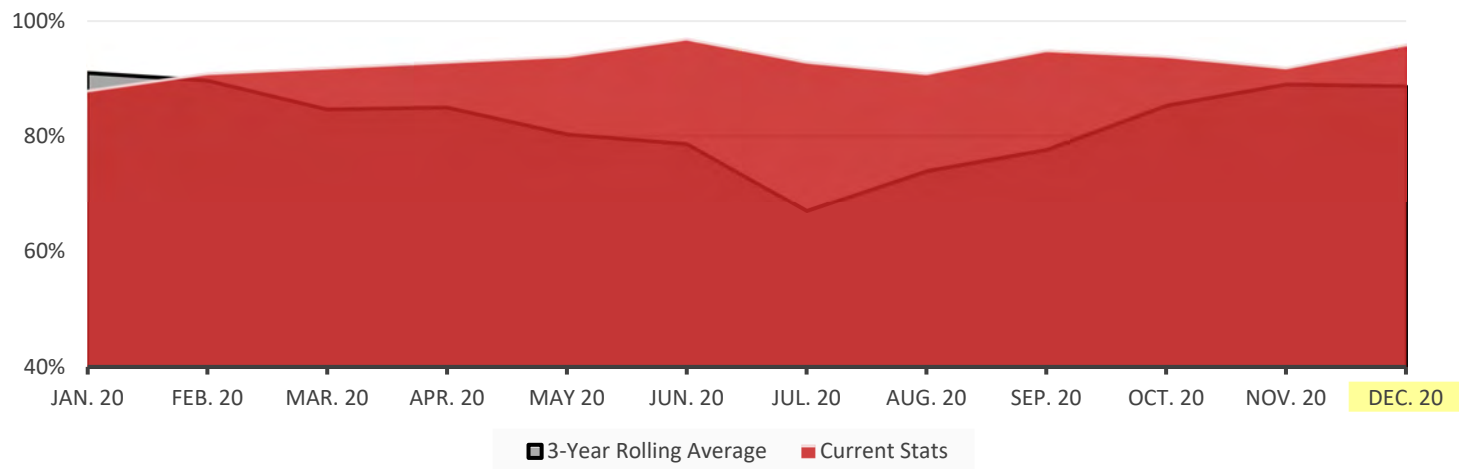
	System Wide			Fredericksburg Line			Manassas Line		
	Oct	Nov	Dec	Oct	Nov	Dec	Oct	Nov	Dec
Total late trains	21	22	14	12	14	9	9	8	5
Average minutes late	12	33	48	13	35	51	11	30	43
Number over 30 minutes	0	5	5	0	3	3	0	2	2
Heat restrictions	0	0	0	0	0	0	0	0	0

ON-TIME PERFORMANCE

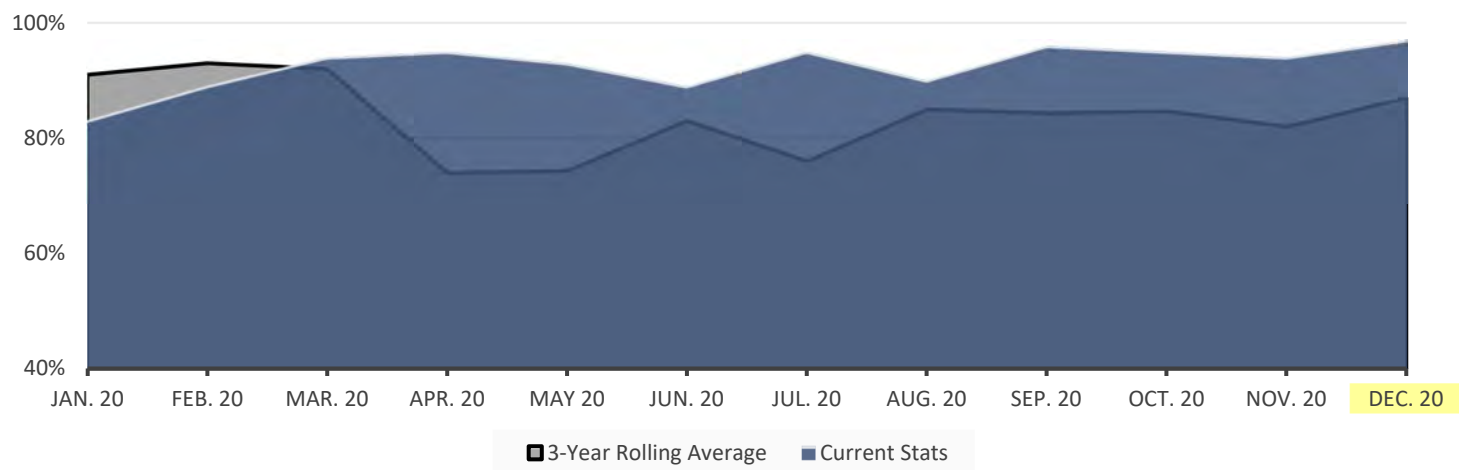
VRE SYSTEM



FREDERICKSBURG LINE

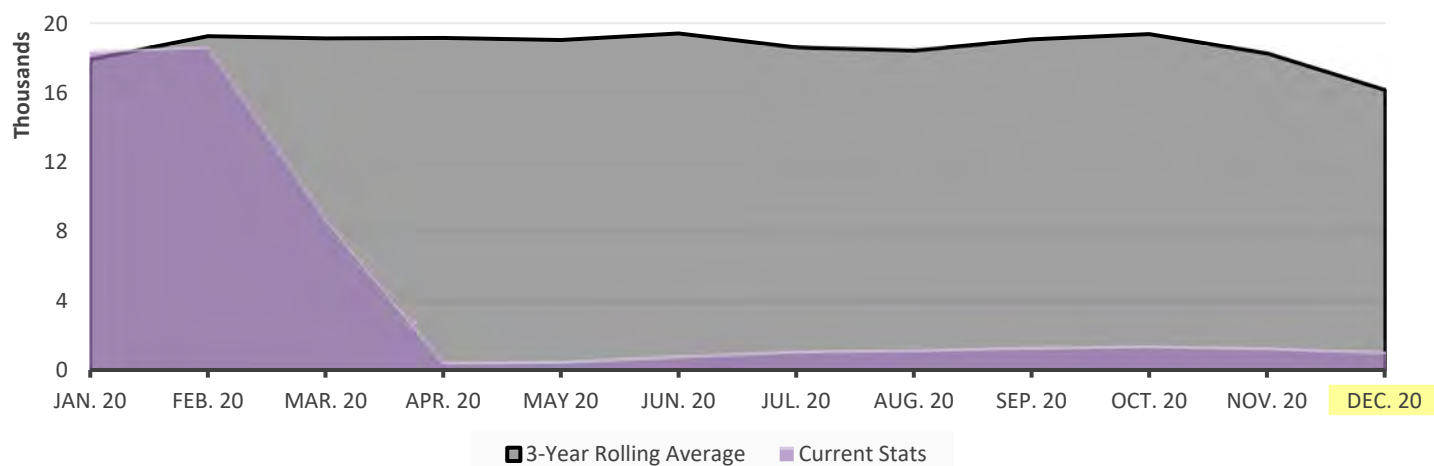


MANASSAS LINE

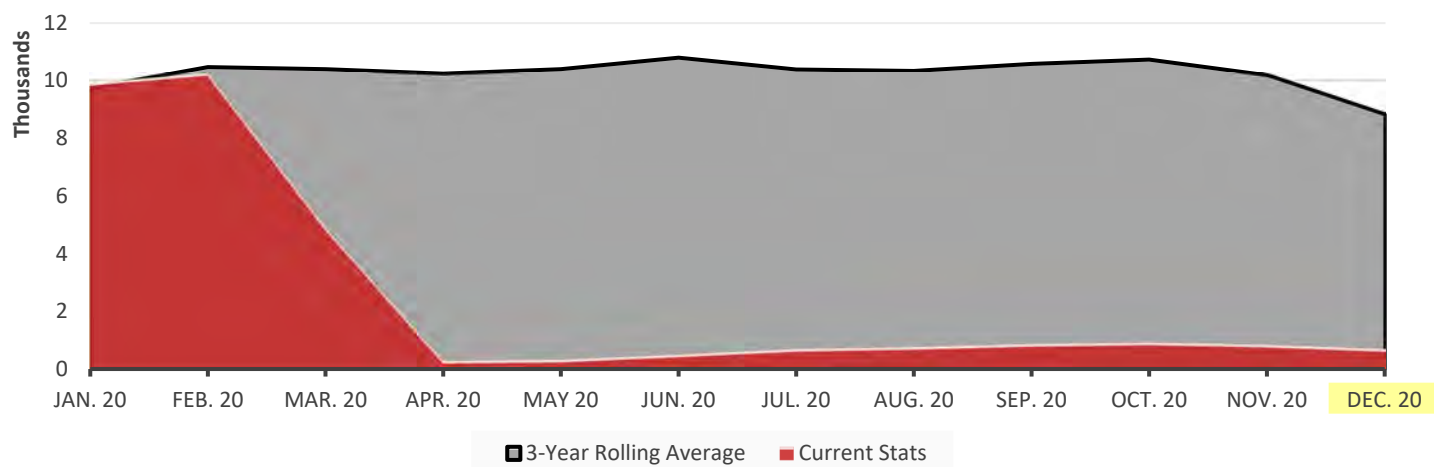


AVERAGE DAILY RIDERSHIP

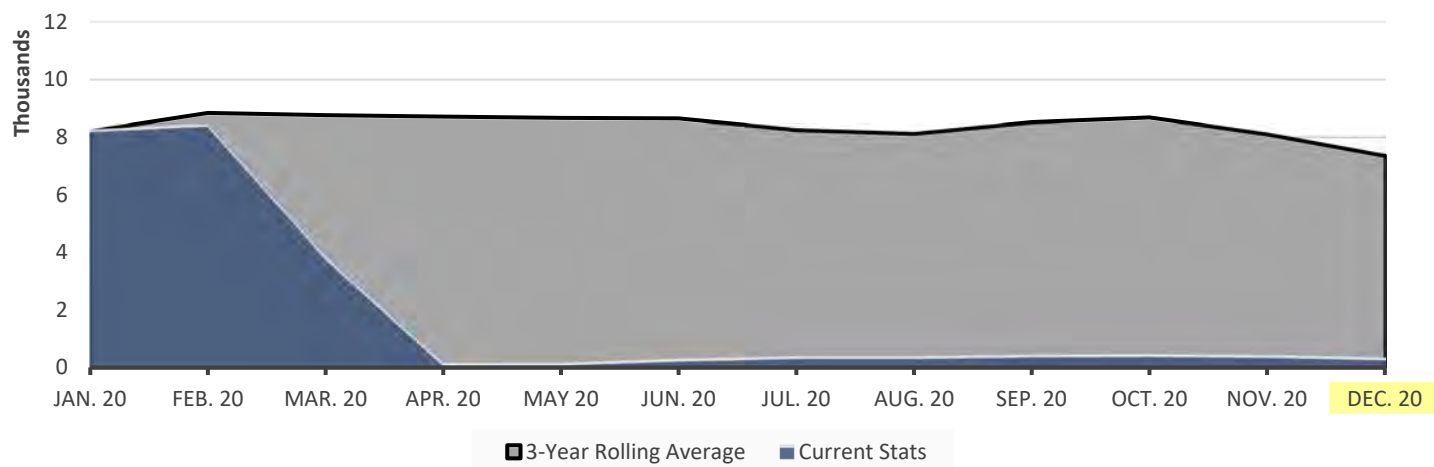
VRE SYSTEM



FREDERICKSBURG LINE



MANASSAS LINE



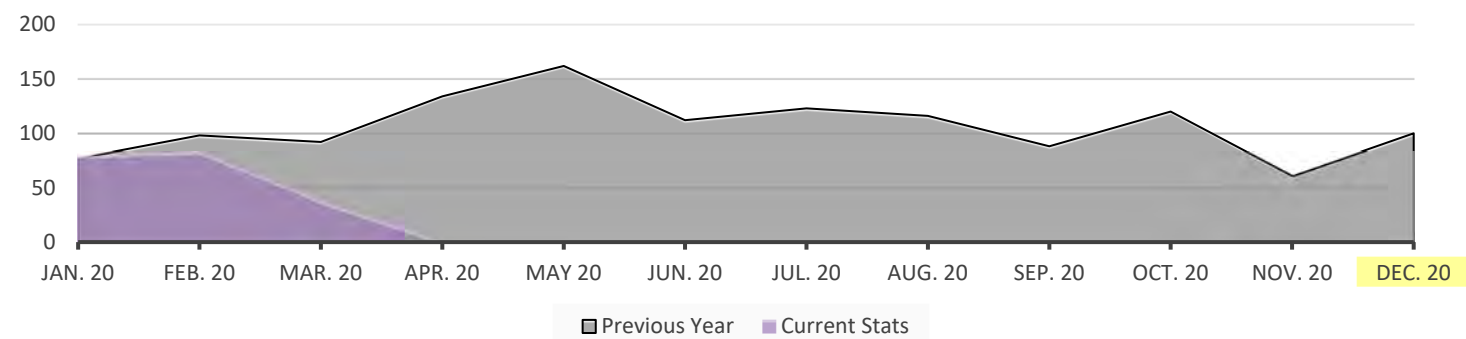
Average daily ridership (ADR) in December was 1,057. We continue to operate an “S” Schedule Plus (which includes trains 300 and 307), as necessitated by the COVID-19 pandemic.

The normal “S” Schedule was operated the week between the Christmas and New Year’s (300 and 307 did not run).

	December 2020	November 2020	December 2019
Monthly Ridership	22,190	23,242	290,480
Average Daily Ridership	1,057	1,291	14,524
Full Service Days	0	0	16
“S” Service Days	21	18	4

SUMMONSES ISSUED

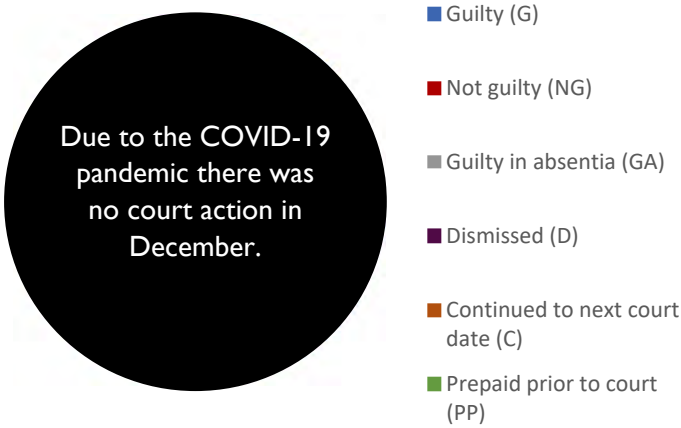
VRE SYSTEM



SUMMONSES WAIVED OUTSIDE OF COURT

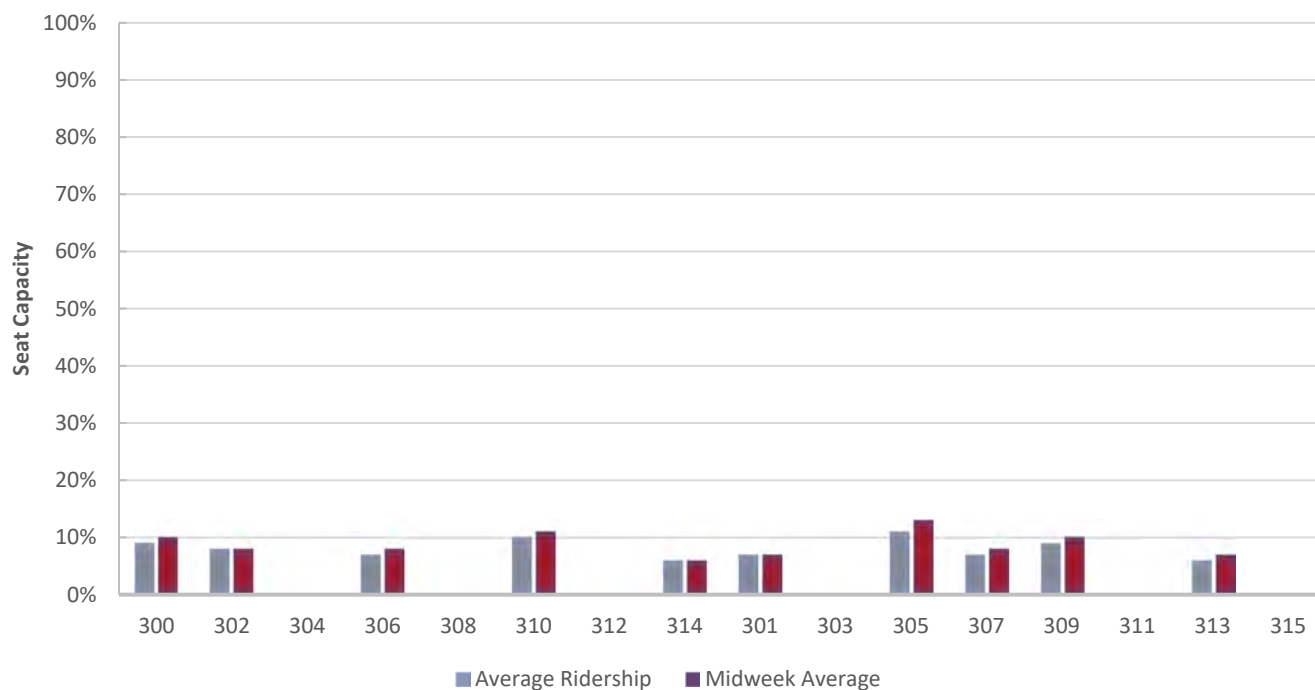
Reason for Dismissal	Occurrences
Passenger showed proof of a monthly ticket	0
One-time courtesy	0
Per the request of the conductor	0
Defective ticket	0
Per ops manager	0
Unique circumstances	0
Insufficient information	0
Lost and found ticket	0
Other	0
Total Waived	0

MONTHLY SUMMONSES COURT ACTION

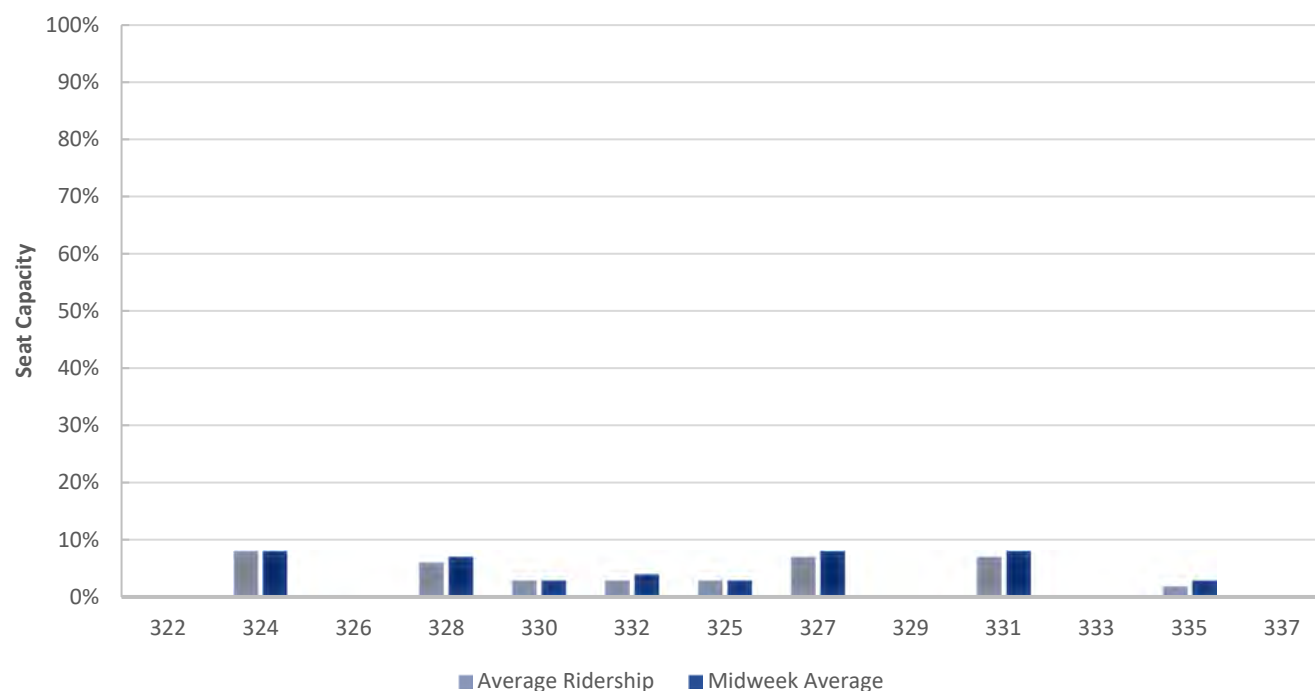


TRAIN UTILIZATION

FREDERICKSBURG LINE

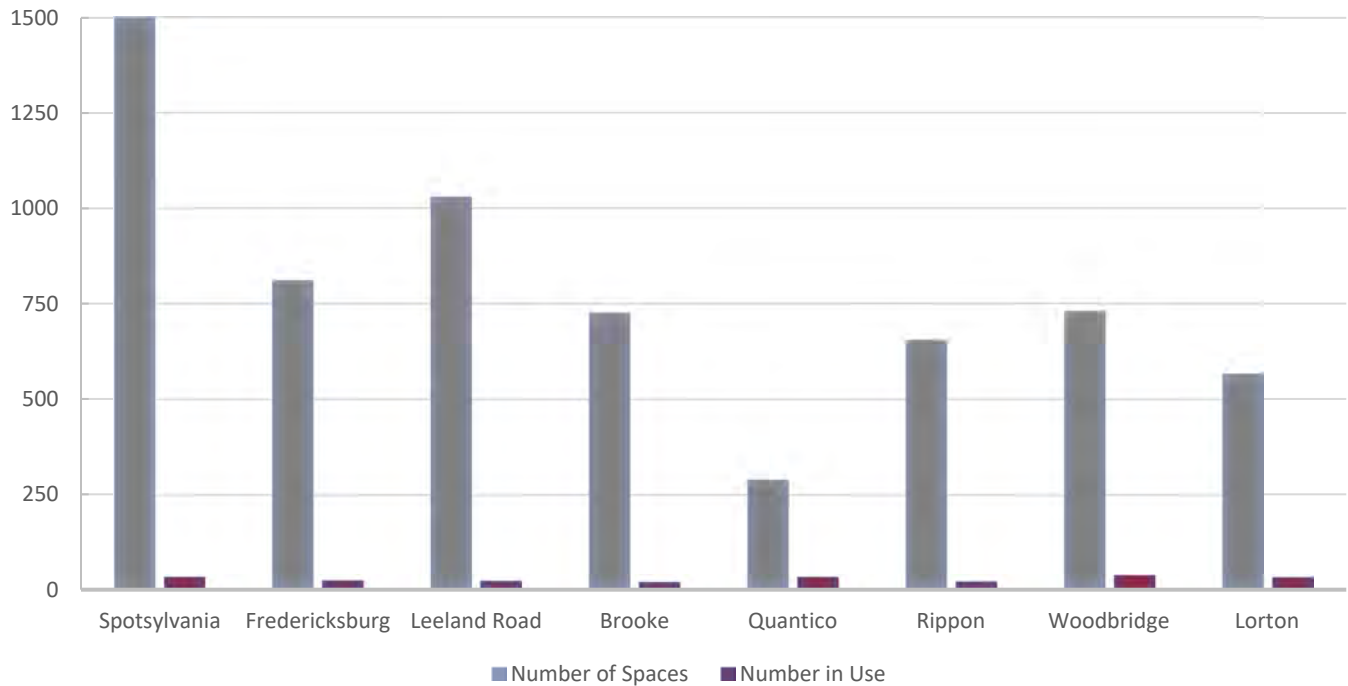


MANASSAS LINE

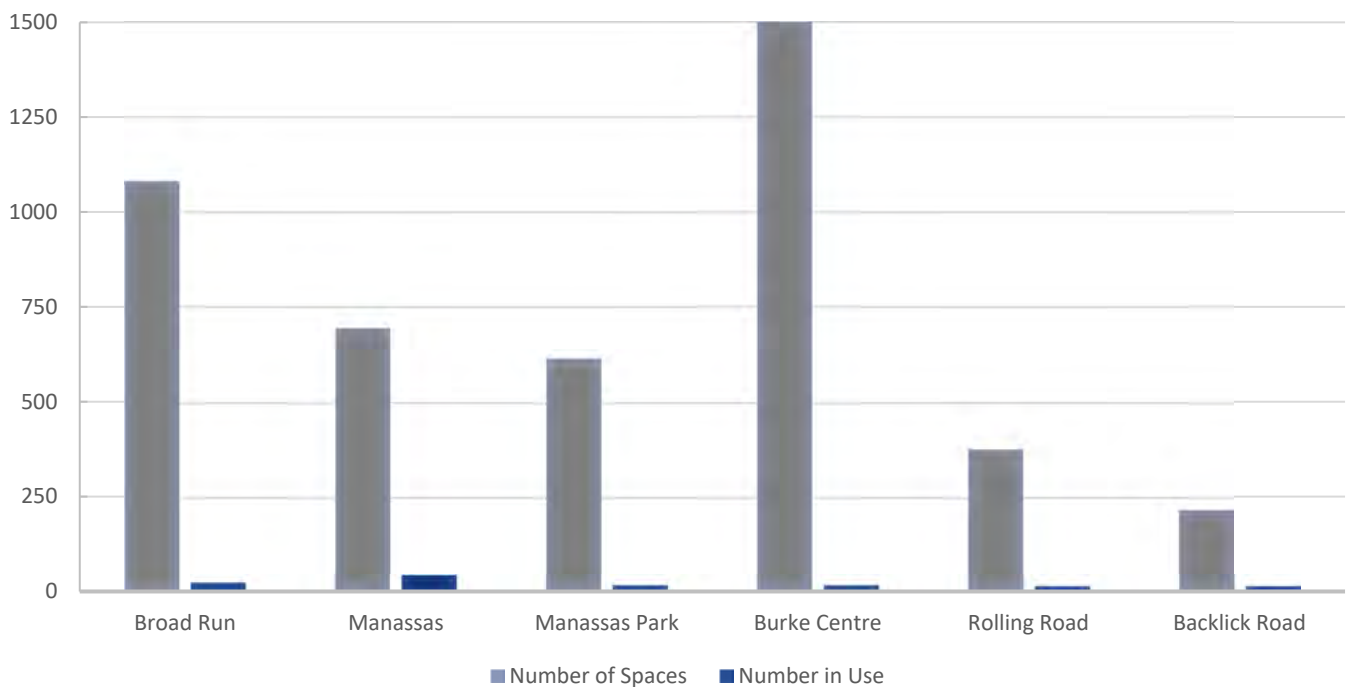


PARKING UTILIZATION

FREDERICKSBURG LINE



MANASSAS LINE



FACILITIES UPDATE

The following is a status update of VRE facilities projects.

Completed projects:

1. Preparations for station improvement project construction office at Quantico Station
2. Placement of enhanced COVID-19 signage and sanitizing station at Alexandria headquarters

Projects scheduled to be completed this quarter:

1. Replacement of “no trespassing” signage at Fredericksburg gravel parking lot
2. Submission of IFB package for canopy roof replacement at Backlick Road Station
3. Submission of IFB package for replacement of tactile warning strips at various stations

Projects scheduled to be initiated this quarter:

1. Issuance of GEC task orders for design of minor structural repairs at Franconia-Springfield, Woodbridge, Rippon, Brooke and Manassas stations
2. Minor stair steel repairs and caulking at Franconia-Springfield Station
3. Repair of minor cracks in west platform at Woodbridge Station
4. Replacement of west platform and canopy lighting at Woodbridge Station
5. Repair of platform sealer delamination at Spotsylvania Station
6. Replacement of lighting at Manassas Station parking garage
7. Issuance of general signage services request for quotes

Ongoing projects:

1. Design of waiting area at L'Enfant Station
2. Replacement of signage at Franconia-Springfield, Woodbridge and Leeland Road stations
3. Replacement of waste and recycling receptacles at various stations
4. Construction of renovations to Alexandria headquarters



Enhanced COVID-19 signage at Alexandria headquarters



Sanitizing station at Alexandria headquarters

UPCOMING PROCUREMENTS

- Program management services
- Canopy roof replacement at the Backlick Road Station
- Modernization of VRE Woodbridge Station east elevator
- Passenger car wheelchair lift assemblies
- Purchase of LED light fixtures
- Construction of L'Enfant south storage track wayside power
- Variable Messaging System replacement
- Tactile strip replacements
- Pavement repairs and striping at the Rippon and Leeland Road stations and Fredericksburg Lot G
- Franconia-Springfield Station painting services
- Final design services for VRE Broad Run expansion
- Renewal of locomotive head end power engine systems
- Overhaul of emergency generators
- Headquarters renovations
- Website management services
- Construction management services for Fredericksburg Station platform rehabilitation

CAPITAL PROJECTS UPDATES

The following is a status update of VRE capital projects.

Completed projects or major project milestones:

1. Long Bridge Project (*study by others*) – Virginia and the District of Columbia have concluded the environmental planning process. DRPT is evaluating responses to its RFP for architectural/engineering consulting services.
2. The Franconia-Springfield Station Improvements draft 90% complete plans and specifications were submitted to CSXT for review and comment.

Projects or project phases scheduled to be completed this quarter:

3. Franconia-Springfield Station Improvements final 90% complete plans (pending railroad review)
4. Rippon Station Improvements draft 30% complete plans
5. Brooke Station Improvements draft 30% complete plans
6. Leeland Road Station Improvements draft 30% complete plans
7. Broad Run Expansion (BRX) Section 106 Consultation
8. Construction of Benchmark Road Slope Stabilization Complete (Hamilton to Crossroads overall project/funding closeout and stakeholder concurrence anticipated this quarter)

Projects or project phases scheduled to be initiated this quarter:

9. Execution of Contract for Construction of Quantico Station Improvements and Pre-NTP activities - NTP forthcoming
10. Execution of Contract for Construction of Lifecycle Overhaul & Upgrade Facility (LOU) and Pre-NTP activities - NTP forthcoming
11. Board Authorization, Execution of Contract for Construction of Rolling Road Station Improvements and Pre-NTP activities – NTP forthcoming
12. Execution of Contract and NTP for CM for Construction of Quantico Station Improvements

Ongoing projects:

13. Broad Run Expansion (BRX)
14. Manassas Park Parking Improvements
15. Rolling Road Station Improvements
16. Crossroads Maintenance and Storage Facility (MSF) – land acquisition completed
17. Lifecycle Overhaul & Upgrade Facility (LOU)
18. Leeland Road Station Improvements
19. Brooke Station Improvements
20. Quantico Station Improvements
21. Rippon Station Improvements
22. Franconia-Springfield Station Improvements
23. Alexandria Station Improvements
24. Alexandria Station Track I Access (Slaters Lane)
25. Crystal City Station Improvements
26. L'Enfant Train Storage Track - South
27. L'Enfant Station Improvements
28. New York Avenue Midday Storage Facility
29. Potomac Shores VRE Station – *design by others*
30. Washington Union Station Improvements Environmental Impact Statement – *study by others*
31. DC2RVA Environmental Impact Statement – *study by others*
32. Long Bridge Project – *study by others*

Projects Progress Report Follows

PASSENGER FACILITIES

PROJECT	DESCRIPTION	PHASE					
		CD	PE	EC	RW	FD	CN
Alexandria Station Improvements	Eliminate at-grade track crossing, add elevators, modify platforms.	◆	◆	◆	N/A	●	
Franconia-Springfield Station Improvements	Extend both platforms and widen East Platform for future third track.	◆	◆	◆	N/A	●	
Rippon Station Improvements	Extend existing platform, construct new second platform with pedestrian overpass.	◆	●	●	N/A		
Potomac Shores Station Improvements	New VRE station and parking in Prince William County provided by private developer.	◆	●	◆	N/A		
Quantico Station Improvements	Extend existing platform, construct new second platform with pedestrian overpass.	◆	◆	◆	N/A	●	
Brooke Station Improvements	Extend existing platform, construct new second platform with pedestrian overpass.	◆	●	●	N/A		
Leeland Road Station Improvements	Extend existing platform, construct new second platform with pedestrian overpass.	◆	●	●	N/A		
Manassas Park Parking Improvements	Parking garage to increase parking capacity to 1,100 spaces.	◆	◆	●	N/A		
Rolling Road Station Improvements	Extend existing platform and rehabilitate existing station	◆	◆	◆	N/A	●	●
Crystal City Station Improvements	Replace existing side platform with new, longer island platform.	◆	●	●	N/A		
L'Enfant Station Improvements	Replace existing platform with wider, longer island platform. Add fourth track (VA-LE)	◆			N/A		

PHASE: CD - Conceptual Design PE - Preliminary Engineering EC - Environment Clearance

RW - Right of Way Acquisition FD - Final Design CN - Construction

STATUS: ◆ Completed ● Underway ■ On Hold

¹ Total project cost estimate in adopted FY2020 CIP Budget; percentage complete based on VRE Operations Board authorization

² Does not include minor (< \$50,000) operating expenditures

* \$2,181,630 authorization divided across the "Penta-Platform" program stations

ESTIMATED COSTS (\$)						STATUS	
Total	Funded	Unfunded	Authorized	Expended ²	Percent Complete ¹	Project Completion Date	
31,875,014	31,875,014	-	2382759	2193257	90%	2nd QTR 2023	90% Design complete. CSX and City of Alexandria review progressing.
13,000,000	13,000,000	-	*	862,593	35%	4th QTR 2023	FD underway with anticipated completion 4th QTR 2020. Ongoing coordination with DRPT projects.
16,634,793	16,634,793	-	*	412,777	20%	4th QTR 2030	PE design/EC anticipated completion 4th QTR 2020. Ongoing coordination with DRPT projects.
No costs for VRE. Private developer providing station.					20%	TBD	Potomac Shores VRE Station design underway to include parking structure. 60% Re-Design Submittal received and under review by CSX and VRE.
18,372,949	18,372,949	0	830,833	683,892	60%	TBD	Final Funding Agreements forthcoming. Execution of Construction and CM contracts forthcoming, and pre-NTP activities anticipated 3rd Quarter 2020. NTP to follow.
23,391,019	23,391,019	-	*	400,856	20%	4th QTR 2030	DRPT LONP received; REF grant pending. PE design/EC anticipated completion 4th QTR 2020. Ongoing coordination with DRPT projects.
15,527,090	15,527,090	-	*	393,881	20%	4th QTR 2026	DRPT LONP received; REF grant pending. PE design/EC anticipated completion 4th QTR 2020. Ongoing coordination with DRPT projects.
25,983,000	25,983,000	0	2,238,144	670,225	30%	4th QTR 2022	Design due to site relocation to start in December 2020.
5,000,000	2,000,000	3,000,000	640,503	418,887	70%	4th QTR 2021	Contractor has been selected. Construction to begin 1st QTR 2021.
49,940,000	19,098,463	30,841,537	1,584,619	397,848	30%	2nd QTR 2024	PE & EC initiated in Oct 2019 and anticipated completion 3rd QTR 2020.
70,650,000	62,465,721	8,184,279	130,501	65,150	50%	2nd QTR 2023	DRPT LONP received. Real estate research in progress under LONP.

TRACK AND INFRASTRUCTURE

PROJECT	DESCRIPTION	PHASE					
		CD	PE	EC	RW	FD	CN
Hamilton-to-Crossroads Third Track	2¼-miles of new third track with CSXT design and construction of signal and track tie-ins.	◆	◆	◆	N/A	◆	◆

MAINTENANCE AND STORAGE FACILITIES

L'Enfant Train Storage Track - South	Conversion of CSXT track to VRE storage track and as well as signal and wayside-power work.	◆	◆	◆	N/A	●	●
Lifecycle Overhaul & Upgrade Facility	New LOU facility to be added to the Crossroads MSF.	◆	◆	◆	N/A	◆	●
Crossroads Maintenance and Storage Facility - Land Acquisition	Acquisition of 19.5 acres of land, construction of two storage tracks and related site improvements.	◆	N/A	N/A	●	N/A	N/A
New York Avenue Midday Storage Replacement Facility	Midday storage facility replacement for Ivy City storage facility.	◆	●	●	●		

ROLLING STOCK

Passenger Railcar Procurement	Acquisition of 29 new railcars.	◆	N/A	N/A	N/A	◆	◆
Positive Train Control	Implement Positive Train Control for all VRE locomotives and control cars.	◆	N/A	N/A	N/A	◆	●

PLANNING, COMMUNICATIONS AND IT

Broad Run Expansion (was Gainesville-Haymarket Extension)	NEPA and PE for expanding commuter rail service capacity in Western Prince William County	◆	●	●	-	-	-
Mobile Ticketing	Implementation of a new mobile ticketing system.	◆	N/A	N/A	N/A	◆	●










PHASE: CD - Conceptual Design PE - Preliminary Engineering EC - Environment Clearance

RW - Right of Way Acquisition FD - Final Design CN - Construction

STATUS: ◆ Completed ● Underway ■ On Hold

¹ Total project cost estimate in adopted FY2020 CIP Budget; percentage complete based on VRE Operations Board authorization

² Does not include minor (< \$50,000) operating expenditures

ESTIMATED COSTS (\$)							STATUS	
Total ¹	Funded	Unfunded	Authorized	Expended ²	Percent Complete ¹	Project Completion Date		
32,500,000	32,500,000	-	33,285,519	30,578,003	100%	3rd QTR 2018		Benchmark Slope project complete.
3,965,000	3,965,000	-	2,937,323	1,699,610	60%	4th QTR 2019		CSXT Construction Agreement received. CM underway.
38,183,632	38,183,632	-	3,176,039	2,143,583	70%	1st QTR 2023		Notice to proceed issued to construction contractor on December 14, 2020.
2,950,000	2,950,000	-	2,950,000	163,565	100%	1st QTR 2020		Land acquisition completed.
89,666,508	89,666,508	-	3,588,305	2,257,455	90%	4th QTR 2021		Preliminary design has been completed and continuing to collaborate with Amtrak on agreements.
75,264,693	75,264,693	-	69,457,809	47,915,644	99%	4th QTR 2020		All cars received. Completion date reflects end of warranty period.
14,191,833	14,191,833	-	10,294,079	7,984,451	95%	4th QTR 2018		Implementation completed.
110,700,000	82,526,398	28,173,602	5,855,650	4,539,446	80%	4th QTR 2024		PE design and EC underway. Property acquisition due diligence underway.
3,510,307	3,510,307	-	3,510,627	2,282,853	70%	1st QTR 2021		American Eagle working on redesign with uplift to new platform.



VIRGINIA RAILWAY EXPRESS

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VRE.ORG



TO: Chair Cristol and NVTC Commissioners
FROM: Kate Mattice
DATE: January 28, 2021
SUBJECT: Department of Rail and Public Transportation (DRPT)

At the February meeting DRPT Director Jennifer Mitchell will give her report, including an update on the impacts of the COVID-19 public health emergency on state transit funding. The [monthly DRPT Report](#), which provides updates on DRPT programs and initiatives, is attached.



COMMONWEALTH of VIRGINIA

Jennifer L. Mitchell
Director

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Virginia Relay Center
800-828-1120 (TDD)

TO: Chair Cristol and NVTC Commissioners

FROM: Jennifer Mitchell, Director

DATE: January 26, 2021

SUBJECT: Virginia Department of Rail and Public Transportation (DRPT) Update

The Commonwealth Transportation Board (CTB) met virtually on January 19. At the business meeting, the CTB [approved](#) DRPT's recommended policy changes to the CTB's guidelines for the implementation of governance and funding reforms, more commonly known as dedicated funding withholding conditions, for the Washington Metropolitan Area Transit Authority (WMATA). The changes were developed in consultation with NVTC and were previewed at the [December 9, 2020 CTB workshop](#).

The CTB also [awarded](#) a \$20.8 million contract for preliminary engineering for the Long Bridge project to Vanesse Hangan Brustlin (VHB). The contract was competitively bid in November 2019 and DRPT received six (6) responses. The contract will be transferred to the Virginia Passenger Rail Authority (VPRA) for administration when that organization has established the capacity to manage it.

DRPT [presented](#) the recommendations of the I-495 American Legion Bridge (ALB) Transit and Transportation Demand Management (TDM) Study at the CTB workshop. The recommendations are also available in [report](#) format on the DRPT website. DRPT is taking comments at drptpr@drpt.virginia.gov through February 1. Following the comment period, DRPT plans to finalize and publish the final recommendations in March.

The CTB also received a [briefing](#) on the staff recommended scenario for SMART SCALE Round 4 projects. There were over 400 applications totaling \$6.3 billion in requests for under \$1.4 billion of available funding. The staff recommended funding scenario, project scores, screened out applications, and other information can be found on the SMART SCALE [website](#).

DRPT.Virginia.gov

Improving the mobility of people and goods while expanding transportation choices.

The Federal Transit Administration awarded \$247,500 in COVID-19 Research Demonstration funds to DRPT last week. This grant will allow DRPT to create a comprehensive collection of resources to help transit providers adapt to a “new normal.” It is intended to define the role of transit in this new environment and strengthen public confidence in transit services. DRPT will use the funding to develop an “Adapting to a New Normal” toolkit, including a strategy handbook and a statewide messaging campaign to assist transit agencies in safely restoring service and ridership.

DRPT's [Making Efficient and Responsible Investments in Transit \(MERIT\)](#) grant application process for FY22 opened on December 1, 2020 and closes on February 1, 2021. An application schedule, presentation materials, and updated program application guidance are available on DRPT's Online Grant Administration (OLGA) website under the [News & Information](#) tab.

DRPT is hosting a webinar on our effort to construct a statewide General Transit Feed Specification (GTFS) clearinghouse and dataset on February 2. Participants must [register](#) in advance.

Finally for Black History Month in February, DRPT is seeking [nominations](#) for African American transportation leaders to showcase exemplary contributions to the transit industry. Nominations can be emailed to drptpr@drpt.virginia.gov using “Black History Leaders” in the subject line.

TO: Chair Cristol and NVTC Commissioners
FROM: Kate Mattice
DATE: January 28, 2021
SUBJECT: Executive Director Report

A. Executive Director Newsletter

NVTC's [Executive Director Newsletter](#) provides updates on specific NVTC projects and programs and highlights items of interest at the federal and state levels and among partners such as the Transportation Planning Board (TPB) and the Northern Virginia Transportation Authority (NVTA).

This month the Executive Director Newsletter includes a look at how the administration of President Joe Biden and a Democratically-controlled Congress could benefit public transit across the country, the adoption of the 2021 Northern Virginia Regional Fare Collection Strategic Plan and the launch of the newest regional marketing campaign.

B. NVTC Financial Report

The [December 2020 Financial Report](#) is provided as information.



Executive Director Newsletter

February 2021

The start of a new year typically means we are keeping an eye on new legislation as Congress and the Virginia General Assembly get to work. This year we are also watching how the administration of President Joe Biden and a Democratically controlled U.S. Senate will impact the fortunes of public transit in America. Metro and transit agencies across the country predict financial pain well into 2022 without additional financial support.

At the state level, we support bills in the General Assembly that would provide one-time financial relief for the city and county governments that pay into Metro. Local governments have been hard hit by the COVID-19 pandemic and the money could help them balance their budgets.

Other news featured inside this month's Executive Director Newsletter includes a major update for the Northern Virginia Regional Fare Collection Strategic Plan and how NVTC's transit data work was featured at a national conference. Both are examples of the kind of long-range planning work we do to support transit across Northern Virginia and the Washington region.

The newsletter also reports on important partner updates, including the temporary shutdown of Metro's Blue Line, a new mobile app for VRE and long-range planning for Fairfax Connector, all forward-looking efforts to modernize and make service more attractive for riders.

Executive Director

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Northern Virginia Transportation Commission
2300 Wilson Blvd., Ste. 230
Arlington, VA 22201



[NoVaTransit.org](https://www.NoVaTransit.org)
[NoVaRides.org](https://www.NoVaRides.org)
[@NoVaTransit](https://twitter.com/NoVaTransit)
[@NoVaTransit](https://www.NoVaTransit.org)



Key Dates

- Feb. 2 - NVTC Legislative & Policy Committee
- Feb. 4 - Commission Meeting
- Feb. 17 - Commonwealth Transportation Board
- Feb. 19 - VRE Operations Board
- March 4 - Commission meeting



New president brings new federal transportation leadership and hope of more relief for transit

The arrival of President Joe Biden's administration brought immediate transportation-related changes at the top. On the policy side, Biden signed an [executive order](#) that requires masks on "all forms of public transportation." The order also includes trains, intercity buses and commercial airplanes.



The Senate held Transportation Secretary Nominee Pete Buttigieg's confirmation hearing the day after the inauguration. Other DOT appointments include Polly Trottenberg as Deputy Secretary of Transportation. She formerly served as New York City's transportation commissioner. The department also [announced](#) the names of more than three dozen key members of leadership.

In the near term, Biden's recovery plans include \$20 billion in emergency relief for public transit. The American Public Transportation Association (APTA) called the proposal "vital to the industry's survival" adding that it "will help prevent massive labor cuts and drastic service reductions." If Congress agrees, the money could ease severe deficits Metro faces in FY 2022.



Photos: The White House via Facebook; Pete Buttigieg by Gage Skidmore, licensed under Creative Commons

Transit equity among social justice issues on the docket for General Assembly Session

This year's Virginia General Assembly kicked off in January with a focus on social justice legislation and the pandemic. The House and Senate each limited the number of bills that legislators could introduce during this 30-day session, forcing members to be more selective about their legislative priorities and reducing the number of bills offered to around 900 compared to nearly 2,000 during a typical short session.

Compared to last year's Transportation Omnibus Bill, there aren't any major transportation proposals this year. The onset of the COVID-19 public health emergency prompted the General Assembly to examine how best to reduce the impact of the pandemic on local transit operators during a special session last August. NVTC's 2021 Legislative and Policy Agenda reflects similar goals. While there are few transportation-related bills, NVTC staff are monitoring bills that address the Commission's priorities including:

- HB 1931: allows a member of a public body to attend a meeting electronically to provide care for a family member with a medical condition.
- HJ 542: requests DRPT to conduct a two-year study of transit equity and modernization in the Commonwealth.
- SB 1271: allows a public body to meet electronically when a locality in which the public body is located has declared a local state of emergency.

Members have also submitted amendments to the Governor's budget. NVTC has requested House and Senate budget amendments for one-time funding to support NVTC jurisdictions in paying their Metro commitments. The Session is scheduled to end February 11, but it is expected that Gov. Ralph Northam will call a 16-day special session immediately upon adjournment to give lawmakers more time to work on legislation and the budget.



Photo: Virginia Department of Historic Resources

NVTC supports enhanced and connected train and bus fare collection

The Northern Virginia Transportation Commission approved the 2021 Northern Virginia Regional Fare Collection Strategic Plan in January. The plan envisions an enhanced and connected train and bus fare collection system across the Washington region. Near term goals support safe fare collection during the COVID-19 pandemic while other parts of the plan look to adoption of emerging technologies to make paying fares easier and improve the potential for attracting new riders.

Since the last Strategic Plan in 2018, there have been notable developments in the region including Metro completing its Fare Payment System Vision and Strategy, expansion of mobile payments and the onset of the COVID-19 pandemic. While the pandemic led to the pause in bus fare collection and implementation of safety measures like rear-door boarding and driver barrier doors, the crisis has also spurred innovation and accelerated regional implementation of fare payment technology including rear-door validation and mobile payments.



Highlights of the 2021 Northern Virginia Regional Fare Collection Strategic Plan

In the immediate term NVTC will:

- Work with Metro and regional transit systems on implementation and promotion of the SmarTrip App and mobile wallet as a new self-service payment option. NVTC will also monitor local mobile ticketing activity for ways to minimize regional fragmentation.
- Facilitate the exchange of information between transit systems on their experiences with installation of bus operator barriers, which is viewed by many as a prerequisite to resuming front door boarding and fare collection during the COVID-19 pandemic.

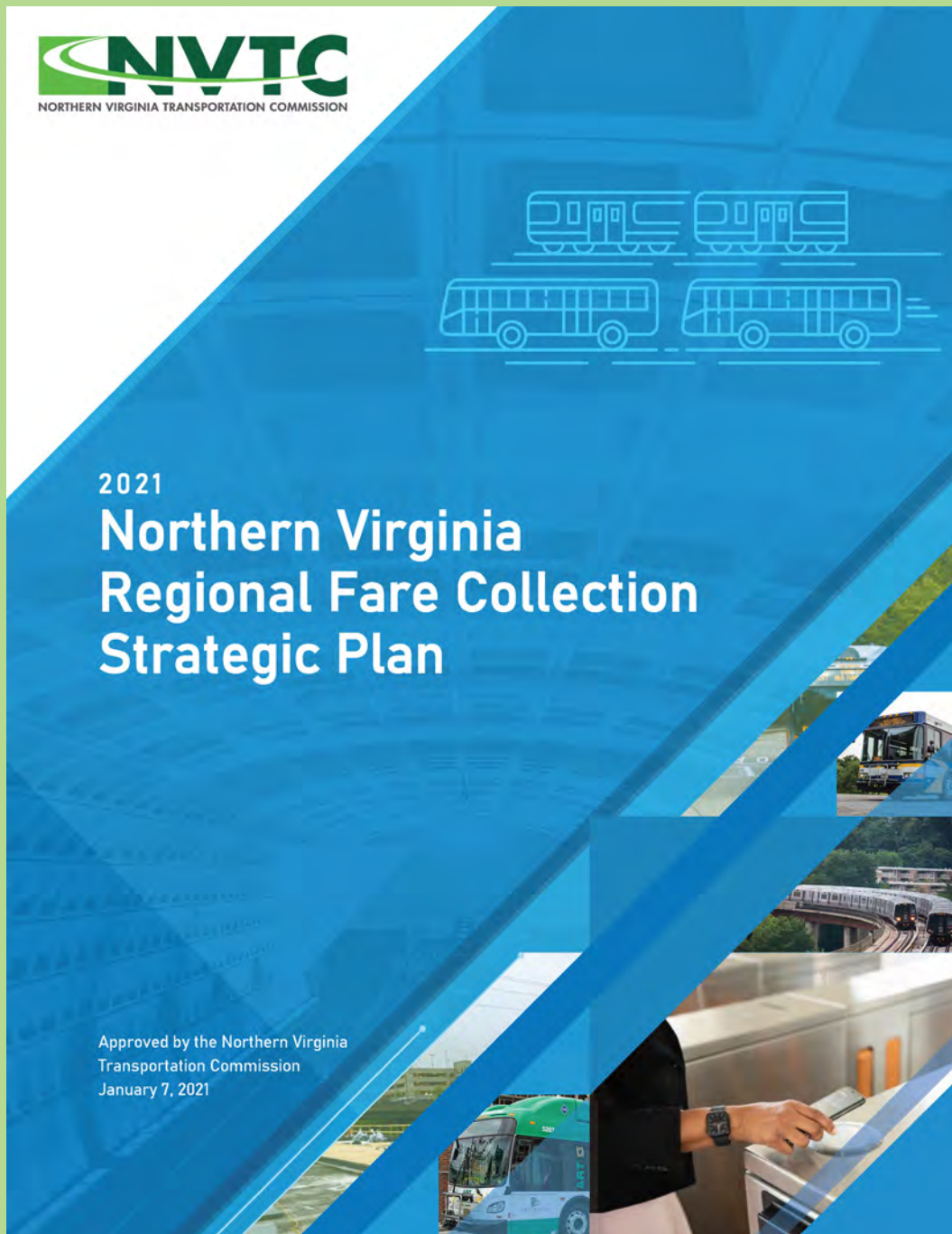
In the near term NVTC will:

- Represent Northern Virginia's needs in Metro's project for new bus fareboxes with standalone SmarTrip validators to enable rear-door payment and all-door boarding.
- Support transit systems implementing off-board fare collection solutions for bus rapid transit services. Regional coordination is needed with Metro, other regional partners and vendors for developing solutions that are cost effective and compatible with SmarTrip.
- Participate in planning discussions for regional back office systems upgrades to enable fare capping, as implementation requires technology and policy changes. Fare capping promotes equity and simplifies fares by allowing riders to "pay-as-you-go," automatically issuing a pass after meeting the fare payment equivalent of a daily, weekly or monthly pass.
- Facilitate information exchange between transit systems and Metro on new fare products offerings and programs to attract customers to transit.

In the long term NVTC will:

- Represent the transit systems' needs in Metro's planned project to expand the retail network that can be used by customers to load money to fare payment cards or accounts using cash.
- Represent transit systems' needs in planning for contactless open payments, which would enable customers to use contactless bankcards and mobile wallets to pay for transit with a tap of the card or device they already have—just like they can at many retailers.
- Support the integration of Virginia Railway Express (VRE) into the SmarTrip program as part of Metro's transition to a new back office system.
- Work with Metro and transit systems to develop additional features, which will address customer and local transit system needs.

Read the full Strategic Plan update at novatransit.org.



Regional marketing campaign launches

A new marketing campaign reminds our region that “public transit is here to get you there.” That’s the tagline for our new regional marketing effort. It can be heard on the radio from WTOP and WAMU and while streaming from devices like Alexa or listening to podcasts. Ads air during traffic and news reports and also during the Kojo Namdi Show on WAMU. The campaign also features online display and social media ads. In addition to Facebook and Instagram, which we used in the first campaign in 2019, we’re adding advertisements on Twitter and LinkedIn. The second wave of the campaign will include video ads. You’ll see those on YouTube, which proved highly successful in our first campaign, and for the first time this year, we’re placing ads on video streaming services, like Hulu.

The advertisements encourage people to go to [novarides.org](https://www.novarides.org), which has been redesigned. In addition to trip-planning links, the website now includes COVID-19 public transit resources highlighting studies and news reports on how to ride transit safely during the pandemic. DRPT provided a grant to support the campaign with local matches from the cities of Falls Church and Fairfax, Arlington and Fairfax counties, VRE and OmniRide.



NVTC WMATA Committee hears details of Metro’s proposed budget

NVTC’s WMATA Committee discussed the trade-offs associated with Metro’s proposed FY 2022 budget during its January meeting and committee members provided feedback to staff on themes to include in a letter of comments.

NVTC WMATA Manager Andrew D’huyvetter presented an overview of Metro’s proposed budget, which was revised in mid-January following the passage of the Coronavirus Response and Relief Supplemental Appropriations Act which includes \$14 billion for public transit. However, Metro staff continue to project a budget gap in FY 2022, even with the additional federal funding.

The Commission will continue to discuss comments on the budget at the February Commission meeting. At the direction and review of the WMATA Committee Chair, staff will then develop a draft letter of comments that will be referred to the March Commission meeting for action.

The Metro Board will hold work sessions on the proposed budget in February and March. Metro expects to conduct public hearings in March with Board approval coming in April.

Also in January, the Metro Board of Directors approved an amendment to the FY 2021 operating budget. The agency says due to the omnibus COVID relief bill passed in December that it “will be able to increase and therefore, amend its budget enabling the continuation of essential transit service and employment of thousands of transit workers.” Board members also agreed to starting the public comment period for the FY 2022 budget proposal. It’s scheduled to start in February and will consist of six virtual public hearings.

NVTC transit data work highlighted at global conference

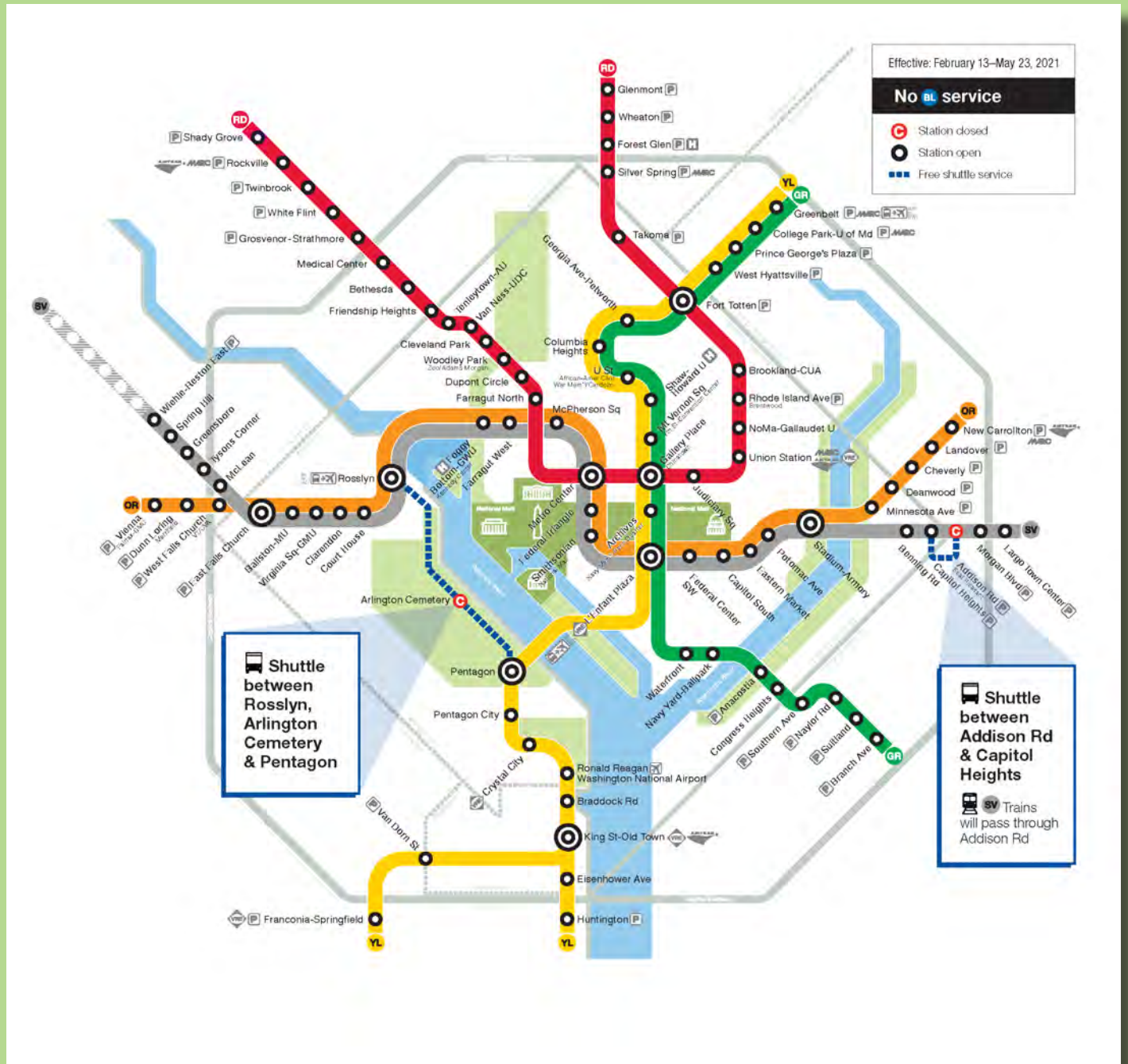
NVTC staff attended and participated in the Virtual 2021 Transportation Research Board Annual Meeting throughout January. The conference, held entirely online, featured new ways to connect such as virtual networking rooms, interactive poster sessions as well as more traditional roundtable discussions exploring innovative practices in transportation planning and policy. Of particular note were technical discussions around the impact the COVID-19 pandemic will have on long-term travel patterns and choices. While many respondents to survey travel choices currently are predicated on their perception of risk or working situation, initial research has shown a high demand for public transportation remains among economically vulnerable groups and with the working from home trend persistent, a growing need for non-commute trip sustainable transportation alternatives in the post-pandemic world. Additionally, the sessions highlight the importance of technology and coordinated transit service planning in preparing our transportation systems to be more resilient for the next pandemic or natural disaster, citing the implementation of contactless fare payment, social distancing and flexible scheduling as some of the strategies that public transportation can be prepared for the return of customers and improve safety and passenger comfort.



Staff were also able to attend focused sessions on new methodologies for transportation planning, policy and management. At the Public Transportation Planning and Development Committee, Dan Goldfarb presented NVTC’s work on transit modeling and planning support for Northern Virginia agencies through its modeling tool, TBEST. Dan and Program Analyst Matt Cheng were able to field questions from professionals around the country about their modeling workflow and give advice to other agencies looking to move towards adoption of a more technical planning infrastructure in their own organizations.

Arlington Cemetery Station, Blue Line close this month

Arlington Cemetery Station and the entire Blue Line shut down this month as the 2021 phase of Metro's [Platform Improvement Project](#) begins. While just one Metrorail station in Virginia will close, those who live or work south of Rosslyn may have to adjust their travel plans. Shuttle buses will connect Rosslyn, Arlington Cemetery and the Pentagon. Meanwhile, the Yellow Line will service both Franconia-Springfield and Huntington. Regional coordination work designed to minimize disruptions during the construction has been underway for months. NVTC's Matt Cheng, Matt Friedman and Jae Watkins participated in a meeting this week that brought together Metro, local transit providers, Northern Virginia jurisdictions and federal agencies. The shutdown is scheduled for February 13 through May 23 and is the last one planned for Virginia stations.



Map showing Blue Line shutdown and shuttle bus alternatives. Courtesy: Metro

New and improved VRE Mobile app rolls out

VRE is keeping up with advances in customer service technologies to greatly enhance rider experience with the commuter rail's mobile app. An upgraded version of the app debuted in January. All current VRE Mobile users received a notification to upgrade with step-by-step instructions. Existing tickets will transfer over to accounts in the new version of VRE Mobile. The update contains all the functionality of the current version gets users ready to benefit from features coming in Phase Two. These tools are expected to include:

- Trip Planning Tools
- Real-Time Parking Availability
- Push Notifications (for service alerts, advisories, station updates, and VRE news)
- Amtrak Arrival Information
- The Commuter Connections' Incentrip Reward Program
- Web Portal
- Special Event Ticketing



Fairfax Connector seeks input on Transit Strategic Plan



The Fairfax County Department of Transportation (FCDOT) wants to [hear from you](#) regarding the ten-year Transit Strategic Plan (TSP) for Fairfax Connector.

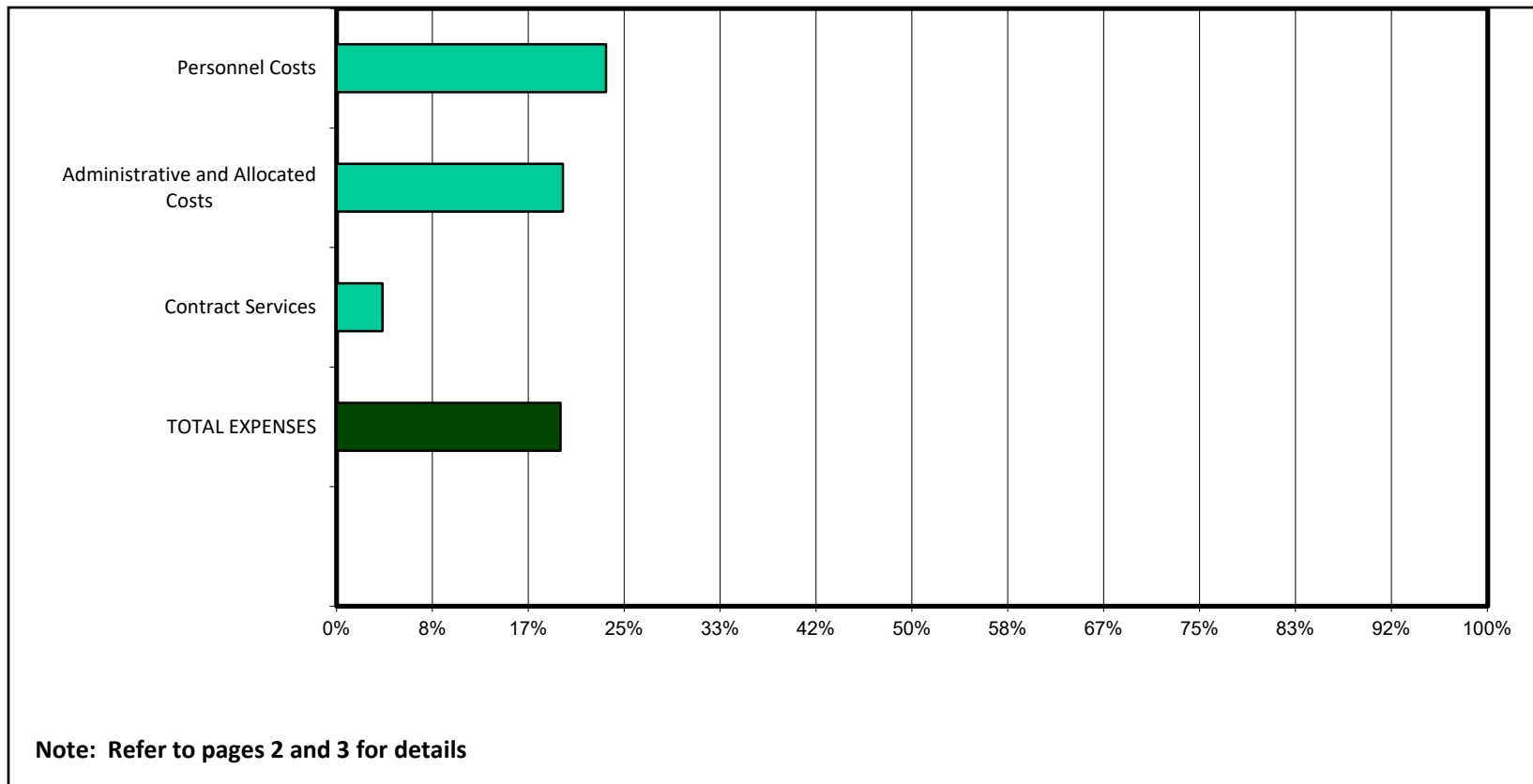
While online community input meetings have passed, you can still take an online survey until February 19 to provide your comments on Fairfax Connector bus service throughout the county.

The TSP is a county-wide review of bus service and a plan for future service. The TSP incorporates outreach results from short-term, sub-area studies that are being conducted in: Herndon-Reston; Franconia-Springfield; Centreville-Chantilly-Vienna-Tysons (CCVT); and Huntington (part of the Richmond Highway BRT project).

Northern Virginia Transportation Commission

Financial Reports
December 2020

Percentage of FY 2021 NVTC Administrative Budget Used
December 2020
(Target 50% or less)



NORTHERN VIRGINIA TRANSPORTATION COMMISSION
G&A BUDGET VARIANCE REPORT
December 2020

	<u>Current Month</u>	<u>Year To Date</u>	<u>Annual Budget</u>	<u>Balance Available</u>	<u>Balance %</u>
<u>Personnel Costs</u>					
Salaries and Wages	\$ 146,437.17	\$ 936,567.83	\$ 2,041,700.00	\$ 1,105,132.17	54.1%
Temporary Employee Services	-	-	-	-	
Total Personnel Costs	<u>146,437.17</u>	<u>936,567.83</u>	<u>2,041,700.00</u>	<u>1,105,132.17</u>	<u>54.1%</u>
<u>Benefits</u>					
Employer's Contributions:					
FICA	8,975.23	62,636.25	140,100.00	77,463.75	55.3%
Group Health Insurance	12,021.79	71,005.33	176,600.00	105,594.67	59.8%
Retirement	15,922.00	97,072.00	174,000.00	76,928.00	44.2%
Workmans & Unemployment Compensation	136.00	816.00	5,100.00	4,284.00	84.0%
Life Insurance	683.39	2,927.23	6,800.00	3,872.77	57.0%
Long Term Disability Insurance	881.41	5,152.88	10,000.00	4,847.12	48.5%
Total Benefit Costs	<u>38,619.82</u>	<u>239,609.69</u>	<u>512,600.00</u>	<u>272,990.31</u>	<u>53.3%</u>
<u>Administrative Costs</u>					
Commissioners Per Diem	1,050.00	7,050.00	14,600.00	7,550.00	51.7%
<i>Rents:</i>	<i>30,421.03</i>	<i>182,348.23</i>	<i>393,400.00</i>	<i>211,051.77</i>	<i>53.6%</i>
Office Rent	30,372.63	182,235.78	366,000.00	183,764.22	50.2%
Parking & Transit Benefits	48.40	112.45	27,400.00	27,287.55	99.6%
<i>Insurance:</i>	<i>1,568.26</i>	<i>4,322.21</i>	<i>6,800.00</i>	<i>2,477.79</i>	<i>36.4%</i>
Public Official Bonds	700.00	1,400.00	2,000.00	600.00	30.0%
Liability and Property	868.26	2,922.21	4,800.00	1,877.79	39.1%
<i>Travel:</i>	<i>347.20</i>	<i>1,891.73</i>	<i>44,600.00</i>	<i>42,708.27</i>	<i>95.8%</i>
Conference / Professional Development	345.00	1,551.09	27,100.00	25,548.91	94.3%
Non-Local Travel	-	-	3,100.00	3,100.00	100.0%
Local Travel, Meetings and Related Expenses	2.20	340.64	14,400.00	14,059.36	97.6%

NORTHERN VIRGINIA TRANSPORTATION COMMISSION
G&A BUDGET VARIANCE REPORT
December 2020

	<u>Current</u> <u>Month</u>	<u>Year</u> <u>To Date</u>	<u>Annual</u> <u>Budget</u>	<u>Balance</u> <u>Available</u>	<u>Balance</u> <u>%</u>
<i>Communication:</i>	713.21	6,646.27	15,500.00	8,853.73	57.1%
Postage	-	453.46	1,400.00	946.54	67.6%
Telephone and Data	713.21	6,192.81	14,100.00	7,907.19	56.1%
<i>Publications & Supplies</i>	545.78	3,882.26	28,700.00	24,817.74	86.5%
Office Supplies	139.78	279.90	2,800.00	2,520.10	90.0%
Duplication and Paper	406.00	3,102.36	10,900.00	7,797.64	71.5%
Public Engagement	-	500.00	15,000.00	14,500.00	96.7%
<i>Operations:</i>	2,309.48	9,308.14	37,500.00	28,191.86	75.2%
Furniture and Equipment (Capital)	1,024.48	1,024.48	13,600.00	12,575.52	92.5%
Repairs and Maintenance	200.00	250.00	1,000.00	750.00	75.0%
Computer Operations	1,085.00	8,033.66	22,900.00	14,866.34	64.9%
<i>Other General and Administrative:</i>	936.94	4,390.09	9,600.00	5,209.91	54.3%
Memberships	80.75	978.22	1,600.00	621.78	38.9%
Fees and Miscellaneous	856.19	3,411.87	6,500.00	3,088.13	47.5%
Advertising (Personnel/Procurement)	-	-	1,500.00	1,500.00	100.0%
Total Administrative Costs	<u>37,891.90</u>	<u>219,838.93</u>	<u>550,700.00</u>	<u>330,861.07</u>	<u>60.1%</u>
<u>Contracting Services</u>					
Auditing	-	9,500.00	24,500.00	15,000.00	61.2%
Contract Services and Support - Commuter Choice	14,721.01	62,647.22	479,000.00	416,352.78	86.9%
Contract Services and Support - Other	5,583.33	33,699.99	120,000.00	86,300.01	71.9%
Legal	2,916.67	17,500.02	35,000.00	17,499.98	50.0%
Total Contract Services	<u>23,221.01</u>	<u>123,347.23</u>	<u>658,500.00</u>	<u>535,152.77</u>	<u>81.3%</u>
 Total Gross G&A Expenses	<u><u>\$ 246,169.90</u></u>	<u><u>\$ 1,519,363.68</u></u>	<u><u>\$ 3,763,500.00</u></u>	<u><u>\$ 2,244,136.32</u></u>	<u><u>59.6%</u></u>

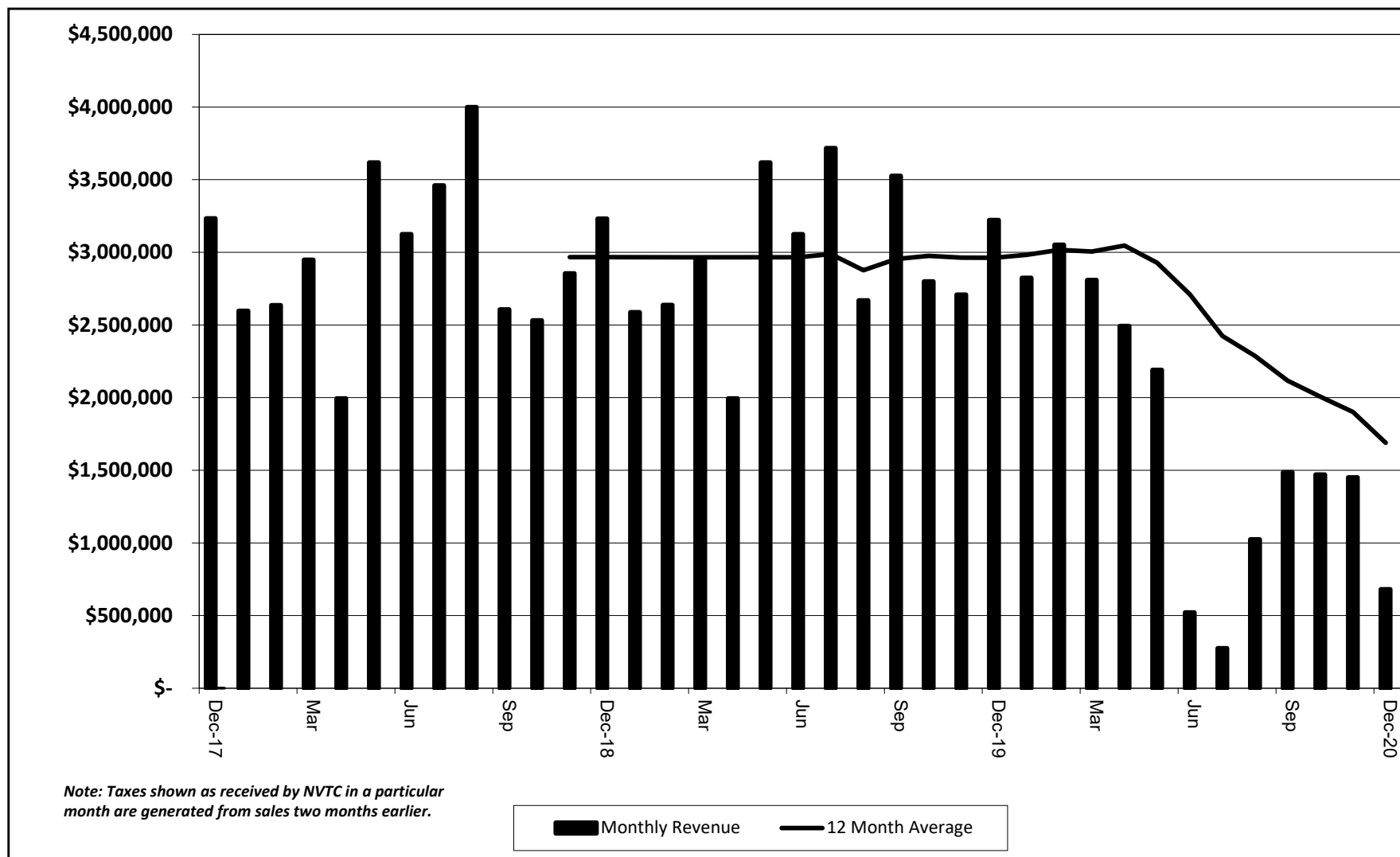
NVTC
RECEIPTS and DISBURSEMENTS
December 2020

December 2020			Virginia LGIP				
Date	Payer / Payee	Purpose	Wells Fargo Checking	Wells Fargo Savings	NVTC G&A / Project	Commuter Choice	Trusts
RECEIPTS							
3	DMV	Motor Vehicle Fuels Sales tax receipt					\$ 1,450,853.22
3	DMV	C-ROC			1,250,000.00		
4	DRPT	Capital grant receipt - Alexandria			39,097.00		
4	DRPT	Operating assistance - Arlington					1,778,048.00
9	VRE	Staff support		7,245.02			
9	Staff	Refund		110.82			
10	DRPT	Capital grant receipt - Arlington					30,366.00
16	DRPT	Capital grant receipt - Fairfax					129,494.00
16	DRPT	Grant receipt - Fare collection project			7,989.00		
18	VRE	Staff support		7,230.27			
18	DRPT	Capital grant receipt - Fairfax					19,180.00
22	DRPT	Capital and operating assistance - WMATA					13,251,467.00
22	DRPT	Capital grants receipts - Fairfax					119,276.00
24	DRPT	Capital grant receipt					5,130.00
28	DRPT	Capital grant receipt - VRE			100,619.00		
30	DRPT	Capital grant receipt - Fairfax					49,627.00
30	DRPT	Capital grants receipts - Arlington					64,927.00
31	DMV	Motor Vehicle Fuels Sales tax receipt					680,787.07
31	DMV	C-ROC			1,250,000.00		
31	Banks	Investment earnings		5.30	14.97	4,024.51	20,491.55
			-	14,591.41	2,647,719.97	4,024.51	17,599,646.84
DISBURSEMENTS							
1-31	Various	G&A expenses	(443,220.96)				
3	VRE	C-ROC			(1,250,000.00)		
4	Alexandria	Costs incurred			(39,097.00)		
9	Stantec	Consulting - NTD collection project	(35,008.55)				
9	Kimley-Horn	Consulting - I-66 Commuter Choice	(834.41)				
9	Kimley-Horn	Consulting - I-395/95 Commuter Choice	(13,886.60)				
10	Alexandria	Fare collection project - costs incurred			(8,985.00)		
17	City of Fairfax	Other operating					(13,721.00)
23	Arlington	Commuter Choice I-66 project reimbursement				(12,361.00)	
23	City of Fairfax	Commuter Choice I-66 project reimbursement				(37,175.00)	
23	City of Manassas	Commuter Choice I-66 project reimbursement				(1,325.00)	
23	Alexandria	Commuter Choice I-395/95 projects reimbursement				(248,890.00)	
28	VRE	Grant revenue			(100,619.00)		
31	VRE	C-ROC			(1,250,000.00)		
31	Banks	Service charges	(40.32)	(7.09)			
			(492,990.84)	(7.09)	(2,648,701.00)	(299,751.00)	(13,721.00)
TRANSFERS							
9	Transfer	From LGIP to checking	370,000.00		(370,000.00)		
10	Transfer	From LGIP to LGIP (NTD project)			35,008.55		(35,008.55)
17	Transfer	From savings to checking	50,000.00	(50,000.00)			
17	Transfer	From LGIP to checking	50,000.00		(50,000.00)		
			470,000.00	(50,000.00)	(384,991.45)	-	(35,008.55)
NET INCREASE (DECREASE) FOR MONTH			\$ (22,990.84)	\$ (35,415.68)	\$ (385,972.48)	\$ (295,726.49)	\$ 17,550,917.29

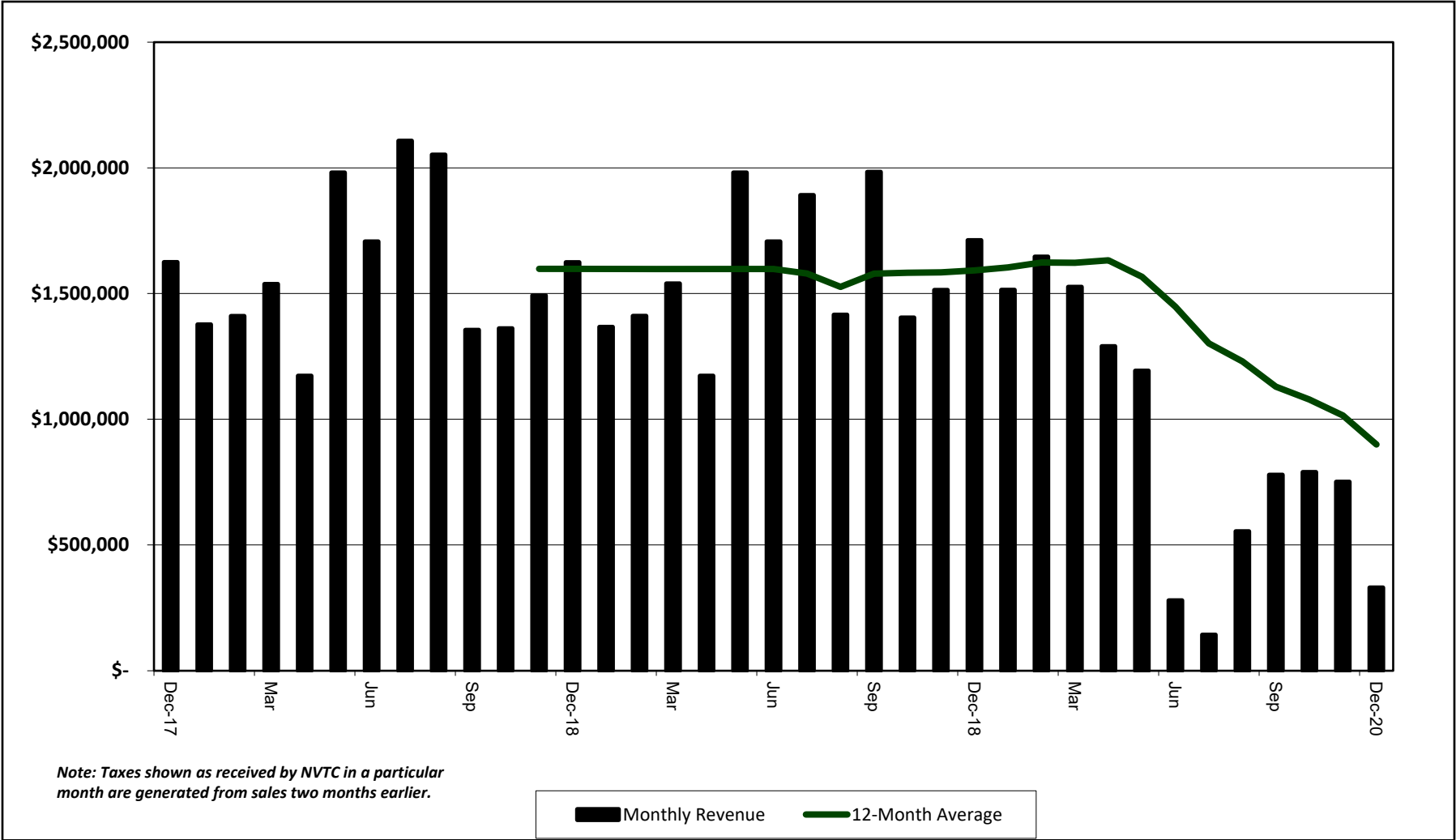
**NVTC
INVESTMENT REPORT
December 2020**

Type	Rate	Balance 11/30/2020	Increase (Decrease)	Balance 12/31/2020	Balance			
					NVTC G&A/Project	Commuter Choice	Jurisdictions Trust Fund	Loudoun Trust Fund
<u>Cash Deposits</u>								
Wells Fargo: NVTC Checking	N/A	\$ 128,432.30	\$ (22,990.84)	\$ 105,441.46	\$ 105,441.46	\$ -	\$ -	\$ -
Wells Fargo: NVTC Savings	0.010%	55,571.01	(35,415.68)	20,155.33	20,155.33	-	-	-
<u>Investments</u>								
Bank of America: Virginia Local Government Investment Pool	0.131%	213,640,313.19	16,869,218.32	230,509,531.51	4,216.43	35,993,475.18	152,569,679.24	41,942,160.66
		<u>\$ 213,824,316.50</u>	<u>\$ 16,810,811.80</u>	<u>\$ 230,635,128.30</u>	<u>\$ 129,813.22</u>	<u>\$ 35,993,475.18</u>	<u>\$ 152,569,679.24</u>	<u>\$ 41,942,160.66</u>

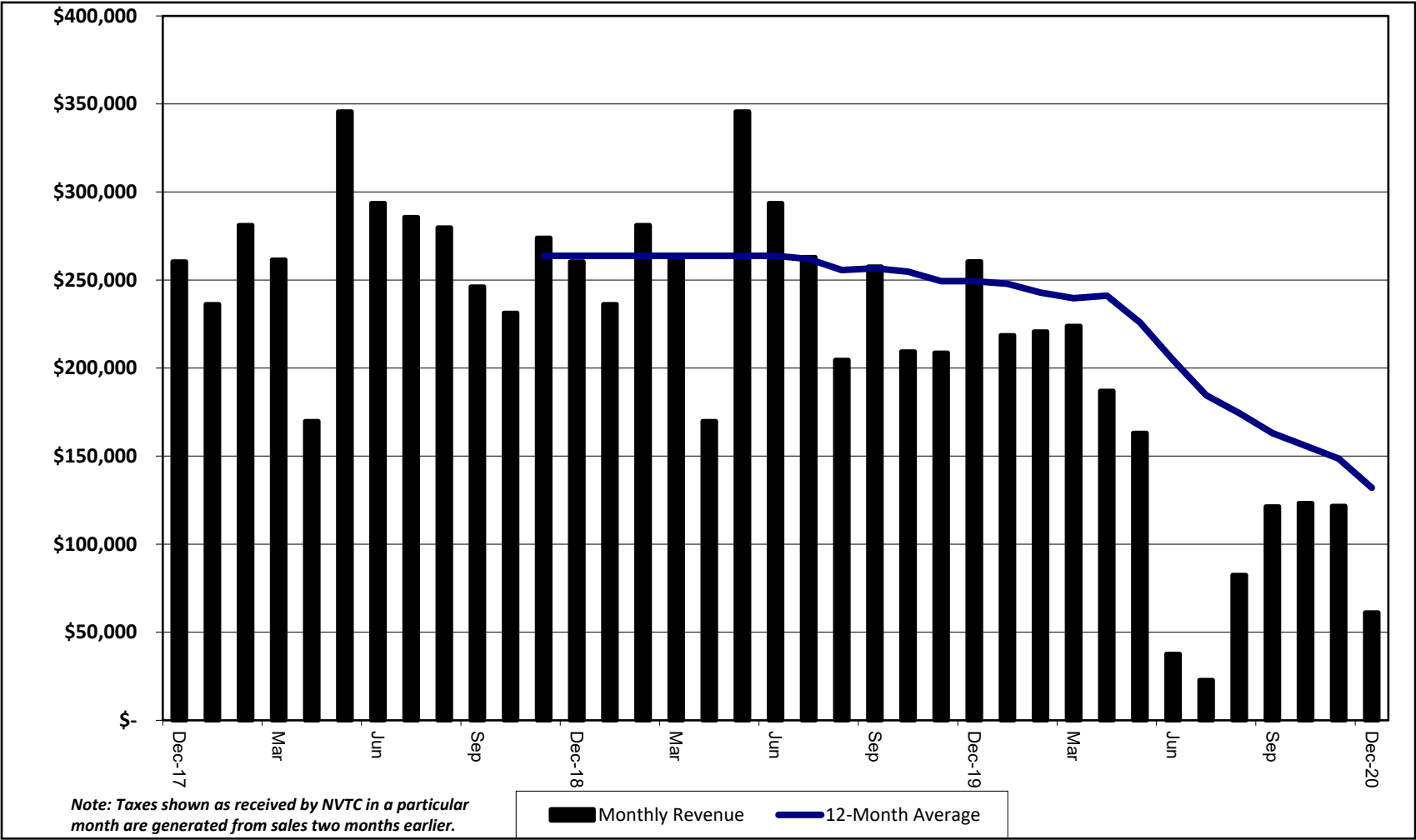
NVTC MONTHLY GAS TAX REVENUE ALL JURISDICTIONS FISCAL YEARS 2018-2021



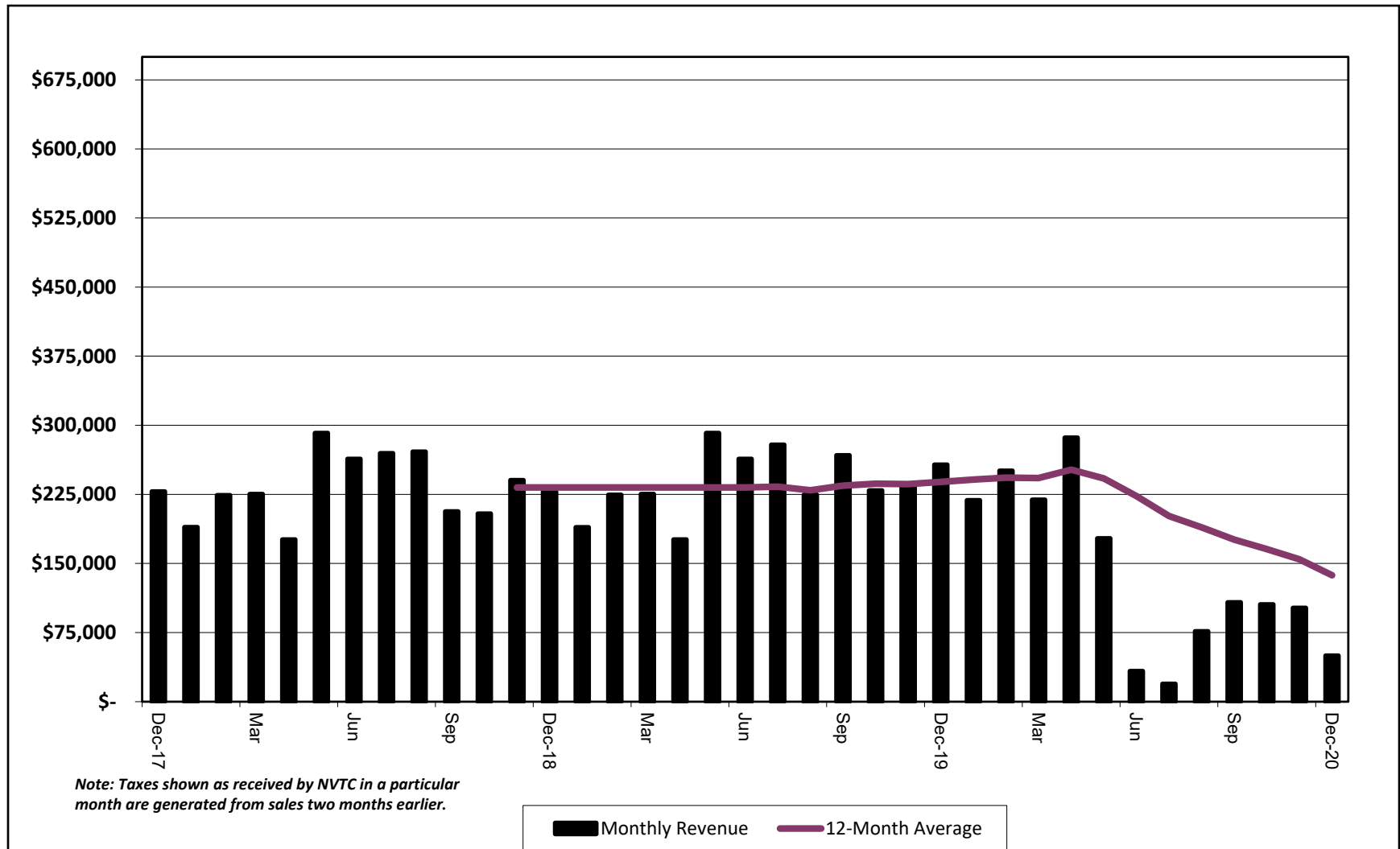
NVTC MONTHLY GAS TAX REVENUE
FAIRFAX COUNTY
FISCAL YEARS 2018-2021



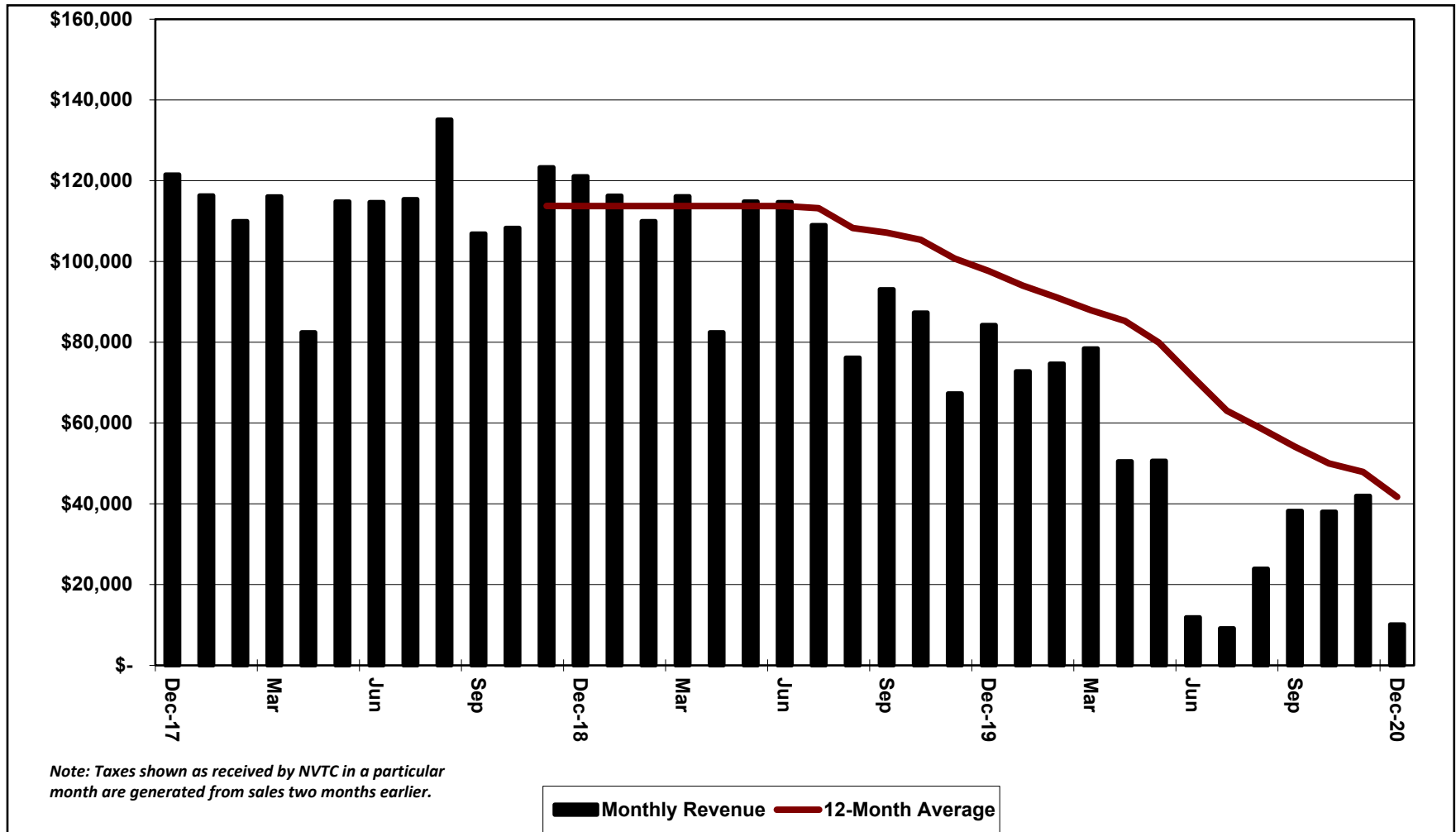
NVTC MONTHLY GAS TAX REVENUE
CITY OF ALEXANDRIA
FISCAL YEARS 2018-2021



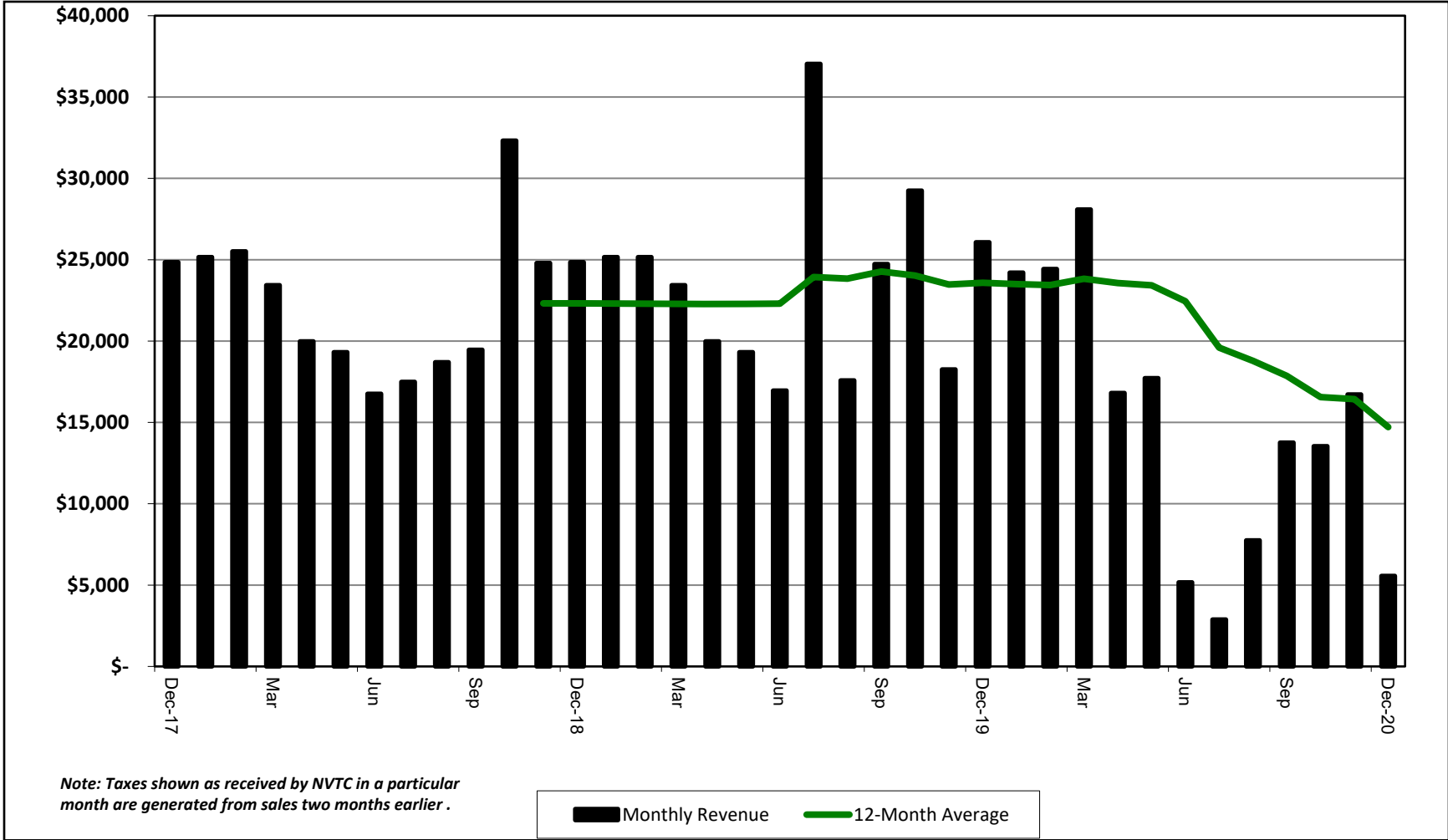
NVTC MONTHLY GAS TAX REVENUE ARLINGTON COUNTY FISCAL YEARS 2018-2021



NVTC MONTHLY GAS TAX REVENUE
CITY OF FAIRFAX
FISCAL YEARS 2018-2021



NVTC MONTHLY GAS TAX REVENUE
CITY OF FALLS CHURCH
FISCAL YEARS 2018-2021



NVTC MONTHLY GAS TAX REVENUE
LOUDOUN COUNTY
FISCAL YEARS 2018-2021

