



Commission Meeting Materials

June 2021 – Electronic Meeting



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Meeting Overview



NVTC's June 3, 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 June 3 NVTC Meeting Electronically"
- I-395/95 Commuter Choice Round Two Program of Projects
- FY 2022 G&A Budget and Work Plan
- NVTC Electronic Participation Policy Revisions
- RFP for Envision Route 7 Phase IV
- Five VRE actions (operating agreement, maintenance agreement, contract for 21 new railcars, right-of-way easement agreement, and amended FY 2022 operating budget)

Other Meeting Highlights

- Public Comment Received during Declared Emergency
- Reports from the Virginia WMATA Board Members, VRE CEO and DRPT Director
- Transit Technology Program, including updates on Regional Fare Collection Strategic Plan update and NVTC Low Fare/Fare Free Transit Roundtable

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

Please note: There is no Executive Committee meeting.

- 1. Opening Remarks**
- 2. ACTION ITEM: Approve the Consent Agenda (subject to approval by the chair)**
 - A. Approve Resolution #2446: Finding Need to Conduct the June 3, 2021 NVTC Meeting Electronically**
 - Public Comments Received During Declared State of Emergency
- 3. ACTION ITEM: Approve the Minutes of the May 6, 2021 NVTC Meeting**
- 4. Commuter Choice Program**
 - A. ACTION ITEM: Approve Resolution #2447: Approve the Commuter Choice on the I-395/95 Corridor Round Two Program of Projects for Submission to the Commonwealth Transportation Board and Authorize the Executive Director to Execute the Standard Project Agreements**
- 5. ACTION ITEM: Approve the NVTC FY 2022 General and Administrative Budget and Work Plan**
- 6. ACTION ITEM: Approve Revisions to the NVTC Electronic Participation Policy to Align with Current Law**
- 7. Transit Resource Center**
 - A. ACTION ITEM: Authorize the Executive Director to Issue a Request for Proposals (RFP) for Envision Route 7 Phase IV Mobility Analysis Study**

8. Washington Area Transportation Authority (WMATA)

- A. WMATA COVID-19 Response
- B. Report from the Virginia WMATA Board Members
- C. Other WMATA News
- D. Report from the Chair of the NVTC WMATA Committee

9. Transit Technology Program

- A. Northern Virginia Regional Fare Collection Strategic Plan Implementation Update
- B. NVTC Low Fare / Fare Free Transit Roundtable

10. Virginia Railway Express (VRE)

- A. VRE COVID-19 Response
- B. VRE CEO Report and Minutes
- C. ACTION ITEM: Approve Resolution #2448: Authorize the VRE CEO to Execute an Amendment for the First Year of the First Option Period of the Contract for Maintenance Services for Commuter Rail with Keolis Rail Services Virginia, LLC**
- D. Approve Resolution #2449: Authorize the VRE CEO to Execute an Amendment for the Second Year of the Second Option Period of the Contract for Operating Services for Commuter Rail with Keolis Rail Services Virginia, LLC**
- E. Approve Resolution #2450: Authorize the VRE CEO to Execute a Contract with Alstom Transportation Inc. of New York, New York, for 21 New Passenger Railcars**
- F. Approve Resolution #2451: Authorize the VRE CEO to Enter into a Right-of-Way Easement Agreement with the Rappahannock Electric Cooperative (REC) for an Electric Utility Easement at Crossroads Maintenance and Storage Facility for the Lifecycle Overhaul and Upgrade (LOU) Facility Electric Service**
- G. Approve Resolution #2452: Adopt the Amended FY 2022 VRE Operating Budget**

11. Department of Rail and Public Transportation (DRPT)

12. Executive Director Report

- A. Executive Director Newsletter
- B. Financial Report

TO: Chair Cristol and NVTC Commissioners
FROM: Kate Mattice
DATE: May 27, 2021
SUBJECT: Consent Agenda (subject to approval of the chair)

At the June meeting the Commission will be asked to approve the Consent Agenda, which includes a resolution to conduct the meeting electronically.

ACTION ITEM: Approve the CONSENT AGENDA

A. Approve Resolution #2446: Finding Need to Conduct the June 3, 2021 NVTC Meeting Electronically

The Commission is asked to approve Resolution #2446, 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 June 3, 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 June 3 meeting, NVTC solicited written comments from the public via [Google Forms through NVTC's website](#). Comments received by 3:00 p.m. on June 3 will be provided to Commissioners ahead of the meeting and Commissioners will have an opportunity to respond to the comments at the June 3 meeting.

RESOLUTION #2446

SUBJECT: Finding Need to Conduct the June 3, 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 June 3, 2021, to discuss and transact the business of the Commission listed on the June 3, 2021 Commission Meeting Agenda.

BE IT FURTHER RESOLVED that NVTC that hereby finds that meeting by electronic means is authorized because the items on the June 3, 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.

BE IT FURTHER RESOLVED that NVTC hereby finds that the items on the June 3, 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 3rd day of June 2021.

Katie Cristol
Chair

Dalia Palchik
Secretary-Treasurer

MINUTES
NVTC COMMISSION MEETING – MAY 6, 2021
Via Electronic Participation
Public Streaming via YouTube

The meeting of the Northern Virginia Transportation Commission was called to order by Chair Cristol at 7:01 p.m.

Members Present via Electronic Participation

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

Members Not Present

John Foust
Jeff McKay

Staff Present via Electronic Participation

Kate Mattice, Executive Director	
Andrew D’huyvetter	Zachary Smith
Allan Fye	Aimee Perron Siebert
Rhonda Gilchrest	Melissa Walker
Dinah Girma	Steve MacIsaac (legal counsel)
Dan Goldfarb	Rich Dalton (VRE)
Scott Kalkwarf	Greg Potts (WMATA)
Ben Owen	Jennifer DeBruhl (DRPT)

Opening Remarks

Chair Cristol welcomed everyone to the May 6, 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 noted that Mr. McKay could not attend the meeting; Mr. Storck will be voting as his alternative. Commission Secretary Rhonda Gilchrest then called the roll and confirmed a quorum was present.

Consent Agenda

Chair Cristol stated that there are two actions on the Consent Agenda:

- A. Resolution #2442: Finding Need to Conduct the May 6, 2021 NVTC Meeting Electronically
- B. Authorize the Executive Director to Send a Letter Certifying Receipt of Certain Documents from WMATA Required by State Code

Before the vote, Ms. Mattice reported that three public comments were received prior to the meeting, including one supporting a return to more frequent Metro service, one supporting NVTC's use of DBEs in future contracts, and one supporting two Commuter Choice projects. The comments were provided to Commissioners prior to the meeting. She noted that the comment regarding Commuter Choice will also be included in the docket for that program.

Mr. Aguirre moved, with a second by Ms. Palchik, to approve the Consent Agenda.

Mr. Ebbin asked if NVTC leadership has discussed when is the right time for the Commission to return to in-person meetings. Chair Cristol answered that the Executive Committee has discussed this and is working with staff on technology options and available infrastructure to meet in-person, or a hybrid approach with options to attend in-person or connect electronically. The tentative plan is for staff to test the options with the goal of having the ability to meet in-person for the July 1, 2021 meeting. She suggested staff send out a short survey to gauge Commissioner interest in returning to in-person meetings. Mr. Ebbin stated that with more people being vaccinated, NVTC should prepare for the governor to lift the state of emergency.

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, Garvey, Krizek, Letourneau, Meyer, Palchik, Smedberg, Snyder, Storck, Sullivan, Turner and Walkinshaw. (Mr. Bell and Mr. Reid did not participate in the vote.) (A copy of Resolution #2442 is attached.)

Commuter Choice

Chair Cristol stated that there is one Commuter Choice action to approve a Third Amended and Restated Memorandum of Agreement Transform66: Inside the Beltway Project. On behalf of the Commonwealth, DRPT Director Mitchell will present the action being requested from the Commonwealth.

I-66 Technical Edits Regarding Debt Service Payments. DRPT Director Mitchell explained that the Commonwealth recently identified language in the Second Amended MOA that would unintentionally constrain annual servicing payments for debt issued to finance the Long Bridge project and/or Rosslyn Metrorail Station improvements. The existing wording would limit these servicing payments to the amounts of Inside the Beltway revenues transferred to NVTC for Commuter Choice purposes. The proposed revised text fixes this and meets the intent of the agreement, which will now state, "At the time of debt issuance, it shall be demonstrated that the anticipated revenues are sufficient to allow for the required debt service and the annual NVTC Commuter Choice] Payment." Ms. Mitchell stated that the other edits are minor and not substantive.

Ms. Mattice stated that NVTC staff and legal counsel believe that the revised text sufficiently protects the toll revenue payments due to NVTC for Commuter Choice on the I-66 Corridor. Staff recommend that the Commission approve the Third Amended and Restated MOA, which contains the technical edits and no further substantive changes. Resolution #2443 will accomplish this.

Mr. Bell moved, with a second by Mr. Sullivan, to approve Resolution #2443. 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, Garvey, Krizek, Letourneau, Meyer, Palchik, Reid, Smedberg, Snyder, Storck, Sullivan, Turner and Walkinshaw. (A copy of Resolution #2443 is attached.)

Presentation on Commuter Choice on the I-395/95 Corridor Round Two Scoring and Staff Recommendation of Program of Projects. Chair Cristol stated that in Mr. McKay's absence, she asked the executive director to give a brief update on the NVTC-PRTC I-395/95 Joint Commission Working Group meeting on April 22, followed by Mr. Snyder, chair of the Program Advisory Committee (PAC), to give an update on the PAC meeting. Ms. Mattice stated that the I-395/95 Joint Commission Working Group met to review the scoring results and staff's proposed programming approach for Round Two funding, which covers FY 2022 and FY 2023. The Working Group's recommendation to the full Commissions (NVTC and PRTC) is to endorse the staff recommendation to fund all 13 eligible proposals, subject to the public comment received, along with NVTC's program administration costs for the two years. The Working Group agreed with

staff's assessments that all of the proposals support the program's goals of moving more people and expanding transportation options in the I-395/95 corridor, and that all of them make sense to advance at this time. Further, the 13 proposals can be accommodated within the available funding. Staff expect full funding for the two-year program, which is a mark of the strong partnership between Transurban (the Express Lanes concessionaire), NVTC and the Commonwealth. She stated that Mr. Owen will provide more information in his presentation and staff will return at the June meeting to seek Commission action, following the conclusion of the public comment period, which is open through May 17, 2021. NVTC has already received 22 comments.

Mr. Snyder reported that the Program Advisory Committee (PAC) also met on April 22 and discussed next steps for Commuter Choice on the I-66 Corridor Round Four funding, covering FY 2021 and FY 2022. When the Commission approved the initial Round Four Program of Projects last fall with revenue that NVTC had on hand, it was anticipated that there would be additional revenues this spring to advance a Supplemental Program of Projects. He stated that there were some highly ranked projects that were unable to be funded and were carried over for potential supplemental funding. It is now expected that funding will be available in the form of the initial \$5 million contribution from the Outside the Beltway Express Lanes concessionaire, as well as possible Inside the Beltway payments from VDOT if toll revenues continue rebounding. He reported that the PAC agreed with staff's recommendation to consider action on a Supplemental Program of Projects this fall once the Outside the Beltway funds are received and have staff have a better understanding of Inside the Beltway recovery. NVTC would look to adopt any program before opening the next I-66 call for projects in November.

Mr. Snyder reported that the PAC also received updates on the Envision Route 7 bus rapid transit planning effort as well as research that staff has begun on the topic of low and no fare strategies. Staff plan to present a white paper and convene a low/no-fare roundtable at the July Commission meeting. He stated that the committee is eager for a discussion by the full Commission as it is a timely issue.

Mr. Owen then made a presentation giving more information about the proposed I-395/95 Round Two scoring and the recommended Program of Projects. NVTC received a total of 18 applications (\$26.2 million) under the call for projects that concluded in January. Thirteen applications with a total funding request of \$21.9 million met eligibility criteria and are under consideration for funding. Staff anticipate full funding of approximately \$30 million for the two-year program.

Mr. Meyer left the meeting at 7:33 p.m.

Mr. Owen stated that staff's recommendation, endorsed by the Joint Commission Working Group, is to fund all 13 eligible proposals subject to the public comment received. The proposals can be accommodated within the available funding and, more importantly, align with the I-395/95 corridor improvement goals of moving more people and creating viable, effective transportation options. Mr. Owen stated that taken together, the 13 proposals are expected to move about 1,000 more people inbound through the I-395/95 corridor each morning upon full

implementation and as travel patterns in the corridor revert to more typical conditions. The 13 proposals are listed below including the scores:

List of Proposed Projects Under Consideration for Round Two (FY 2022-FY 2023) Funding for Commuter Choice on the I-395/95 Corridor					
	Applicant	Application Title	Application Score (100 Points)	Funding Request	Cumulative Funding Request
1	OmniRide	Renewal of Enhanced Bus Service from Dale City to Ballston	86	\$291,831	\$291,831
2	Spotsylvania Co.	New Park and Ride Lot in Massaponax	77	\$1,100,000	\$1,391,831
3	Fairfax County	Renewal of Route 396 Express Bus Service: Backlick North Park and Ride to Pentagon	71	\$1,386,000	\$2,777,831
4	OmniRide	Renewal of Bus Service from Staffordboro to the Pentagon	71	\$704,773	\$3,482,604
5	OmniRide	Renewal of Bus Service from Staffordboro to Downtown D.C.	71	\$968,308	\$4,450,912
6	DASH	Enhanced Bus Service from Van Dorn Metro to the Pentagon	66	\$5,734,000	\$10,184,912
7	OmniRide	Renewal of Enhanced Bus Service on Route 1 Local: Quantico to Woodbridge VRE	66	\$541,169	\$10,726,081
8	OmniRide	Renewal of Enhanced Bus Service on Prince William Metro Express: OmniRide Transit Center to Franconia-Springfield Metro	66	\$434,776	\$11,160,857
9	FRED Transit	New Bus Service from Route 208 Park and Ride Lot to Fredericksburg VRE	64	\$1,218,800	\$12,379,657
10	DASH	Enhanced Bus Service from Mark Center to Potomac Yard	56	\$3,650,000	\$16,029,657
11	OmniRide	TDM Strategy-- I-395/95 Corridor Vanpool Monthly Incentive	55	\$604,800	\$16,634,457
12	Fairfax County	Enhanced Bus Service for Route 371: Lorton to Franconia-Springfield Metro	51	\$2,496,529	\$19,130,986
13	Prince William Co.	Horner Road Park and Ride Lot Expansion	49	\$2,800,000	\$21,930,986
	NVTC	<i>Program Administration and Oversight for FY 2022-FY 2023</i>	--	\$800,000	\$22,730,986

Mr. Owen noted that the public comment period on the 13 proposals under consideration for funding opened on April 16 and remains open through May 17. On April 28 staff held an interactive virtual town hall meeting at which members of the public were able to learn more about the projects under consideration for funding as well as the overall Commuter Choice program. Staff will brief the Commonwealth Transportation Board (CTB) on the proposals under consideration for funding in mid-May. At the June 3 NVTC and PRTC meetings, staff will share the public comments received and seek the Commissions' approval of a Program of Projects, followed by the CTB's approval in mid-June. Staff will then distribute Standard Project Agreements for selected projects so that implementation may begin with the start of the new fiscal year on July 1, 2021.

Mr. Turner stated that the Program Advisory Committee discussed no fare/low fare at length. He noted that Loudoun County has a new transit operator and has the ability to combine contracts,

so there is opportunity to look at these issues. He believes that the consensus is that transit will never “return to normal” and that there is now a new normal, which gives the region an opportunity to have these discussions, such as proper price point and route structures.

Minutes of the March 4, 2021 NVTC Commission Meeting

Mr. Ebbin moved, with a second by Mr. Reid, to approve the minutes of the March 4, 2021 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, Cristol, de Ferranti, Ebbin, Filler-Corn, Garvey, Krizek, Palchik, Reid, Smedberg, Snyder, Storck, Sullivan, Turner and Walkinshaw. Ms. Bennett-Parker and Mr. Letourneau abstained.

NVTC FY 2022 General and Administrative Budget and Work Plan

Chair Cristol reminded Commissioners that they acted earlier in the year to delay the approval of the budget and Work Plan due to the uncertainties surrounding the current environment and jurisdictions’ own budgets resulting from the pandemic. This month staff is presenting the budget and Work Plan again and will return in June with the requested action to approve both the budget and Work Plan.

Ms. Mattice and Mr. Kalkwarf gave a presentation on the proposed budget. Ms. Mattice reviewed the proposed budget approach and Mr. Kalkwarf reviewed cost drivers and revenue sources. Ms. Mattice stated that the focus is to maintain near zero growth in the budget while covering fixed cost obligations and supporting a strong professional staff. Ms. Mattice also reviewed the Work Plan, including deliverables and actions.

Mr. Krizek asked about staffing, NVTC’s turn-over rate and if there are any open staff positions. Ms. Mattice stated that she is happy to report that staffing has been steady for at least two years with no turn-over. There is a current vacancy in financial management, which is included in the budget for the position to be filled. The Commission had approved that position last year, but it was decided to not onboard a new staff member during the pandemic when work was totally remote. Chair Cristol commended Ms. Mattice, as one of the best managers in the region, who is leading a great team of talented staff.

In response to a question by Mr. Bell, Ms. Mattice stated that some staff have wanted to return to the office a few days a week and there is a plan to survey the staff to see what their comfort level is for returning to the office. Mr. Turner stated that a 9% increase in health insurance costs seems high. Mr. Kalkwarf stated that it is actually a 4% increase. Ms. Mattice also noted that particular line-item percentage actually is a small dollar amount increase.

Washington Metropolitan Area Transit Authority

Report from Virginia WMATA Board Members. Mr. Smedberg reported that in April the WMATA Board adopted the FY 2022 Budget and the FY 2022 – 2027 Capital Improvement Program. The adopted FY 2022 operating budget reflects \$193.4 million in federal relief from the American Rescue Plan Act that was enacted in March. Because of the additional federal funding, WMATA was able to avoid service reductions, station closures and layoffs. Metrorail will continue to operate at 85% of pre-pandemic service levels and Metrobus will operate at 85% of pre-pandemic service levels. The FY 2022 operating budget also includes funding for the start of service at the Potomac Yard Station, a revenue service date January 2022 for the Silver Line Phase 2 (although WMATA will not set a target service date until MWAA resolves all identified issues), and \$20 million in equity initiatives and the Title VI mitigation for the Silver Line Phase 2.

Mr. Smedberg also reported that the FY 2022 capital budget totals \$2.6 billion, of which approximately \$1 billion is funded thru dedicated capital funding debt. This is the largest capital budget in recent memory and this acceleration of capital expenditures would not be possible without the dedicated funding provided by the region. The WMATA capital budget and CIP prioritize state of good repair improvements, customer safety and service reliability.

Mr. Smedberg stated that WMATA continues to look at how to move forward to get people back to using transit. He also has been working with WMATA staff on the federal Passenger Rail Investment and Improvement Act (PRIIA) reauthorization.

Mr. Letourneau stated that regarding the capital budget, WMATA will start running out of dedicated revenue for the capital program in FY 2027-FY 2028 timeframe, which will create a sizeable funding hole and WMATA will not have yet completed all of its state of good repair projects by that point. There will need to be regional discussions regarding this sooner than later. He also noted that Commissioners may have seen some press about the WMATA Board wanting to lower fares to lure riders back to the system. He clarified that the WMATA Board has not made any decisions about fares and what was reported was the personal opinion of an individual Board member. The Board is re-examining policies regarding service and fares and what the pandemic recovery looks like for WMATA. Mr. Letourneau stated that he and Mr. Smedberg are both interested in a larger strategic conversation about fare policy and he has been very clear with the rest of his colleagues on the WMATA Board that it is important to solicit jurisdictional feedback as part of those conversations. He has asked NVTC staff and WMATA Committee Chair Aguirre to help structure those conversations with the WMATA Committee over the coming months.

Mr. Letourneau also addressed the traction power upgrade issue and provided some historical context. The purpose of the FY 2014 traction power upgrade project was to increase capacity to be able to run eight-car trains. WMATA has completed the work and has a project agreement with the Northern Virginia Transportation Authority (NVTA) for funding. In 2018, NVTA had concerns about the project and has held up reimbursing WMATA for the project. The bottom line is that Virginia must pay its portion of the project and he reported that it looks like NVTA will begin moving forward on the reimbursements. He reminded Commissioners that he and Mr. Smedberg are the voice of Northern Virginia and the Commonwealth on the WMATA Board, so he encouraged Commissioners to let them know when they have concerns or issues. He is happy

to provide more information off-line to individual Commissioners regarding the traction power issue if they have more questions. He stated that open and transparent communication is important.

Ms. Garvey stated at a recent Region Forward meeting, speakers talked about a survey about going back to work and transit. She asked if it is important, with the new travel trends due to the pandemic, to look at alternatives to “peak service” times. It seems to her that transit needs to be reliable and steady at all times not just at peak commute times. Mr. Smedberg stated that all of this needs to be looked at in the light of what transit will look like in the future. Ms. Garvey suggested NVTC discuss this at a future meeting.

Mr. Bell asked if WMATA has done any impact analysis on short-term fare discounts to get people back to using transit. Mr. Letourneau stated that in his experience with government once something is provided as an incentive it is hard to take back even a temporary discount. He prefers a fare reset as opposed to a short-term discount. Mr. Smedberg stated that any fare decisions need to be financially sustainable. Mr. Bell agreed, but wondered about a “buy four, get fifth free” approach. Mr. Turner stated that he disagrees with that approach, although he does concur with conducting deliberate analysis.

Chair Cristol asked if the federal transit benefit has changed with the increase in teleworking. Mr. Smedberg confirmed that the federal transit benefit remains the same. In response to a question from Mr. de Ferranti, Mr. Smedberg stated that the ridership challenge is huge, and FY 2023 fiscal implications remain. Mr. Letourneau stated that federal relief funding will not be all used in FY 2022 and could carry over into FY 2023, provided WMATA does not go aggressive on the fare discussion.

Report from the Chair of the NVTC WMATA Committee. WMATA Committee Chair Aguirre stated that the committee is scheduled to meet on May 20, with a full agenda covering the 2021 report on the Annual Performance and Condition of WMATA with the focus on strategies to rebuild ridership, brief updates from staff on the scope of the 3% cap working group’s work for 2021, as well as several other items. He is working with staff and the Virginia WMATA Board members on the timing and structure of Mr. Letourneau’s request for ideas on potential fare policy changes to rebuild ridership.

Federal Legislative Update

Mr. Smith gave a federal legislative update. He stated that back in March Congress passed the American Rescue Plan, which provided \$30.5 billion for public transit and helped WMATA avoid severe service cuts and changes for next fiscal year. He also reviewed several legislative proposals under consideration, including President Biden’s American Jobs Plan, which includes a \$2.3 trillion infrastructure proposal over eight years. Last week Senate Republicans countered the American Jobs Plan with a \$568 billion infrastructure proposal that would see \$299 billion going to roadways and about \$61 billion going to public transit over a five-year period. President Biden’s plan is mostly new spending for transit, whereas the Republican proposal includes existing spending in current formula and discretionary grant programs.

Mr. Smith stated that regarding the Surface Transportation Reauthorization Bill/FAST Act, the House Transportation and Infrastructure Committee has asked House members to submit policy recommendations and earmarks for community infrastructure project proposals that would be included in the next surface transportation bill. On the House side, leadership of the Transportation and Infrastructure Committee hope to mark up a bill later this month. The three Senate committees with jurisdiction over transportation and spending have not set a date for when they would advance a bill to the floor.

Mr. Smith also stated that last month the President sent his discretionary spending priorities to Congress for FY 2022, which begins in October. For transportation, the President proposes \$2.5 billion for the Capital Investment Grant Program, \$250 million for low and no-emission bus program, and \$110 million for a new program to support transportation equity. The Appropriations Committees in both the House and Senate are working on their own proposals and awaiting the President's full FY 2022 budget which would give them a better picture of funding levels. This year the House Appropriations Committee also took requests for transportation projects or earmarks for the FY 2022 appropriations process. The Senate Appropriations is also expected to begin a process on earmarks soon as well.

Mr. de Ferranti asked about the timing of budget reconciliation. Mr. Smith stated that he would be happy to look into this and get back to Mr. de Ferranti. Mr. Krizek asked about the new earmark process. Ms. Mattice provided more information and stated staff has had opportunity to engage with several legislators. The earmark process happened fast and each legislative office had a different approach. The dollar amount for earmarks is considerably smaller compared to the size of earmarks a decade ago. If earmarks continue as an annual process, NVTC will be better informed for future earmark applications.

Mr. Snyder asked if NVTC received a response to its congressional letter. Ms. Mattice stated that the feedback NVTC received was that the Route 7 BRT project, which crosses four jurisdictions, may have some opportunities for the future funding through the Rebuilding American Infrastructure with Sustainability and Equity, or RAISE Discretionary Grant program.

Transit Resource Center

Mr. Goldfarb reported that the Transit Resource Center provides 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. Major initiatives within the Transit Resource Center include the National Transit Database (NTD) support, Transit Boarding Estimation and Simulation Tool (TBEST), transit data compilation and quarterly reports, and special studies and research.

Mr. Goldfarb stated that the Envision Route 7 Bus Rapid Transit (BRT) project is planned as a high performing BRT service that connects Tysons (via Falls Church, Seven Corners, and Bailey's Crossroads) to the Mark Center in Alexandria where a portion of the service will share infrastructure with the West End BRT in Alexandria. The Route 7 BRT project is part of a larger,

regional network of BRT services planned in Northern Virginia that includes the Metroway BRT in the City of Alexandria and Arlington County, the West End Transitway in the City of Alexandria, and the Embark Richmond Highway BRT in Fairfax County.

Mr. Goldfarb stated that early phases of the Envision Route 7 project 1) identified and documented the need for transit in the Route 7 corridor from Alexandria to Tysons; 2) generated early ridership estimates that support high-capacity transit; 3) identified BRT as the appropriate transit mode; 4) selected a Locally Preferred Alternative (LPA); and 5) determined right-of-way needs and early capital cost estimates. Phase IV, which is scheduled to begin in Fall 2021, will focus on traffic impacts and benefits while future phases will focus on the environmental review and detailed design. At the June Commission meeting, staff plan to seek Commission approval to release the Request for Proposals for Phase IV. Following the procurement process, staff will return in the fall to request Commission approval to award a consultant contract.

Mr. Goldfarb stated that NVTC's National Transit Database (NTD) support is also under the umbrella of the Transit Resource Center. NVTC works with local jurisdictions and transit agencies to coordinate the collection of performance data for the Federal Transit Administration's (FTA) National Transit Database and manages a technical support contract for NTD data collection. The data submitted to NTD plays a vital role in calculating annual federal formula funds that are used to support WMATA. The contract cost is \$225,000 but has a return rate of \$10 million coming back to the region to use for Metro.

Mr. Goldfarb also stated that NVTC has invested in and maintains TBEST (Transit Boarding Estimation and Simulation Tool), a vital transit planning tool that was developed by the Florida Department of Transportation and is being used by many jurisdictions and transit agencies across Virginia. TBEST uses land use and current bus networks as inputs to develop short-term ridership forecasts, calculate cost estimates, and perform environmental justice (EJ) analysis. NVTC proactively coordinates with DRPT and TPB to keep the TBEST database for Northern Virginia up-to date. To date, staff has used this tool to support transit planning efforts in the City of Alexandria and Fairfax County and staff is working with the City of Fairfax to develop a scope of work for TBEST support.

Mr. Goldfarb stated that NVTC is a repository for a growing amount of valuable transit data (ridership, parking utilization, etc.) and uses the data to support research and analytical efforts for NVTC programs. Recent data analysis for local transit data during the second quarter of FY 2021, shows an increase in ridership from previous months in the year. Bus ridership has shown less of a decrease than rail modes. This is a function of rail ridership in Northern Virginia being primarily used by commuters. Bus modes serve commuters and non-work trip purposes. Bus is more likely to serve transit dependent people. The data shows that bus also provides greater accessibility to different income groups.

Mr. Goldfarb provided a snapshot of the COVID-19 pandemic's impact on transit. Recent monthly data shows an uptick in transit and operators are starting to increase service levels. He stated that commuter trips will continue to have the greatest impact on overall regional transit demand. In Northern Virginia, teleworking has a greater impact on rail ridership. Bus ridership has been less impacted by teleworking than rail ridership and bus was and continues to be a key mode for

many frontline workers. As people begin to return to the office, the region should see an increase in transit usage.

Mr. Krizek asked about tourism and its impact on Metro ridership, the impact of telework on commuting travel, and what is happening with the time-of-day highway volumes and the tipping point when people will shift to transit. Mr. Goldfarb stated that staff can look into these and see if there is any data available. In response to another question from Mr. Krizek, Mr. Goldfarb clarified that there needs to be an incentive for people to use transit, so when congestion returns on the roads as people come back to their workplaces, transit usage should go up.

Virginia Railway Express

Operating/Access Agreement and Master Lease Agreements with CSX Transportation.

Ms. Bennett-Parker stated that the Commission is asked to approve Resolution #2444 authorizing the VRE CEO to Execute the Amended and Restated Operating/Access Agreement and the Master Lease Agreements with CSX Transportation. Both agreements reflect changes to the contractual relationship between NVTC, PRTC and CSXT resulting from the right-of-way acquisition by the Commonwealth as part of the Transforming Rail in Virginia program.

Ms. Bennett-Parker explained that although the Commonwealth has acquired the right-of-way, CSXT will continue to dispatch and maintain both CSXT and Virginia Passenger Rail Authority owned tracks resulting in a seamless VRE operation. The Commissions will continue to lease station property from CSXT that is not part of the acquisition by the Commonwealth. Therefore, the Commissions need to approve these agreements. The current agreement with CSXT expires on June 30, 2021.

VRE CEO Rich Dalton gave a quick overview of the substantive provisions of the new agreements. Mr. Dalton stated that since CSXT will dispatch all trains on VPRA railroad property as well as its own and will maintain both its right-of-way and VPRA's, the terms of the new agreement with CSXT are not substantially different from past agreements. The term of the CSXT access agreement will no longer in five-year increments and the new agreement will be coterminous with the Joint Operations and Maintenance Agreement (100 Years unless sooner terminated). The current train mile fee and other charges remain unchanged and CSXT will bill VRE directly for access fees related to use of VPRA tracks.

Mr. Snyder asked if the agreement has been reviewed by legal counsel. NVTC's Legal Counsel Steve MacIsaac stated that he recommends Commission approval of the agreement, with the recognition that VRE's relationships with the freight railroads have in the past been fraught with problems and VRE has not always been able to get exactly what it wants, but these agreements are certainly no worse than the past agreements with CSXT over the life of VRE and are actually better in a number of ways.

Ms. Bennett-Parker moved, with a second by Mr. de Ferranti, to approve Resolution #2444. 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,

Garvey, Krizek, Letourneau, Meyer, Palchik, Reid, Smedberg, Snyder, Storck, Sullivan, Turner and Walkinshaw. (A copy of Resolution #2444 is attached.)

VRE CEO Report. Mr. Dalton reported that VRE continues to operate at reduced service levels, running 18 out of the full-service level of 36 trains. The Transportation Security Administration (TSA) is extending the mask mandate for all transportation networks across the country through September 13, 2021. Mr. Dalton also reported that VRE on-time performance for the month of March was 93% systemwide with average daily ridership slightly increasing to approximately 1,500. VRE has been monitoring ridership and the reopening of federal offices and VRE anticipates ridership will continue to modestly increase. Feedback from riders reflects that with the reduced schedule, riders have used other means of commuting, but when service resumes, they plan to come back to VRE. With that input, VRE is looking to potentially returning to full service on June 1, 2021.

DRPT Report

DRPT Monthly Report. DRPT Director Mitchell encouraged Commissioners to read the written DRPT Report. She announced that Donald A. (“DJ”) Stadtler, Jr. has been appointed to the position of Executive Director of the Virginia Passenger Rail Authority (VPRA). Mr. Stadtler was an executive vice president at Amtrak for the past 12 years and worked for the Federal Railroad Administration (FRA) in financial positions for the 11 years before that. He officially started at VPRA on April 26, 2021. Two DRPT employees have accepted positions with the VPRA. DRPT’s Chief Financial Officer Steve Pittard has accepted the same position at the VPRA, and DRPT’s Chief of Rail Mike McLaughlin will be the Chief Operating Officer of the VPRA.

Ms. Mitchell stated that Governor Northam announced on May 5 that the Commonwealth has reached an agreement with Norfolk Southern on a second train serving Roanoke and an eventual extension of two trains into Christiansburg and the New River Valley, which impacts the Northern Virginia region because the rail service runs to this region.

Springfield to Quantico Enhanced Public Transportation Feasibility Study. DRPT Chief of Public Transportation Jennifer DeBruhl gave a brief presentation on this feasibility study of enhanced public transportation services between the Franconia-Springfield Metrorail Station in Fairfax County and the Quantico Marine Base in Prince William County. The study will assess transit enhancements which could include options such as additional express bus services, increased VRE commuter rail service levels, Bus Rapid Transit (BRT), or an extension of Metrorail. In addition, the study will also assess the planned land use and identify potential station areas and development opportunities. DRPT will submit the final report and recommendation to the General Assembly by December 1, 2021. DRPT has also solicited guidance and feedback from regular meetings of a Technical Advisory Committee (TAC) comprised of stakeholders from Fairfax County, Prince William County, NVTC, PRTC, U.S Department of Defense, VRE and WMATA. DRPT also seeks ongoing input from elected officials and the public from online surveys (May 15 deadline) and a public meeting to be held on May 4, 2021.

Executive Director Report

Ms. Mattice encouraged Commissioners to read her Executive Director Newsletter. She noted that the NVTC WMATA Committee is scheduled to meet on May 20 at 6:00 p.m. and then again on June 30 at 6:00 p.m. where the committee will focus on the 2021 Annual Report on the Performance and Condition of WMATA and an overview of the 3% Cap Working Group's companion report.

Ms. Mattice also stated that NVTC is about six weeks from the end of the Regional Marketing Campaign, which kicked off January 25. The campaign is made possible by a grant from DRPT and local matches from Arlington and Fairfax counties, the cities of Falls Church and Fairfax as well as VRE and OmniRide. One of the main goals of the campaign has been to drive people to the novarides.org website. Data so far shows that performance is well above the benchmark.

Looking ahead, Ms. Mattice stated that at the July meeting the Commission will be presented with some thought pieces and case studies related to fare free/low fare transit policy options. This topic is receiving a lot of attention across the DC region and nationally, including discussions at the NVTC committee level, especially when it comes to using low fare or no fare policies as a post-pandemic recovery tool.

Ms. Mattice announced that NVTC Program Analyst Matt Cheng will be leaving NVTC at the end of the month to continue his education in Boston. Mr. Cheng joined NVTC as a transit fellow in 2017 and was promoted to a program analyst in 2018. In addition to his tireless efforts to support all of regional transit agencies behind the scenes with his TBEST work, Matt really shined during the 2019 and 2020 Metrorail shutdowns along the Yellow, Blue, and Orange Lines. He led NVTC's efforts to coordinate the shutdown mitigation measures and troubleshoot day to day issues that arose during an unprecedented Metrorail system closure for Northern Virginia. He is also the creator of many of NVTC's maps and GIS presentations. Ms. Mattice stated that Mr. Cheng will be missed and on behalf of the Commission, she wished him well on his new pursuits.

Ms. Mattice noted that the Financial Reports for February and March 2021 were provided to Commissioners in their meeting materials. She asked Mr. Kalkwarf to give some guidance on how to understand the data presented in the March report. Mr. Kalkwarf explained that the spike in the data is unfortunately not an increase in gas tax revenue, but an adjustment from December when NVTC discovered a reporting error by a taxpayer. The Department of Motor Vehicles confirmed the error and adjusted the data in March. 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. Ebbin, 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 matter concerning an appointee of the Commission.”

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, Garvey, Krizek, Letourneau, Palchik, Reid, Smedberg, Snyder, Storck, Sullivan, Turner and Walkinshaw.

The Commission entered into Closed Session at 9:20 p.m. Staff who participated in the Closed Session included Ms. Mattice, Mr. MacIsaac and Mr. Dalton. The Commission returned to Open Session at 9:55 p.m.

Chair Cristol moved, with a second by Mr. Ebbin, 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, Bell, Bennett-Parker, Cristol, de Ferranti, Ebbin, Filler-Corn, Garvey, Krizek, Letourneau, Palchik, Smedberg, Snyder, Storck, Sullivan, Turner and Walkinshaw. (Mr. Reid did not participate in the vote.)

Ms. Bennett-Parker moved, with a second by Chair Cristol, to approve Resolution #2445 (copy attached) appointing Stephen A. MacIsaac as VRE General Counsel and Chief Legal Officer. On behalf of the VRE Operations Board and in her role as chair of that board, Ms. Bennett-Parker stated that she is excited to see this motion move forward. Chair Cristol announced that the Potomac and Rappahannock Transportation Commission approved an identical resolution at its May 6 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, Garvey, Krizek, Letourneau, Palchik, Smedberg, Snyder, Storck, Sullivan, Turner and Walkinshaw. (Mr. Reid did not participate in the vote.)

The Commission congratulated Mr. MacIsaac on his appointment.

Adjournment

Without objection, Chair Cristol adjourned the meeting at 10:02 p.m.

Approved this 3rd day of June 2021.

Dalia Palchik
Secretary-Treasurer

Katie Cristol
Chair



RESOLUTION #2442

SUBJECT: Finding Need to Conduct the May 6, 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 May 6, 2021, to discuss and transact the business of the Commission listed on the May 6, 2021 Commission Meeting Agenda.

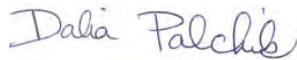
BE IT FURTHER RESOLVED that NVTC that hereby finds that meeting by electronic means is authorized because the items on the May 6, 2021 Commission Meeting Agenda are statutorily required or necessary to continue operations of the Commission and the discharge of the Commission's lawful purposes, duties, and responsibilities.

BE IT FURTHER RESOLVED that NVTC hereby finds that the items on the May 6, 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 6th day of May 2021.



Katie Cristol
Chair



Dalia Palchik
Secretary-Treasurer



RESOLUTION #2443

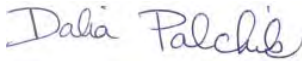
- SUBJECT:** Approve the Third Amended and Restated MOA to the Memorandum of Agreement Transform66: Inside the Beltway Project
- WHEREAS:** The Transform66: Inside the Beltway Project consists of dynamic tolling, conversion from HOV-2 to HOV-3, transit service, technology upgrades and infrastructure improvements to increase the number of people traveling in the corridor; and an evaluation of project effectiveness on I-66 and its related arterials;
- WHEREAS:** In 2015, Virginia Secretary of Transportation Aubrey Layne designated NVTC as the regional authority to identify and facilitate the delivery of the multimodal components of this project to maximize the transportation benefits of this project, as measured by the number of persons that are able to travel through the corridor;
- WHEREAS:** In January 2016, NVTC and the Commonwealth of Virginia entered into a Memorandum of Agreement (MOA) allowing NVTC to use toll revenues from I-66 Inside the Beltway to fund multimodal components that support the toll payers of this facility, which program is branded as Commuter Choice on the I-66 Corridor;
- WHEREAS:** In October 2016, NVTC and the Commonwealth of Virginia amended and restated the MOA to remove references to the use of tolls for widening the facility; modify language to enhance the credit-worthiness of the toll revenues; clarify the use of funds for transit operations; and address technical corrections identified by the Commonwealth, NVTC staff and NVTC jurisdictions;
- WHEREAS:** In January 2020, NVTC and the Commonwealth of Virginia again amended and restated the MOA to identify a minimum annual payment schedule over the life of the agreement for Commuter Choice on the I-66 Corridor while also allowing toll revenues to support two rail capital projects that support the movement of people along the I-66 Inside the Beltway Corridor and satisfy the requirements for use of toll revenue by benefitting the toll paying users of I-66, namely a new bridge structure that crosses the Potomac River to expand the capacity for commuter and intercity passenger rail service and new Metrorail-related improvements to, and serving, the Rosslyn Metrorail Station that would facilitate the movement of passengers and relieve train congestion on the Blue, Orange, and Silver Metrorail lines;
- WHEREAS:** The Commonwealth recently identified language in the Second Amended and Restated MOA that would unintentionally constrain the amount that the Commonwealth could expend on debt service for the rail capital projects; and
- WHEREAS:** The Commonwealth has identified clarifying text, reviewed by NVTC legal counsel, that sufficiently protects the toll revenue payments due to NVTC for Commuter Choice on the I-66 Corridor.

NOW, THEREFORE, BE IT RESOLVED that the Northern Virginia Transportation Commission hereby approves the attached Third Amended and Restated Memorandum of Agreement Transform66: Inside the Beltway Project and authorizes the executive director to execute the agreement on behalf of the Commission.

Approved this 6th day of May 2021.



Katie Cristol
Chair



Dalia Palchik
Secretary-Treasurer



RESOLUTION #2444

SUBJECT: Authorize the VRE CEO to Execute the Amended and Restated Operating/Access and Amended Master Lease Agreements with CSX Transportation

WHEREAS: The Northern Virginia Transportation Commission and the Potomac and Rappahannock Transportation Commission ("Commissions") currently have an Amended and Restated Operating/Access Agreement with CSX Transportation relating to Virginia Railway Express (VRE) operations in the Fredericksburg to Washington corridor, with the agreement ending June 30, 2021;

WHEREAS: In December of 2019, the Commonwealth of Virginia announced the Virginia Rail Improvement Plan, which includes the acquisition of CSX Transportation right-of-way in the Commonwealth including in the Fredericksburg to Washington corridor;

WHEREAS: During the 2020 Virginia General Assembly Session, the Virginia Passenger Rail Authority (VPRA) was established;

WHEREAS: In part, the VPRA will own and manage the right-of-way acquired by the Commonwealth from CSX Transportation;

WHEREAS: in December of 2020, the Commissions approved the Operating/Access and Master Lease agreement with the VPRA to account for VRE service on the newly acquired VPRA right-of-way;

WHEREAS: The current agreements the Commissions have with CSX Transportation must be amended to accommodate the acquisition of CSXT right-of-way by the Commonwealth; and

WHEREAS: The VRE Operations Board recommends the Commissions authorize the VRE Chief Executive Officer to execute the Amended and Restated Operating/Access and Master Lease agreements with CSX Transportation in a form approved by legal counsel.

NOW, THEREFORE, BE IT RESOLVED that the Northern Virginia Transportation Commission hereby authorizes the VRE Chief Executive Officer to execute the Amended and Restated Operating Access Agreement and the Amended Master Lease Agreement with CSX Transportation in a form approved by legal counsel.

Approved this 6th day of May 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 #2445

SUBJECT: Appointment of VRE General Counsel and Chief Legal Officer

WHEREAS: the Northern Virginia Transportation Commission and the Potomac and Rappahannock Transportation Commission, the co-founders, owners and operators of the Virginia Railway Express commuter rail service (VRE), have been provided legal services related to VRE by Stephen A. MacIsaac beginning when the concept of a commuter rail service on existing freight lines was first being developed and thereafter while Mr. MacIsaac was employed by Prince William County initially and then by Arlington County;

WHEREAS: The Northern Virginia Transportation Commission has also used the services of Mr. MacIsaac for a variety of Commission matters in addition to VRE matters and, in May 2014, officially appointed him as legal counsel in all NVTC matters;

WHEREAS: The Virginia Railway Express Operations Board, and its Legal Service Committee, have considered a proposal to hire Mr. MacIsaac as a contract employee of the Commissions on a full-time basis as the Commissions' General Counsel and Chief Legal Officer for all VRE matters, concluding that doing so would serve the interests of the Commissions and VRE service;

WHEREAS: An employment agreement has been prepared by outside legal counsel and reviewed by the Virginia Railway Express Operations Board, and its Legal Service Committee; and

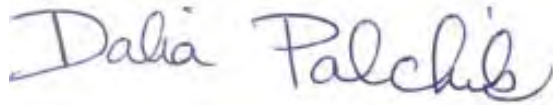
WHEREAS: The Virginia Railway Express Operations Board recommends the appointment of Mr. MacIsaac as the Commissions' General Counsel and Chief Legal Officer for all VRE matters in accordance with the terms of the employment agreement presented to the Commissions (the "Employment Agreement").

NOW, THEREFORE, BE IT RESOLVED that the Northern Virginia Transportation Commission hereby appoints Stephen A. MacIsaac as General Counsel and Chief Legal Officer for all matters related to the VRE commuter rail service effective May 31, 2021, upon action by each of the Commissions and execution of the aforesaid Employment Agreement by the Commissions and Mr. MacIsaac.

BE IT FURTHER RESOLVED that the Northern Virginia Transportation Commission hereby approves the Employment Agreement and authorizes the Chair to execute it on behalf of the Commission.

BE IT FURTHER RESOLVED that NVTC hereby authorizes the continuation of Mr. MacIsaac' legal services in all Commission related matters, and the Executive Director is authorized to contribute to the VRE operating budget on the same financial terms as have been in place with Arlington County.

Approved this 6th day of May 2021.



Dalia Palchik
Secretary-Treasurer



Katie Cristol
Chair

TO: Chair Cristol and NVTC Commissioners
FROM: Kate Mattice, Ben Owen and Jae Watkins
DATE: May 27, 2021
SUBJECT: Commuter Choice Program

At the June meeting the Commission will be asked to approve and submit to the CTB for approval the Commuter Choice on the I-395/95 Corridor Round Two (FY 2022-FY 2023) Program of Projects and authorize the Executive Director to execute Standard Project Agreements for the selected projects.

A. ACTION ITEM: Approve Resolution #2447: Approve the Commuter Choice on the I-395/95 Corridor Round Two Program of Projects for Submission to the Commonwealth Transportation Board and Authorize the Executive Director to Execute the Standard Project Agreements

The Commission will be asked to approve Resolution #2447, which will adopt the \$22.7 million Commuter Choice on the I-395/95 Corridor Round Two (FY 2022-FY 2023) Program of Projects, as shown in Table 1, and refer it to the Commonwealth Transportation Board (CTB) for consideration and final action later in June. The proposed program includes all 13 eligible proposals to the Round Two call for projects, all of which align with the I-395/95 corridor improvement goals of moving more people and creating viable, effective transportation options, as well as NVTC's program administration and oversight activities for the two-year period. The NVTC-PRTC Joint Commission Working Group (JCWG) endorsed this programming approach at its April 22 meeting. Staff briefed the Commission, the Potomac and Rappahannock Transportation Commission (PRTC) and the CTB on the proposed approach in May.

The proposed program fits within the \$30 million expected to be available over the two-year period. Any leftover funds would be applied to the Round Three (FY 2024-FY 2025) call for projects in late 2022, when staff expect demand for funds to be greater as post-pandemic travel patterns become clearer.

The resolution will also authorize the executive director to execute the Standard Project Agreements for the selected projects following the CTB's action. PRTC will be asked to approve a comparable resolution at its June 3 meeting.

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

	Commuter Choice on the I-395/95 Corridor Round Two (FY 2022-FY 2023) Project Name	Applicant	Funding Request
1	Renewal of Enhanced Bus Service from Dale City to Ballston	OmniRide	\$291,831
2	New Park and Ride Lot in Massaponax	Spotsylvania County	\$1,100,000
3	Renewal of Route 396 Express Bus Service: Backlick North Park and Ride to Pentagon	Fairfax County	\$1,386,000
4	Renewal of Bus Service from Staffordboro to the Pentagon	OmniRide	\$704,773
5	Renewal of Bus Service from Staffordboro to Downtown D.C.	OmniRide	\$968,308
6	Enhanced Bus Service from Van Dorn Metro to the Pentagon	DASH	\$5,734,000
7	Renewal of Enhanced Bus Service on Route 1 Local: Quantico to Woodbridge VRE	OmniRide	\$541,169
8	Renewal of Enhanced Bus Service on Prince William Metro Express: OmniRide Transit Center to Franconia-Springfield Metro	OmniRide	\$434,776
9	New Bus Service from Route 208 Park and Ride Lot to Fredericksburg VRE	FRED Transit	\$1,218,800
10	Enhanced Bus Service from Mark Center to Potomac Yard	DASH	\$3,650,000
11	TDM Strategy-- I-395/95 Corridor Vanpool Monthly Incentive	OmniRide	\$604,800
12	Enhanced Bus Service for Route 371: Lorton to Franconia - Springfield Metro Station	Fairfax County	\$2,496,529
13	Horner Road Park and Ride Lot Expansion	Prince William County	\$2,800,000
	<i>Program Administration and Oversight for FY2022-FY2023</i>	NVTC	<i>\$800,000</i>
		TOTAL	\$22,730,986

Benefits of the Recommended Round Two (FY 2022-FY 2023) Program

Collectively, the recommended Round Two (FY 2022-FY 2023) Program will achieve the following benefits upon full implementation and as travel patterns in the corridor revert to more typical conditions:

- ✓ Moves an additional 1,000 people through the corridor during the morning peak period.
- ✓ Connects people to 24 activity centers in Virginia and the District of Columbia.

- ✓ Enhances three popular local bus routes in the City of Alexandria and Fairfax County to provide frequent all-day service, improving connections for both peak and off-peak commuters.
- ✓ Supports efforts to rebuild ridership post-pandemic and prepare for expected future travel patterns through two park-and-ride capacity expansions, financial incentives for new and returning vanpools, and expansion of Virginia Railway Express feeder bus service.
- ✓ Continues six new and enhanced bus services funded in Round One (FY 2020-FY 2021), to provide predictability and continuity for corridor commuters as they return to worksites.

Public Comment on the Recommended Round Two (FY 2022-FY 2023) Program

NVTC solicited public comment on the 13 projects in the Recommended Round Two (FY 2022-FY 2023) Program from April 16 to May 17, 2021. NVTC promoted awareness of the proposed projects via social media and encouraged applicants to promote the comment period via their channels. To provide the public with additional information about Commuter Choice on the I-395/95 Corridor and the proposed projects, NVTC held a virtual town hall meeting via YouTube at 6:30 p.m. on Wednesday, April 28 that was also [available for subsequent viewing](#).

NVTC received a total of 40 responses during this period, all but one of which were received via online survey, an indication that the targeted online outreach approach continues to be an effective method of engagement. The [Summary of Public Comment: Commuter Choice on the I-395/95 Corridor Round Two \(FY 2022-FY 2023\)](#) provides a detailed overview of the feedback received during the public comment period.

Project Summaries for the Recommended Round Two (FY 2022-FY 2023) Program

The following projects are recommended for funding under the Round Two (FY 2022-FY 2023) Program. Project profiles with maps are available on the [Commuter Choice website](#). Projects with “Renewal” in the title represent continuations of new and enhanced bus services funded in Round One (FY 2020-FY 2021) of Commuter Choice on the I-395/95 corridor.

Renewal of Enhanced Bus Service from Dale City to Ballston

OmniRide (\$291,831)

This project provides continued support for the operation of two morning and two evening peak direction trips from the eastern Prince William County area to employment areas in the Rosslyn-Ballston corridor and the Pentagon. The route serves three commuter lots, including Horner Road, Telegraph Road and Dale City, allowing commuters to travel efficiently and avoid congestion.

New Park and Ride Lot in Massaponax

Spotsylvania County (\$1,100,000)

Support for this project would expand the transportation network by completing the financing for a new 683-space park and ride lot near Route 1 and Spotsylvania Parkway, along with the funding awarded through the Virginia SMART SCALE program. Vanpools and carpools would be the primary users for the lot, with the potential for commuter bus service in future years.

Renewal of Route 396 Express Bus Service: Backlick North Park and Ride to Pentagon

Fairfax County (\$1,386,000)

This project provides continued support for 12 inbound morning and 14 outbound evening express bus trips between the Backlick North Park and Ride Lot in Springfield and the transit center at the Pentagon.

Renewal of Bus Service from Staffordboro to the Pentagon

OmniRide (\$704,773)

OmniRide launched this service in late 2019 as one of its first to originate in Stafford County, thus improving mobility and travel choices in the region. The project's renewal would continue support for peak-period, peak-direction bus service between the Route 610 commuter lot in Staffordboro and the Pentagon's transit center.

Renewal of Bus Service from Staffordboro to Downtown D.C.

OmniRide (\$968,308)

This project would continue support for peak-period, peak direction express bus service between the Route 610 commuter lot in Staffordboro and major employment areas in downtown Washington, D.C., including Metro Center, the Ronald Reagan Building and International Trade Center and L'Enfant Plaza. Launched as one of OmniRide's first services to originate in Stafford County, the project would continue to expand the transit options in this car-dependent part of the region.

Enhanced Bus Service from Van Dorn Metro to the Pentagon

DASH (\$5,734,000)

Support for this project would expand on DASH's restructured West End-Pentagon bus service to every 10 minutes on weekdays and 15 minutes on weekends along the entire route. Project support would also improve bus stop amenities, add real-time displays, and upgrade the existing signal priority equipment in Alexandria. The bus service would move more people by connecting riders to essential destinations, including Mark Center, the Northern Virginia Community College, and the Pentagon's transit center.

Renewal of Enhanced Bus Service on Route 1 Local: Quantico to Woodbridge VRE

OmniRide (\$541,169)

Critical during the COVID-19 public health emergency since it serves retail and employment areas along Route 1 and connects to OmniRide express buses and the Virginia Railway Express, this project continues support for expanded peak-period bus trips between Quantico and Woodbridge. The project's renewal would continue to enhance commuters' connectivity in this part of the region.

Renewal of Enhanced Bus Service on Prince William Metro Express: OmniRide Transit Center to Franconia-Springfield Metro

OmniRide (\$434,776)

This project's renewal would maintain service every 20-30 minutes during morning and evening peak periods from the OmniRide Transit Center to the Franconia-Springfield Metrorail station.

One of the busiest routes in the OmniRide system, commuters would have the opportunity to travel to the Potomac Mills area and connect to Metrobus, Amtrak, Fairfax Connector, the Virginia Railway Express and other OmniRide bus services.

New Bus Service from Route 208 Park and Ride Lot to Fredericksburg VRE

FRED Transit (\$1,218,800)

Commuter Choice support would create a nonstop bus service between the Route 208 Park and Ride lot in northeastern Spotsylvania County and the Fredericksburg VRE station. The project includes the purchase of two small buses, upgraded bus stop amenities and bicycle parking, providing better access to transit and mobility options for commuters.

Enhanced Bus Service from Mark Center to Potomac Yard

DASH (\$3,650,000)

Support for this project would expand daily service on DASH's restructured West End-Potomac Yard route to every 15 minutes every day of the week and add real-time arrival displays and other improvements to bus stops. With stops in key areas, including the INOVA hospital and the Virginia Tech Innovation Center, the enhanced bus service would provide connections to other transit routes serving the I-395 corridor at Mark Center, the Shirlington Transit Center and, coming in 2022, the Potomac Yard Metrorail Station.

TDM Strategy-- I-395/95 Corridor Vanpool Monthly Incentive

OmniRide (\$604,800)

Support for this project would incentivize the formation of new and returning vanpools that travel through the I-395/95 corridor. The project would establish general subsidies of up to \$400 per month and, if applicable, parking costs of up to \$200 per month for trips using the I-395 corridor, including those terminating in downtown Washington, D.C.

Enhanced Bus Service for Route 371: Lorton to Franconia - Springfield Metro Station

Fairfax County (\$2,496,529)

This project would increase travel choices and mobility options by supporting bus service every 15 minutes on weekdays on the Fairfax Connector Route 371, which operates between the Lorton Park and Ride lot and the Franconia-Springfield Metrorail Station. Support for the project also includes purchasing a bus and adding four bike share stations to the Franconia-Springfield area to improve transit access and provide multimodal options between Metrorail and retail locations.

Horner Road Park and Ride Lot Expansion

Prince William County (\$2,800,000)

Commuter Choice funding would provide capital support for an additional 100 parking spaces at the Horner Road commuter lot through new construction and the reconfiguration of existing facilities, including improved access for pedestrians. Support for this project would improve the region's transportation network by connecting riders to several OmniRide bus services and supporting traditional and casual carpooling.

***Program Administration, Evaluation, Oversight, Marketing and Outreach for FY 2022-FY 2023
NVTC (\$800,000)***

With the addition of these 13 new projects, NVTC is actively administering and providing oversight for 23 funding awards totaling \$41.7 million under Commuter Choice on the I-395/95 corridor. This funding would support NVTC's staff positions and technical contractors who provide day-to-day management of the program and ensure that the program is meeting the intent and requirements of the Memorandum of Agreement with the Commonwealth. Specific activities include administering calls for projects; evaluating proposed projects and developing proposed programs of projects; program operations and oversight; coordination with the Commonwealth, applicants and grantees; managing quarterly and annual reporting; grant and contract management; and coordinated communications and outreach efforts along the I-395/95 corridor.

RESOLUTION #2447

SUBJECT: Approve the Commuter Choice on the I-395/95 Corridor Round Two Program of Projects for Submission to the Commonwealth Transportation Board and Authorize the Executive Director to Execute the Standard Project Agreements

WHEREAS: Under the *Memorandum of Agreement Regarding the Annual Transit Investment from the 395 HOT Lanes* (MOA), NVTC and the Potomac and Rappahannock Transportation Commission (PRTC) are responsible for selecting and administering multimodal projects under Commuter Choice on the I-395/95 Corridor;

WHEREAS: The principal objective of the Commuter Choice program is to support projects that meet goals identified in the MOA, which are to (1) maximize person throughput and (2) implement multimodal improvements to (i) improve mobility along the corridor, (ii) support new, diverse travel choices and (iii) enhance transportation safety and travel reliability;

WHEREAS: According to the *Agreement between NVTC and PRTC for Distribution and Allocation of I-395 Annual Transit Investment Funds*, NVTC staff is responsible for Commuter Choice project evaluation; financing and financial management; compliance, including evaluation, reporting, and quality assurance; and providing information to the public;

WHEREAS: From November 2020 to January 2021, NVTC conducted a Commuter Choice on the I-395/95 Corridor Round Two call for projects for the FY 2022-FY 2023 period, which yielded 13 eligible applications that support the program goals with a total funding request of \$22.7 million, inclusive of NVTC's administrative and oversight costs;

WHEREAS: Approximately \$30 million in funding is expected to be available over the two years of the Round Two program, which could accommodate all of the eligible proposals;

WHEREAS: Based upon technical evaluation results and the concurrence of the NVTC-PRTC Joint Commission Working Group, staff recommends approval of the Commuter Choice on the I-395/95 Corridor Round Two (FY 2022-FY 2023) Program of Projects that includes 13 projects and NVTC's administrative costs, totaling \$22,730,986 (Table 1 attached);

NOW, THEREFORE, BE IT RESOLVED that the Northern Virginia Transportation Commission hereby approves the Commuter Choice on the I-395/95 Corridor Round Two (FY 2022-FY 2023) Program and authorizes staff to submit the Program of Projects to the Commonwealth Transportation Board for action, contingent upon the Potomac and Rappahannock Transportation Commission's approval of a comparable authorization.

BE IT FURTHER RESOLVED that NVTC hereby authorizes the executive director, or her designee, to execute the Standard Project Agreements for the Commuter Choice on the I-395/95 Corridor Round Two (FY 2022-FY 2023) Program following approval by the Commonwealth Transportation Board.

Approved this 3rd day of June 2021.

Katie Cristol
Chair

Dalia Palchik
Secretary-Treasurer

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

	Commuter Choice on the I-395/95 Corridor Round Two (FY 2022-FY 2023) Project Name	Applicant	Funding Request
1	Renewal of Enhanced Bus Service from Dale City to Ballston	OmniRide	\$291,831
2	New Park and Ride Lot in Massaponax	Spotsylvania County	\$1,100,000
3	Renewal of Route 396 Express Bus Service: Backlick North Park and Ride to Pentagon	Fairfax County	\$1,386,000
4	Renewal of Bus Service from Staffordboro to the Pentagon	OmniRide	\$704,773
5	Renewal of Bus Service from Staffordboro to Downtown D.C.	OmniRide	\$968,308
6	Enhanced Bus Service from Van Dorn Metro to the Pentagon	DASH	\$5,734,000
7	Renewal of Enhanced Bus Service on Route 1 Local: Quantico to Woodbridge VRE	OmniRide	\$541,169
8	Renewal of Enhanced Bus Service on Prince William Metro Express: OmniRide Transit Center to Franconia-Springfield Metro	OmniRide	\$434,776
9	New Bus Service from Route 208 Park and Ride Lot to Fredericksburg VRE	FRED Transit	\$1,218,800
10	Enhanced Bus Service from MarkCenter to Potomac Yard	DASH	\$3,650,000
11	TDM Strategy-- I-395/95 Corridor Vanpool Monthly Incentive	OmniRide	\$604,800
12	Enhanced Bus Service for Route 371: Lorton to Franconia - Springfield Metro Station	Fairfax County	\$2,496,529
13	Horner Road Park and Ride Lot Expansion	Prince William County	\$2,800,000
	<i>Program Administration and Oversight for FY2022-FY2023</i>	NVTC	\$800,000
	TOTAL		\$22,730,986



Comments submitted via email

Greetings would like to suggest to extend [sic] the Rosslyn or Gainesville routes to Crystal city.

Please advise,
Respectfully,

LTC Juan G. Barnett, DFMCP3, CDFM
Executive Officer to Director of Army Inspections
Department of the Army Inspector General
Taylor Bldg, Rm 12194
2530 Crystal Drive, Arlington, Virginia 22202

General Comments on the overall Commuter Choice program (both the I-395/95 and I-66 corridor)

- I support investing in improved bus service, but not the ever-increasing park-and-ride lots. Invest in community/circulator bus service and bike/ped access to commuter bus stops. Create TOD around key bus stops.
- Prioritize and publicize slugging as a cost-effective alternative to traditional commuting options.
- Please support all projects. It is important to support the commuters in Southern Prince William County (Dumfries and Stafford)
- Commuting options need flexibility.

Comments specific to Commuter Choice program on the I-395/95 corridor

- More corridors need to run north/south west of I-95. Make I-95 4 lanes south of Fredericksburg.
- Rail options need to be offered closer to I-95 from Quantico south.
- For the 395 corridor, some of the proposed projects have only a tangential link to that corridor. For example, Mark Center to Potomac Yard runs perpendicular to 395. 395 was severely congested before the pandemic and the limited money should go towards alleviating congestion on that route. A second general comment is that it is not clear how you have updated these plans to reflect long term shifts the pandemic accelerated. For example, you take money from the tolls solo drivers pay to use the Express lanes, but use of those lanes is down as people telework. Similarly, demand for mass transit is down too as former commuters telework more. And whether fairly or not, many people view mass transit as more likely to spread infection than driving their own vehicle. The plan ought to focus on serving commuters' current preferences as opposed to trying to force people to do what planners had wanted them to do in February 2020, which was take mass transit to offices in the central city.

Comments specific to Commuter Choice program on the I-66 corridor

- Please add more commuter options for the Haymarket/Gainesville area.



Comments about Proposed Projects for Round Two (FY 2022 – FY 2023)

DASH / City of Alexandria - Enhanced Bus Service from Mark Center to Potomac Yard

- This route would be beneficial for many folks in the West End. Instead of using cars to get across town, this would help.
- Very important - will use frequently.

DASH / City of Alexandria - Enhanced Bus Service from Van Dorn Metro to the Pentagon

- This route would be beneficial for many folks in the West End. Instead of using cars to get across town, this would help. The Van Dorn and Eisenhower Metro are not centrally located for folks to get to. This bus would also pick up residents in the neighbors to get to the pentagon instead of drive.
- This is a must since Metro (1) cancelled 21A & 21D bus service from West End Alexandria to the Pentagon, and (2) have the Van Dorn Metro station on its hit list for closure. How are residents in the West End supposed to get to & from DC on public transportation when the options we have left are subject to closure? Even though this is a more expensive project than others, it is absolutely vital for West End residents, especially those who do not own a car, like me.
- Very important but decision to bypass Shirlington represents a lost opportunity to increase ridership and provide transfer to other destinations.
- This should be dropped from consideration because the service runs perpendicular to the 395 corridor and has no clear connection to the objective of expanding commuter choice on the 395 corridor.
- The plan in its current form has problems. The lengthy routing on city streets is going to make trips to the pentagon very long and therefore unattractive compared to driving yourself or doing slugging. For example, the circuitous route into the abandoned Landmark Mall is going to add 5 to 6 minutes to just do the loop through the parking lots. A better idea would be to split the route into two. Have one route pick up passengers around the Van Dorn corridor and then take 395 to the pentagon and another do the Beauregard corridor and go to the pentagon. Also, the city of Alexandria has a long track record of seeking grants to find projects which end up having community opposition. If this is an effort to impose BRT on Van Dorn and Beauregard and eliminate a travel lane for private vehicles, the project is going to cause intense community opposition and get your organization dragged into a contentious local political dispute. I would suggest staff do more research on what city staff have in mind.

Fairfax County - Enhanced Bus Service from Lorton to Franconia-Springfield

No specific comments on this project



Fairfax County - Renewal of Bus Service from the Backlick North Park and Ride Lot to the Pentagon

No specific comments on this project

Fredericksburg Regional Transit / Spotsylvania County - New Bus Service from Route 208 Park and Ride Lot to Fredericksburg VRE

No specific comments on this project

OmniRide - Renewal of Bus Service from Staffordboro to Downtown D.C.

- This bus route has significantly decreased my commuting time and enjoy riding the bus instead of driving every day.

OmniRide - Renewal of Bus Service from Staffordboro to the Pentagon

- time and enjoy riding the bus instead of driving every day. [sic]

OmniRide - Renewal of Expanded Bus Service from Dale City to Ballston

No specific comments on this project

OmniRide - Renewal of Expanded Bus Service on Prince William Metro Express: OmniRide Transit Center to Franconia-Springfield Metro

No specific comments on this project

OmniRide - Renewal of Expanded Bus Service on Route 1 Local: Quantico to Woodbridge VRE

No specific comments on this project

OmniRide - TDM Strategy- I-395/95 Corridor Vanpool Incentives

No specific comments on this project

Prince William County - Horner Road Park and Ride Lot Expansion

No specific comments on this project

Spotsylvania County - New Park and Ride Lot in Massaponax

No specific comments on this project

TO: Chair Cristol and NVTC Commissioners
FROM: Kate Mattice, Scott Kalkwarf and Allan Fye
DATE: May 27, 2021
SUBJECT: NVTC FY 2022 General and Administrative Budget and Work Plan

ACTION ITEM: Approve the FY 2022 General and Administrative Budget and 2021 Work Plan

At the June meeting the Commission will be asked to approve the NVTC FY 2022 General and Administrative Budget and 2021 Work Plan, as presented at the May meeting.

General and Administrative Budget

The proposed NVTC FY 2022 General and Administrative 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 state aid to 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.

2021 Work Plan

The proposed NVTC 2021-2022 Work Plan provides an overview of the programmatic and operational work conducted by staff to support the goals and objectives of the Commission. The

proposed Work Plan covers the period from July 2021 to June 2022 reflecting comments from the Management Advisory Committee and the public.

Proposed NVTC staff actions and deliverables for 2021 and 2022 include the following:

2021-2022 NVTC Deliverables and Actions		
<p>Commuter Choice</p> <ul style="list-style-type: none"> ▪ I-395/95 Round Two Selections ▪ I-66 Round Four Supplement + Round Five Call for Projects ▪ Corridor Transit Analyses ▪ Annual Reports to CTB <p>NVTC Oversight of WMATA</p> <ul style="list-style-type: none"> ▪ Annual Report on the Performance and Condition of WMATA ▪ Supplemental Report from the 3% Cap Working Group ▪ WMATA budget letters and testimony, when appropriate <p>Transit Technology</p> <ul style="list-style-type: none"> ▪ Implementation of Regional Fare Collection Strategic Plan tasks <p>NVTC Staff Support to VRE</p> <ul style="list-style-type: none"> ▪ Audited annual ridership survey and GIS analysis 	<p>Transit Resource Center</p> <ul style="list-style-type: none"> ▪ Annual Transit Performance Report ▪ Post-COVID Transportation Analyses ▪ Updated Regional Bus Assessment ▪ TBEST Analysis Reports ▪ Route 7 BRT Phase VI Analysis Contract Award <p>Legislative and Policy Efforts</p> <ul style="list-style-type: none"> ▪ Joint NVTC-PRTC Legislative Briefing ▪ Annual Legislative and Policy Agenda ▪ Policy briefs and tracking reports <p>Communications</p> <ul style="list-style-type: none"> ▪ Public outreach for Commuter Choice program milestones ▪ Daily headlines, weekly and monthly newsletters ▪ Post-COVID marketing campaign 	<p>Financial Analysis and Reporting</p> <ul style="list-style-type: none"> ▪ Administer annual WMATA subsidy and local transit funding ▪ Annual allocation of regional gas tax ▪ Financial projections and analysis ▪ DRPT grant applications and grant agreements ▪ Commuter Choice reimbursements ▪ Annual updates to SAM formula ▪ Federal grant management and reporting ▪ Title VI certification to FTA <p>Commission Management</p> <ul style="list-style-type: none"> ▪ Monthly materials ▪ Annual agenda and meeting schedule <p>Internal Operations</p> <ul style="list-style-type: none"> ▪ General and Administrative Budget and Work Plan ▪ Telework and IT support



PROPOSED BUDGET

**FISCAL YEAR
2022**

(July 1, 2021 – June 30, 2022)

**Presented
May 6, 2021
Proposed for Approval
June 3, 2021**

NORTHERN VIRGINIA TRANSPORTATION COMMISSION
SCHEDULE OF REVENUE
Proposed Budget FY 2022

	<u>FY 2020 Actual</u>	<u>Approved Budget FY 2021</u>	<u>Proposed Budget FY 2022</u>	<u>Increase (Decrease)</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
Interest and Other Revenue	12,847	13,000	10,000	(3,000)
Project Chargebacks (Note 2):				
Commuter Choice Program	890,305	984,300	960,000	(24,300)
VRE	80,000	80,000	80,000	-
Project Grant Billings (Note 3)	6,252	40,000	40,000	-
Appropriated Surplus (Note 4)	158,534	221,200	100,000	(121,200)
Total Revenue	<u>\$ 3,335,438</u>	<u>\$ 3,763,500</u>	<u>\$ 3,833,500</u>	<u>\$ 70,000</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>Operating Program, Excluding C.C.</i>	<i><u>\$ 2,445,133</u></i>	<i><u>\$ 2,779,200</u></i>	<i><u>\$ 2,873,500</u></i>	<i><u>\$ 94,300</u></i>

**NORTHERN VIRGINIA TRANSPORTATION COMMISSION
SCHEDULE OF EXPENDITURES**

Proposed Budget FY 2022

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

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.

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

July 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 July 2021 through June 2022 (FY 2022). This document also includes reference to activities from January through June 2021 to provide continuity with NVTC's approved 2020-2021 Work Plan. 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.

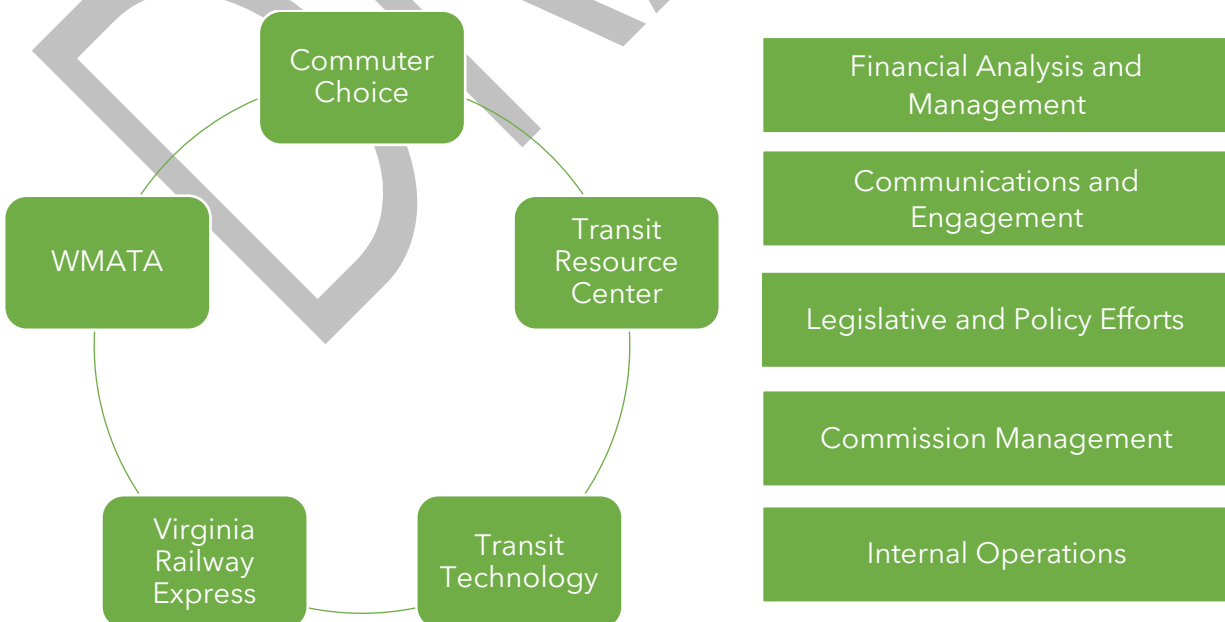
Vision: Northern Virginia businesses and residents are served by a high capacity, high quality network of transit systems that allows our diverse region to thrive economically.

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 programing 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 Rhonda Gilchrest
DATE: May 27, 2021
SUBJECT: NVTC Electronic Participation Policy

ACTION ITEM: Approve Revisions to the NVTC Electronic Participation Policy to Align with Current Law

At the June meeting the Commission will be asked to approve the revised [NVTC Electronic Participation Policy](#) which has been updated and expanded to reflect legislative changes that will go into effect July 1, 2021.

Background

In 2014 NVTC adopted an Electronic Participation Policy to allow Commissioners, under certain circumstances, to participate electronically in committee meetings. That policy did not allow Commissioners to participate electronically in the monthly Commission meetings because the Navy League Building conference facility did not have the technology to do so. Since that time the Navy League has renovated its first-floor conference facility, including technology and audio-visual upgrades. In April 2020 the Commission approved revisions to the policy to reflect Virginia Code changes and to address the meeting requirement changes due to the declared state of emergency resulting from the COVID-19 pandemic. This allowed NVTC to continue to meet electronically during the declared emergency.

During the 2021 Special Session, the General Assembly passed two laws ([HB 1931 \(Levine\)](#) and [SB 1271 \(McPike\)](#)) that modified the conditions on which public bodies can meet electronically, effective July 1, 2021. This revised NVTC Electronic Participation Policy reflects these legislative changes.

Overview of the Policy

Occasions may arise when a NVTC Commissioner is unable to be physically present at a meeting. Under certain circumstances, Virginia Code ([Freedom of Information Act §§ 2.2-3700 et seq.](#)) permits members of a public body, such as NVTC, to participate in meetings through electronic means such as telephone and video conferencing. The law limits the instances in which this may occur, prescribes procedures that must be followed when a member participates in a meeting through electronic means, and requires that a written policy governing such participation be adopted. The revised [NVTC Electronic Participation Policy](#) sets forth the instances when a

Commissioner may participate in a NVTC meeting electronically, the procedures that apply, and incorporates the provisions set forth in [HB 1931 \(Levine\)](#) and [SB 1271 \(McPike\)](#) which were passed during the 2021 Special Session.

The revised NVTC Electronic Participation Policy includes the following major changes from the previous version:

- Regroups text to clarify the conditions that need to be met to allow electronic participation.
- Incorporates changes in the Freedom of Information Act Code language ([HB 1931 \(Levine\)](#)) which will become effective July 1, 2021:
 - Adds an allowable circumstance for a member of a public body to participate remotely -- if a member is unable to attend the meeting due to a family member's medical condition that requires the member to provide care for such family member, thereby preventing the member's physical attendance.
 - Clarifies that participation in an electronic meeting by a member of a public body due to a personal matter is limited to two such meetings per calendar year OR 25% of the meetings held that calendar year rounded to to the next whole number, whichever is greater.
- Adds language regarding electronic participation during a local declared state of emergency ([SB 1271 \(McPike\)](#)).
- Integrates reformatting changes and minor editing for consistency and clarity.



NVTC ELECTRONIC PARTICIPATION POLICY

Proposed for NVTC Adoption 06-03-2021 to be effective July 1, 2021

(NEW PROVISIONS INDICATED BY HIGHLIGHTED TEXT)

Occasions may arise when a Commissioner of the Northern Virginia Transportation Commission (NVTC) is unable to be physically present at a meeting. Under certain circumstances, the Virginia [Freedom of Information Act](#), VA. Code Ann. §§ 2.2-3700 et seq., permits members of a public body, such as NVTC, to participate in meetings through electronic means such as telephone and video conferencing. The law limits the instances in which this may occur and prescribes procedures that must be followed when a member participates remotely. The NVTC Electronic Participation Policy ("Policy"), as hereafter set forth, identifies the instances when a Commissioner may participate in a NVTC meeting, including NVTC appointed committee meetings, electronically and the procedures that apply.

Pursuant to the Freedom of Information Act, participation by a member of a public body in a meeting through electronic communication means shall be authorized only if the following conditions are met:

1. The public body has adopted a written policy allowing for and governing participation of its members by electronic communication means, including an approval process for such participation, subject to the express limitations by §§ 2.2-3700.A.1 and 2. Once adopted, the policy shall be applied strictly and uniformly, without exception, to the entire membership and without regard to the identity of the member requesting remote participation or the matters that will be considered or voted on at the meeting;
2. A quorum of the public body is physically assembled at one primary or central meeting location; and
3. The public body makes arrangements for the voice of the remote participant to be heard by all persons at the primary or central meeting location.

Nothing in this Policy should be construed as to prohibit the use of audio or audio/visual means to increase public participation at meetings even if no Commission members are participating electronically. NVTC welcomes the use of electronic means to increase public access to its Commission meetings. The specific requirements and limitations on electronic participation described herein apply only to the members of NVTC holding a public meeting.

Circumstances When Electronic Participation Is Permitted

A Commissioner may participate in a NVTC meeting through electronic communication means from a remote location that is not open to the public under the following circumstances:

- A. A Commissioner who is unable to attend the meeting due to 1) a temporary or permanent disability or other medical condition that prevents the member's physical attendance; **or**

2) a family member's medical condition that requires the member to provide care for such family member, thereby preventing the member's physical attendance (§2.2-3708.2.A.1.a); or

(This section allows for an unlimited number of times a member can participate electronically due to disability, medical condition or care for a family member.)

- B. A Commissioner who is unable to attend the meeting due to a personal matter and identifies with specificity the nature of the personal matter (§2.2-3708.2.A.1.b). When such individual participation is for a personal matter, such participation is limited by law to two meetings or 25% of the meetings held per calendar year rounded up to the next whole number, whichever is greater.

(Example: if NVTC holds 10/11 Commission meetings a year, a Commissioner could participate electronically for a personal reason 2.5/2.75 times, rounded up to three (3) meetings a year.)

- C. A Commissioner, whose principal residence is more than 60 miles from the meeting location identified in the required notice for such meeting, may participate electronically subject to the procedural requirements set forth in this Policy (§2.2-3708.2.B.1).
- D. To address a state of emergency declared by the Governor (§2.2-3708.2.A.3). Due to the limited nature of this provision and that specific strict procedures apply, NVTC's electronic participation requirements during an emergency will be addressed in this Policy in a separate section at the end of the Policy (page 6).

Procedural Requirements

Electronic participation by a NVTC Commissioner as authorized above (by A-C) shall be only under the following conditions:

1. A quorum of NVTC Commissioners is physically assembled at the primary or central meeting location.
2. NVTC can make arrangements for the voice of the Commissioner who is participating remotely to be heard by all persons at the primary or central meeting location.
3. A Commissioner must notify the applicable chair (Commission chair or committee chair), with notification copied to the executive director and commission secretary, on or before the day of the meeting, not later than eight (8) hours prior to the start of the meeting, that such Commissioner is unable to attend and identify the reason in A, B, or C above that prevents physical attendance. (The request can be made verbally but should be followed up in writing as soon as possible.)
4. The existence of a disability or medical condition of a Commissioner or their family member, the specific nature of the personal matter, or that a Commissioner's primary

residence is 60 miles or more from the meeting location, must be identified and be recorded in the minutes.

5. Commissioner's remote participation must be in accordance with the adopted NVTC Electronic Participation Policy. If the Commissioner's participation from a remote location is disapproved because such participation would violate the provisions of this Policy, such disapproval shall be recorded in the minutes with specificity.

NOTE: As stated above, if a Commissioner cannot meet the procedural requirements to participate in a meeting by electronic communications means, the Commissioner may still monitor the meeting by listening or watching by electronic communication means. However, the member cannot be counted as present and cannot participate. In such a situation, as a matter of best practices, the chair should make a statement to inform the public and the other members, such as: *"Please observe that [member name] could not attend today's meeting but is [listening/watching] the meeting by [speakerphone, videoconferencing, or whatever electronic communications means is being utilized]. However, [member name] is only monitoring the meeting and is not counted as present, and cannot make motions, vote or otherwise participate."*

Guidelines for the NVTC Electronic Participation Policy

The determination of whether requests by Commissioners to participate in NVTC Commission meetings, as well as committee or subcommittee meetings, from remote locations complies with the NVTC Electronic Participation Policy ("Policy") shall be made by the NVTC chair subject to final approval by the Commission. The following guidelines shall be used by the chair and NVTC in considering and acting upon requests:

1. This Policy applies to NVTC meetings, including Commission meetings, committee meetings, subcommittee meetings and working groups, when the technology is available to accommodate remote participation.
2. This Policy shall be applied strictly and uniformly, without exception, to all Commissioners and without regard to the identity of the Commissioner requesting to participate remotely or the matters that will be considered or voted on at the meeting.
3. Notification of the request to participate electronically shall be provided by the Commissioner seeking to participate remotely to the applicable chair (Commission chair or committee chair), with notification copied to the executive director and commission secretary, at the earliest practicable time, not later than eight (8) hours before the meeting start time. The request can be made verbally but should be followed up in writing as soon as possible.
4. Individual participation from a remote location shall be approved unless such participation would violate this Policy or the provisions of the Virginia Freedom of Information Act (Code Chapter 37 of Title 2.2). If a member's participation from a remote location is challenged, then the Commission shall vote whether to allow such

participation. If the Commission votes to disapprove of the member's participation because such participation would violate this Policy, such disapproval shall be recorded in the minutes with specificity.

5. The Commissioner requesting to participate electronically shall provide sufficient specificity as to the nature of the matter as is necessary for the chair, and the Commission, to determine whether the circumstances warrant remote participation.
6. For purposes of this Policy, a personal matter includes circumstances that prevent a member from physically attending a meeting including personal and business travel.
7. For purposes of this Policy, a temporary or permanent disability or a medical condition for either a Commissioner or their family member that prevents physical attendance at the meeting should be evident based on the nature of the disability or the condition. Examples include temporary hospitalization or confined to home; contagious illness; or any permanent physical disability that prevents travel to the meeting location.
8. Medical verification of a medical condition or physical disability shall not be required.
9. More than one Commissioner may participate electronically at the same meeting, as long as a physical quorum is present at the primary meeting location.
10. Commissioners participating remotely are allowed to fully participate in NVTC's public meetings, which includes but not limited to making motions and voting.
11. The Commissioner may participate in a NVTC public meeting, using all available electronic communication means including telephone and video conferencing. For the purposes of this Policy, "electronic communication" is defined to mean "the use of technology having electrical, digital, magnetic, wireless, optical, electromagnetic, or similar capabilities to transit or receive information." The definition is applicable to all types of electronic participation described in this Policy.
12. Remote participation shall be permitted only under circumstances where all attendees at the regular meeting location, including the public, can, at a minimum, hear the remote member. If the means used for participation in the meeting, or other circumstances at the remote location, are disruptive to the meeting, the chair, subject to Commission approval, may deny or withdraw the approval to participate remotely, including during the meeting. While not required, the Commissioner participating remotely is encouraged to view the meeting via livestream to the extent it is available.
13. Remote locations are not required to be open to the public unless three or more members of the public body are gathered at the same remote location. If three or more members are gathered at the same remote location, then such remote location shall be open to the public. If such remote location is required to be open to the public, then all persons attending the meeting at any remote location shall be afforded the same opportunity to

address the public body as persons attending at the primary or central location. All public meeting requirements shall apply to that remote location.

14. NVTC's commission secretary shall be responsible for documenting in the meeting minutes the request to participate electronically, the reasons why it is necessary, the remote location from which the Commissioner participated electronically, and the Commission's approval or disapproval. **The minutes should include the specific nature of the personal matter cited by the member.**
15. NVTC's commission secretary shall be responsible for ensuring a Commissioner does not participate electronically for personal reasons more than two times per calendar year **or 25% of the meetings held per calendar year rounded up to the next whole number, whichever is greater.**

NVTC Electronic Participation During a State of Emergency Declared by the Governor

Section §2.2-3708.2.A.3. of the Virginia Freedom of Information Act allows all public bodies to meet by electronic communication means without a quorum present under certain provisions. As part of its NVTC Electronic Participation Policy, the Commission will adhere to Section §2.2-3708.2.A.3 which reads:

*Any public body may meet by electronic communication means without a quorum of the public body physically assembled at one location **when the Governor has declared a state of emergency** in accordance with § 44-146.17, provided that:*

- (i) the catastrophic nature of the declared emergency makes it impracticable or unsafe to assemble a quorum in a single location; **and***
- (ii) the purpose of the meeting is to address the emergency.*

The public body convening a meeting in accordance with this subsection shall:

- a. Give public notice using the best available method given the nature of the emergency, which notice shall be given contemporaneously with the notice provided members of the public body conducting the meeting;*
- b. Make arrangements for public access to such meeting; and*
- c. Otherwise comply with the provisions of this section.*
- d. The nature of the emergency, the fact that the meeting was held by electronic communication means, and the type of electronic communication means by which the meeting was held shall be stated in the minutes.*

Governor Northam signed into law effective April 22, 2020 a legislative amendment to the FY 2021-2022 State Budget (HB30, 2020) to provide authority for public bodies, including agencies, boards, and common interest communities 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 legislative amendment HB30 is effective through June 30, 2022** and reads as follows:

Amendment 137: Allow policy-making boards to meet virtually during emergency declarations
Item 4-0.01

Operating Policies Language

Page 578, after line 26, insert:

g. Notwithstanding any other provision of law, any public body, including any state, local, regional, or regulatory body, or a governing board as defined in § 54.1-2345 of the Code of Virginia may meet by electronic communication means without a quorum of the public body or any member of the governing board physically assembled at one location when the Governor has declared a state of emergency in accordance with § 44-146.17, provided that:

- (i) the nature of the declared emergency makes it impracticable or unsafe for the public body or governing board to assemble in a single location;*
- (ii) the purpose of meeting is to discuss or transact the business statutorily required or necessary to continue operations of the public body or common interest community association as defined in § 54.1-2345 of the Code of Virginia and the discharge of its lawful purposes, duties, and responsibilities;*
- (iii) a public body shall make available a recording or transcript of the meeting on its website in accordance with the timeframes established in §§ 2.2-3707 and 2.2-3707.1 of the Code of Virginia; and*
- (iv) the governing board shall distribute minutes of a meeting held pursuant to this subdivision to common interest community association members by the same method used to provide notice of the meeting.*

A public body or governing board convening a meeting in accordance with this subdivision shall:

- 1. Give notice to the public or common interest community association members using the best available method given the nature of the emergency, which notice shall be given contemporaneously with the notice provided to members of the public body or governing board conducting the meeting;*
- 2. Make arrangements for public access or common interest community association members access to such meeting through electronic means including, to the extent practicable, videoconferencing technology. If the means of communication allows,*

provide the public or common interest community association members with an opportunity to comment; and

3. *Public bodies must otherwise comply with the provisions of § 2.2-3708.2 of the Code of Virginia.*

The nature of the emergency, the fact that the meeting was held by electronic communication means, and the type of electronic communication means by which the meeting was held shall be stated in the minutes of the public body or governing board.

NVTC Electronic Participation During a State of Emergency Declared by a Local Government

During the 2021 Special Session, the General Assembly passed legislation SB 1271 (McPike) amending the Freedom of Information Act to allow a public body, or a joint meeting thereof, to meet by electronic communication means without a quorum of the public body physically assembled at one location when a locality in which the public body is located has declared a local state of emergency. As NVTC's offices are located at 2300 Wilson Blvd., Suite #230, Arlington, VA 22201, NVTC could apply this provision if Arlington County declared a local state of emergency. The legislative requirements include:

- (i) the catastrophic nature of the declared emergency makes it impracticable or unsafe to assemble a quorum in a single location and
- (ii) the purpose of the meeting is to provide for the continuity of operations of the public body or the discharge of its lawful purposes, duties, and responsibilities.

The bill requires public bodies meeting through electronic communication means during a local or state declaration of a state of emergency to:

- a. Make arrangements for public access to such meeting through electronic communication means, including videoconferencing if already used by the public body, and
- b. Provide the public with the opportunity to comment at such meetings when public comment is customarily received.

TO: Chair Cristol and NVTC Commissioners
FROM: Kate Mattice and Dan Goldfarb, PE
DATE: May 27, 2021
SUBJECT: Transit Resource Center

At the June meeting the Commission will be asked to authorize the executive director to issue a Request for Proposals (RFP) for consulting services for the Envision Route 7 Phase IV-1 Mobility Analysis Study. This next phase of analysis along the proposed Bus Rapid Transit (BRT) route will help to determine the mobility impacts and benefits to users of this corridor of a BRT service.

A. ACTION ITEM: Authorize the Executive Director to Issue a Request for Proposals (RFP) for Envision Route 7 Phase IV-1 Mobility Analysis Study

The Commission will be asked to authorize the executive director to issue an RFP for Envision Route 7 Phase IV-1 Mobility Analysis Study. The [Envision Route 7 Bus Rapid Transit \(BRT\)](#) project is planned as a high performing BRT service that connects Tysons (via Falls Church, Seven Corners, and Bailey's Crossroads) to the Mark Center in Alexandria where a portion of the service will share infrastructure with the West End Transitway BRT in Alexandria. Figure 1 (below) provides an overview of the corridor alignment and shows potential stop locations.

The overall goal of the Phase IV-1 Mobility Analysis Study is to evaluate and determine the mobility benefits and impacts resulting from the proposed BRT from Tysons to Seven Corners. This effort will require the development of a traffic micro-simulation model using PTV's Vissim software. The Fairfax County Department of Transportation (FCDOT) has already developed a model from Tysons to the City of Falls Church. This effort will 1) take the existing model files and develop and calibrate the micro-simulation traffic model for an additional 3.5 miles section in the City of Falls Church and 2) validate of the entire modeled corridor.

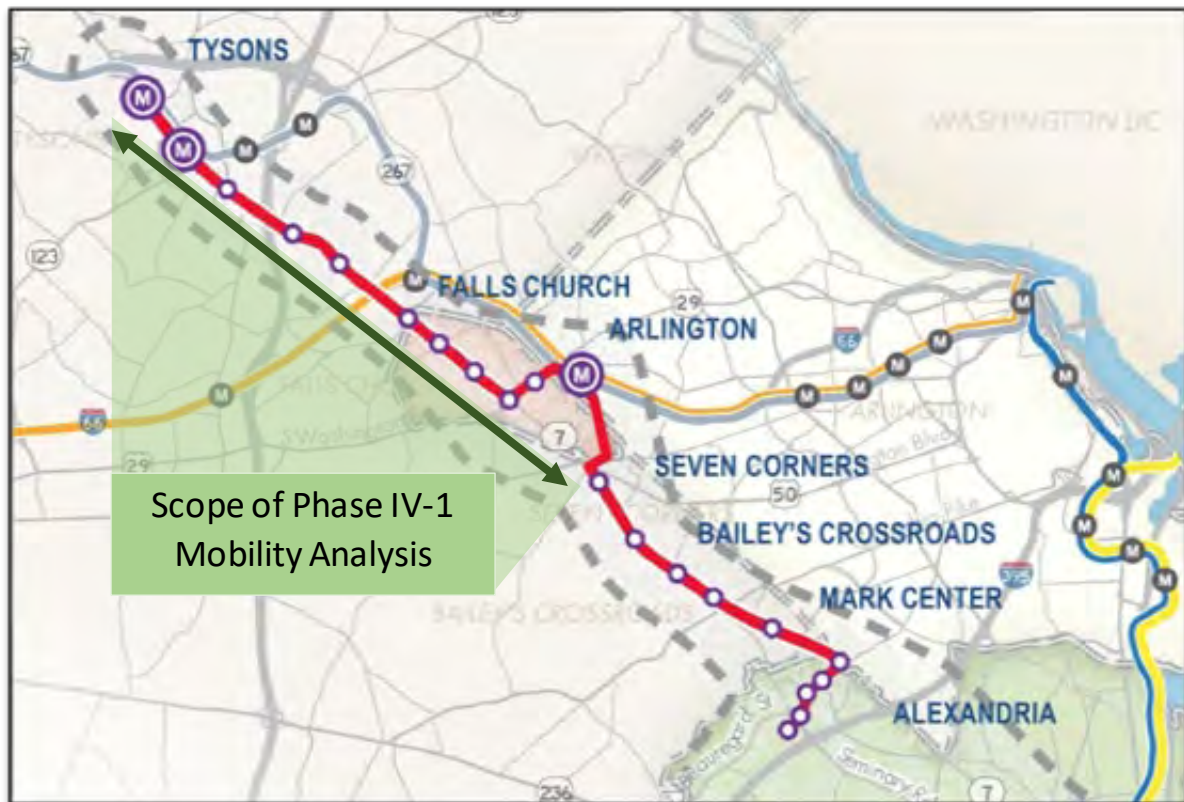
The overall study objectives for this effort for the section of Route 7 from Tysons to Seven Corners are to:

- Determine the mobility (travel time) benefits to travelers of a BRT running along Route 7;
- Understand the impacts of BRT on traffic and traffic operations along Route 7; and
- Conduct a comprehensive public and stakeholder engagement process that facilitates an understanding of how a BRT would operate along Route 7.

The Envision Route 7 Phase IV-1 Mobility Analysis Study is funded by a grant from the Department of Rail and Public Transportation with local funding match provided by Fairfax County, City of Falls Church, Arlington County and the City of Alexandria. The study will build from the previous work done by both NVTC and FCDOT and is estimated to cost approximately \$560,000 with consultant services costing \$516,800 of the total. The study is estimated to take approximately

12 to 16 months to complete. Following the procurement process, staff will return in the fall to request Commission approval to award a consultant contract.

Figure 1: Envision Route 7 BRT Corridor



TO: Chair Cristol and NVTC Commissioners
FROM: Kate Mattice, Andrew D’huyvetter and Zachary Smith
DATE: May 27, 2021
SUBJECT: Washington Metropolitan Area Transit Authority

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 June meeting the Commission will receive reports from the Virginia WMATA Board members and the chair of the NVTC WMATA Committee.

A. WMATA COVID-19 Response

On March 13, 2020 WMATA implemented Phase 3 of its Pandemic Flu Plan, which 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. The March 2020 passage of the Coronavirus Aid, Relief, and Economic Security Act (CARES Act) provided WMATA with funding to address immediate needs related to the pandemic, providing necessary funding to maintain labor, increase employee and rider protections, and maintain a basic level of transit service partially through FY 2021.

Further relief funding was provided by the Coronavirus Response and Relief Supplemental Appropriations Act of 2021 (CRRSAA) in December 2020 and the American Rescue Plan Act of 2021 (ARPA) which was signed into law on March 11, 2021. Both efforts provided additional federal relief funding to WMATA that support longer term relief and recovery. Because of the funding provided in both the CRRSAA and the recently enacted ARPA, WMATA averted severe service cuts and layoffs that had been previously proposed during FY 2021 and FY 2022.

On May 6, 2021 WMATA announced the expansion of late-night service and the restoration of service on Metrobus routes in Virginia, Maryland and the District of Columbia to support the region’s recovery. The service improvements will take effect on June 6 and bring Metrobus service to 85% of pre-pandemic service levels.

B. Report from the Virginia WMATA Board Members

▪ COVID-19 FY 2022 Service Update

On May 13, 2021 the WMATA Finance and Capital Committee [received an update on FY 2022 Metrorail and Metrobus service levels](#) and customer research on returning to transit. Due to the widespread availability of COVID-19 vaccines and increasing vaccination rates, WMATA is preparing to enter the recovery phase of its COVID-19 recovery plan after Labor Day. This phase includes monitoring conditions and adapting service to meet evolving customer needs.

WMATA continues to provide service ahead of demand, which requires anticipating conditions approximately three to six months in advance. The FY 2022 budget maintains Metrorail service at 80% of pre-COVID-19 levels, Metrobus service at 85% of pre-COVID-19 levels. In June, WMATA will implement Metrobus service enhancements that were approved in the FY 2022 budget (Figure 1). On July 10 Fairfax Connector will also assume operations of five Metrobus routes: 3T, 15K, 3A, 29C, 29W.

Figure 1: June 2021 Metrobus Service Enhancements

Late Night Service	1A, 7A, 10A, 16E, 23B, 28A, 38B
Weekday All-Day Service	23B, 23T, 26A
Weekday Peak Service	8Z*, 11Y*, 17K*, 21A*, 18J, 28G*
Saturday Service	NH2
Sunday Service	NH2

*Neighborhood coverage restored by extending another route

Source: [WMATA Finance and Capital Committee COVID-19 Service Update](#)

In September, WMATA will implement additional Metrobus service adjustments to better match service to ridership demand (Figure 2). WMATA will also evaluate additional changes to peak frequency and off-peak frequency and coverage on Metrobus routes in September.

Figure 2: September 2021 Metrobus Service Adjustments

Alexandria Transit Vision Plan Route Modifications	7A, 7F, 25B, 28A
Route Eliminations	7Y
Routes with additional service to replace eliminated routes	7A

Note: New DASH Network changes will complement WMATA's service changes.

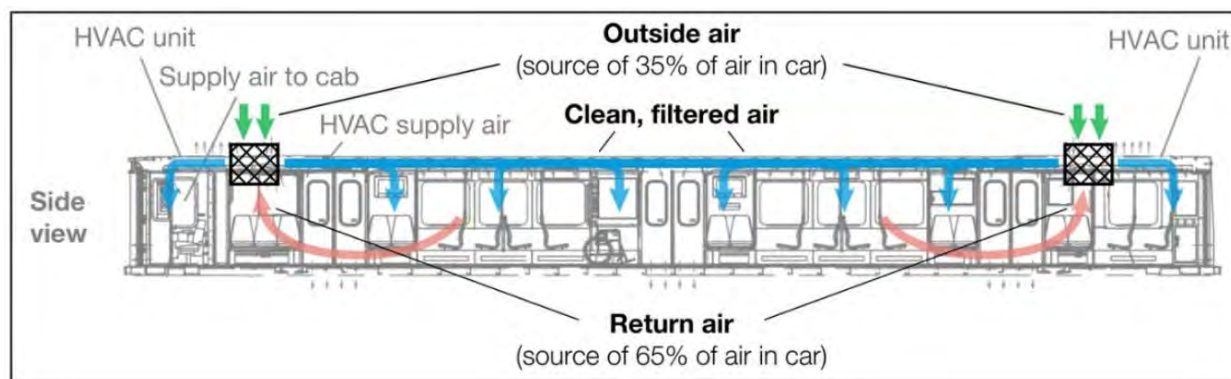
Source: [WMATA Finance and Capital Committee COVID-19 Service Update](#)

WMATA has also used customer surveys of pre-pandemic riders to determine its service needs. The surveys indicate that peak ridership is not expected to recover immediately even though vaccines are becoming widely available. On Metrorail, customer research finds that price is not a barrier to riders returning. However, telework is identified as the primary obstacle to the recovery of work-commuter trips. WMATA expects only 42% of pre-pandemic Metrorail commuters to return to transit by the end of 2021 due to the availability of continued and

enhanced telework options. In addition, WMATA found that federal government agencies have some of the most liberal telework policies.

WMATA found that an aversion to riding Metrorail during the pandemic is also a strong factor in the decision of some riders not to return. In an effort to make riders feel safe about returning, WMATA has upgraded its air filters and UVC (Ultraviolet-C) systems on Metrorail, which allow Metrorail cars to complete a full air change approximately every three minutes (Figure 3). In Metrorail stations, WMATA has upgraded air filters and is piloting new filters. On Metrobus, WMATA has upgraded its air filters while also piloting additional air purification enhancements.

Figure 3: Metrorail Car Air Ventilation and Filtration System



Source: [WMATA Finance and Capital Committee COVID-19 Service Update](#)

On Metrobus, nearly three in five pre-pandemic Metrobus customers have returned, which is the highest retention and recovery measure WMATA has identified since the start of the pandemic. However, customers on Metrobus are making more personal trips rather than commuting to work. WMATA found that 55% of pre-pandemic Metrobus trips were for work compared to 42% recently.

Based on its customer surveys and future ridership projections, WMATA staff do not anticipate peak period ridership to recover quickly due to the growth of telework and split work weeks. In addition, overall regional trip volumes and patterns are uncertain. However, the current situation indicates that off-peak travel is strong across the region, and there is potential for more work and non-work trips outside of traditional peak hours.

- Series 2021A Dedicated Revenue Bond Issuance

On May 13 the WMATA Board [approved the 2021A Dedicated Revenue Supplemental Bond Resolution and authorized the issuance of \\$874 million in Series 2021A Dedicated Revenue Bonds](#). The bonds are backed by dedicated funding for the capital program and will be issued through a negotiated sale method for a 25-year term (Figure 4). Proceeds from the bond sale will be used to support \$360 million of the FY 2021 capital program and \$514 million to support the FY 2022 capital program.

Figure 4: Preliminary Schedule and Transaction Highlights of the Series 2021A Bonds

Series 2021A Bonds	
Purpose	Finance a portion of FY2021-22 capital projects
Planned Final Maturity	July 15, 2046 (25-years)
Planned Structure	Level annual debt service
Priority Lien	Sold under Senior Lien (Parity with 2020 Bonds)
Environmental, Social & Governance	Seeking Green Bond Certification
Receive Ratings	May 25, 2021* (At least two Credit Rating Agencies)
DBE participation	30% in financial advisory and underwriting team
Price	Week of June 7, 2021*

* Tentative dates

Source: [WMATA Board Series 2021A Dedicated Revenue Bond Issuance](#)

- Compact Hearing for Franconia-Springfield

On May 13 the WMATA Board [authorized a compact public hearing on proposed changes to the Franconia-Springfield Metro Station](#). WMATA, Fairfax County and the Virginia Department of Transportation (VDOT) have coordinated on the proposed design of the Frontier Drive extension, three new bus bays, a new layover bus area and the elimination of the pick-up/drop-off area at the rail station. A compact public hearing is required to receive input on the proposals, and WMATA anticipates the compact public hearing will be in the fall of 2021.

- FY 2022 Virginia PRIIA Agreement

On May 13 the WMATA Board [approved an amendment to the Passenger Rail Investment and Improvement Act \(PRIIA\) funding agreement between DRPT and WMATA](#) to extend the existing agreement through FY 2022. The federal funding that WMATA receives annually under PRIIA requires a 50% local match that is allocated equally among D.C., Maryland, and Virginia. DRPT is responsible for Virginia's share of the PRIIA match. The current agreement between WMATA and DRPT expires on June 30, 2021. The FY 2022 PRIIA agreement will extend the current agreement for an additional year with Virginia and continue to provide \$50 million in PRIIA matching funds already included in the FY 2022 Capital Budget.

- Swearing-in of Board Member Lucinda Babers to Represent the District of Columbia

On May 13 Lucinda Babers was sworn-in to the WMATA Board representing the District of Columbia. Currently, Ms. Babers is the Deputy Mayor for Operations and Infrastructure for the District of Columbia. She previously served as Director of the District of Columbia Department of Motor Vehicles and also held several senior management positions at Amtrak.

- Revised WMATA Board Committee Assignments

On May 13 the WMATA Board approved revisions to its committee assignments to add Lucinda Barbers to committees on the WMATA Board. The WMATA Board also established the elections committee to complete officer elections before the new fiscal year. The WMATA Board committee assignments effective May 13, 2021 are as follows:

Executive Committee:

Chair: Paul Smedberg
1st Vice Chair: Stephanie Gidigbi-Jenkins
2nd Vice Chair: Michael Goldman
Federal Representative: Steve McMillin

Finance and Capital Committee:

Chair: Steve McMillin
Vice Chair: Greg Slater
Paul Smedberg
Lucinda Babers

Safety and Operations Committee:

Chair: Michael Goldman
Vice Chair: Federal Representative (David Rouse – Interim)
Matt Letourneau
Stephanie Gidigbi-Jenkins

Elections Committee:

Chair: Stephanie Gidigbi-Jenkins
Vice Chair: Michael Goldman
Matt Letourneau
Devin Rouse

- Temporary Waiver of Rail Service Fee

On May 13 the WMATA Board [authorized the WMATA General Manager and CEO to temporarily waive the fee for enhanced rail service](#) or to operate rail service outside of regular operating hours for special events through December 31, 2021. The temporary waiver is to encourage the use of Metrorail for large scale events as the region recovers from the COVID-19 pandemic.

- Acceptance of an Inspector General's Report

On May 13 the WMATA Executive Committee [accepted a report from the Office of the Inspector General \(OIG\) on the Metro Transit Police Department](#). The report examined the Metro Transit Police Department's investigation of complaints regarding police officer misconduct. The OIG made 12 recommendations. In addition, the OIG recommends that complaints against senior MTPD officials as well as other allegations of a sensitive nature be brought to OIG's attention for possible OIG investigation.

C. Other WMATA News

- Washington Metrorail Safety Commission (WMSC) Issues Audit of WMATA's Automatic Train Control and Signaling

The WMSC issued an audit [of WMATA's automatic train control and signaling system inspection, maintenance, engineering and training practices](#). The WMSC identified several positive practices and a number of areas that require improvement. As a result, the WMSC is issuing 16 findings that require WMATA to propose corrective action plans within 45 days for each finding.

- WMATA Begins Multi-Year Escalator Improvement Project

On April 26 [WMATA began work to replace the oldest, least reliable escalators](#) in the system. WMATA will place 130 new escalators across 32 different rail stations as part of WMATA's Capital Improvement Program. The project cost is estimated at \$179 million and projected to take seven years. In Virginia, WMATA will replace the following escalators:

- Ballston (6 escalators)
- National Airport (4 escalators)
- Pentagon (5 escalators)
- Pentagon City (4 escalators)
- Crystal City (6 escalators)
- Dunn Loring (2 escalators)
- Rosslyn (8 escalators)
- Franconia-Springfield (5 escalators)
- Vienna (3 escalators)
- Virginia Square (3 escalators)

Additional schedule details will be released at a later date. Under the contract, no more than 18 escalators will be out of service at any given time, including walkers, escalators adjacent to construction that allow customers to walk in both directions.

D. Report from the Chair of the NVTC WMATA Committee

The WMATA Committee met on May 20 and discussed strategies to rebuild ridership at WMATA for the 2021 Report on the Annual Performance and Condition of WMATA. NVTC staff proposed proceeding with the following high-level recommendations to WMATA to rebuild revenue and ridership:

- Utilize American Rescue Plan Act aid to prevent layoffs, sustain and improve service levels throughout a multi-year recovery period, and position WMATA for long-term ridership and revenue recovery when the aid expires.
- Adapt rail and bus service to reflect new travel patterns and attract riders during the recovery period.
- Implement fare policy that improve revenue and ridership, remove barriers to access and retain newly returning riders.
- Communicate and encourage a safe return to transit.

Committee members endorsed this direction and further outlined their interest in a number of areas:

- Balancing near-term increases in service for returning riders with the need to sustain service levels after federal aid is exhausted.
- Right-sizing rail service to provide frequent all-day service that does not require a schedule.

- Distinguishing and balancing between ridership, revenue and other policy objectives when making fare changes.
- Moving riders towards a pass and subscription model, where applicable.
- Thinking broadly about how to meet the transit service needs of various groups.
- Looking for opportunities to make it easier to choose WMATA and to simplify the fare structure.

In addition to the discussion on the annual report, the Virginia members of the WMATA Board outlined the Board's process to discussing and implementing potential changes to service and fares over the coming year and noted that service and fare changes require a long lead-time (minimum of approximately three months) for WMATA to implement. As the Board considers changes to implement around Labor Day and New Year's Day, the Virginia Board members will keep Commissioners updated and look for support and feedback during the process from fellow Commissioners, the NVTC WMATA Committee, and NVTC and jurisdictional staff.

When discussing rebuilding ridership and revenue at WMATA, NVTC staff will embark on a two-track approach with WMATA Committee members to achieve two primary objectives: 1) updating the Annual Report on the Performance and Condition of WMATA that is due to the Governor and General Assembly on December 15 and 2) soliciting feedback and support for the Virginia members of the WMATA Board as they consider and act on these topics at a Board level this summer and fall.

The WMATA Committee also discussed the scope of the 3% Cap Working Group Companion Report to the Commission in advance of the Working Group's first meeting on June 9. The committee also received an update from NVTC staff on how WMATA is funded in Virginia, NVTC's subsidy allocation formula, and a white paper on options for low-fare/no fare transit that will present to the Commission at its July meeting.

TO: Chair Cristol and NVTC Commissioners
FROM: Kate Mattice and Patricia Happ
DATE: May 27, 2021
SUBJECT: Transit Technology Program

At the June meeting the Commission will receive an overview and update on the Regional Fare Collection program, which is a part of the Transit Technology program.

NVTC's Transit Technology Program oversees the implementation of the Northern Virginia Regional Fare Collection Strategic Plan through which NVTC engages with stakeholders to improve transit through innovative and emerging transit technology. NVTC provides Commissioners, partner jurisdictions, and transit agencies with analysis, technical assistance, tools, and risk assessment for implementing fare collection and technological solutions while leveraging benefits of a regional approach including funding and implementation assistance. Through the program, NVTC manages technology and policy initiatives to maintain and upgrade partner fare payment programs and infrastructure while keeping pace with customer expectations and technological innovation.

A. Northern Virginia Regional Fare Collection Strategic Plan Implementation Update

Since the Commission adopted the 2021 Northern Virginia Regional Fare Collection Strategic Plan in January 2021, staff has made progress in the three key areas:

- Farebox Upgrades

NVTC continues to work closely with regional partners in partnership with WMATA on the bus farebox/driver control unit (DCU) upgrade project. NVTC is assisting partners in upgrading DCUs and associated SmarTrip® technology to extend the life of the 20-year-old bus fare collection system. Northern Virginia transit systems have procured more than 120 hardware upgrade kits and are in the process of installing, testing, and utilizing the upgraded DCUs.

- Off-Board Fare Collection

NVTC is currently assisting partners with developing technical requirements for rear-door validation on buses and station-based validation equipment for existing and planned BRT services across Northern Virginia (Crystal City-Potomac Yard Transitway in Alexandria and Arlington, the West End Transitway in Alexandria, and the Richmond Highway BRT in Fairfax County).

NVTC facilitates quarterly Off-Board/All-Door Fare Collection Working Group meetings with regional partners planning or operating off-board and/or multi-door fare collection systems. This

payment technology speeds boarding and reduces bus dwell times by allowing customers to pay and/or validate fare media before boarding the vehicle, or at multiple vehicle doors. The group includes representatives from NVTC, WMATA, Arlington County, the City of Alexandria, DASH, Fairfax County, the Maryland Transit Administration, and the District of Columbia Department of Transportation.

- Next Generation Regional Fare Collection

WMATA finalized the next generation farebox contract with Cubic to procure new fareboxes earlier this year, and NVTC is working with partners to plan farebox purchases. Recent progress includes coordinating with Cubic and WMATA to on bus and garage surveys, assisting with design for validator and farebox mounting, and ironing out details on unit pricing and procurement so partners can place orders.

NVTC continues to provide input into WMATA's SmarTrip® mobile app development, which will allow for mobile payment of SmarTrip® fares. WMATA released their SmarTrip® mobile platform would be available for iPhone and Apple Watch in 2020 and is currently working to release the Android version in the coming months. NVTC is coordinating with partners to ensure a successful rollout of mobile payment technology on bus fareboxes.

Background

The [2021 Northern Virginia Regional Fare Collection Strategic Plan](#) documents the 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. The plan establishes the vision, needs, and actions for NVTC's support in the immediate (through calendar year [CY] 2021), near-term (through CY 2022) and long term (beyond CY 2022) timeframes.

NVTC REGIONAL FARE COLLECTION VISION STATEMENT:

Northern Virginia transit systems envision an enhanced regionally integrated fare collection system with local flexibility to meet evolving customer expectations.

Fare collection improvement projects are necessary now because the current 20-year-old WMATA fare system is at the end of its useful life. Planning is required to upgrade existing fareboxes and procure the next generation fareboxes while keeping pace with technological advancements. Multiple projects are underway to replace failing equipment, protect from security breaches, keep pace with technology advancements, and improve customer experience include real-time communications, mobile fare payment, and back-office upgrades.

B. NVTC Low Fare / Fare Free Transit Roundtable

In response to interest and inquiries by Commissioners, NVTC is developing a white paper that will identify a continuum of low fare/fare free options as well as important considerations for policy and technical decisionmakers to consider such as costs and benefits, implementation challenges, and funding. NVTC will facilitate a roundtable discussion at the July Commission meeting. The white paper will be completed and published in early fall.

TO: Chair Cristol and NVTC Commissioners
FROM: Kate Mattice
DATE: May 27, 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 June meeting VRE CEO Rich Dalton will update the Commission on VRE's response to the COVID-19 public health emergency and other activities. The Commission will be asked to authorize the VRE CEO to execute amendments to the Keolis maintenance and operating Agreements, a contract for 21 new passenger railcars, and a right-of-way easement agreement, as well as to adopt the Amended FY 2022 VRE Operating Budget.

A. VRE COVID-19 Response

On Tuesday, March 17, 2020, 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.

VRE [announced that service will resume its full-service schedule](#) on Tuesday, June 1, 2021 increasing commuting options for passengers. Under the full-service schedule, VRE will operate 32 daily trains on its two lines. VRE railcars will remain marked for social distancing, with window seats available in every other row and the enhanced twice daily cleaning of railcars and federal and state face mask requirements will also remain in place. As VRE returns to full service, it will implement a seasonal schedule on the Fredericksburg Line, which will adjust the arrival times on select trains at certain stations in the afternoon to mitigate the effects of heat-related speed restrictions that typically occur in summer. The Amtrak Step-Up program, which allows VRE ticketholders to ride Amtrak trains for an additional charge, remains suspended.

B. VRE CEO Report and Minutes

At the June meeting VRE CEO Rich Dalton will provide his report. The [VRE CEO Report for May 2021](#) is attached. The Minutes of the May 21, 2021 VRE Operations Board meeting will be provided prior to the meeting as a blue sheeted item.

C. ACTION ITEM: Approve [Resolution #2448](#): Authorize the VRE CEO to Execute an Amendment for the First Year of the First Option Period of the Contract for Maintenance Services for Commuter Rail with Keolis Rail Services Virginia, LLC

As recommended by the VRE Operations Board, the Commission is being asked to approve [Resolution #2448](#) to authorize the VRE Chief Executive Officer to amend the contract for Maintenance Services for Commuter Rail with Keolis Rail Services Virginia, LLC (KRSV) by approving the first five-year option period, and approving up to \$8,980,774 for the first year of the first option period, for a total contract value not to exceed \$48,901,626 through June 30, 2022. The year over year increase is primarily due a contractually mandated annual increase of 1.20% based on the Consumer Price Index.

This contract award is the first (of two) five-year option periods and continues the contracted services for the maintenance, inspection, and repair of VRE locomotives, passenger railcars and maintenance facilities for FY 2022. There are no material changes to the scope of work. The work performed under this contract includes daily and periodic servicing, inspection and repairs of locomotives and passenger railcars. Lifecycle maintenance and extensive rolling stock repair work are included in this contract through a task order process. In addition, the scope of work includes inspection, maintenance and repair of facilities equipment including yard tracks and buildings. The attached [VRE memorandum](#) provides more background information on the contract as well as the accomplishments of Keolis.

D. Approve [Resolution #2449](#): Authorize the VRE CEO to Execute an Amendment for the Second Year of the Second Option Period of the Contract for Operating Services for Commuter Rail with Keolis Rail Services Virginia, LLC

As recommended by the VRE Operations Board, the Commission is asked to approve [Resolution #2449](#) to authorize the VRE Chief Executive Officer to execute an amendment for the second year of the second option period of the Contract for Operating Services for Commuter Rail with Keolis Rail Services Virginia, LLC, by approving up to \$16,787,500 for the second year of the second option period, for a total contract value not to exceed \$212,790,557 through June 30, 2022. This action will authorize the contracted services for management, supervision and certified locomotive engineers and conductors to operate VRE commuter rail trains for FY 2022. The year over year increase is due to a contractually mandated increase of 1.20% based on the Consumer Price Index for the fixed cost components of the contract. The attached [VRE memorandum](#) provides more background information about the history of the contract.

E. Approve Resolution #2450: Authorize the VRE CEO to Execute a Contract with Alstom Transportation Inc. of New York, New York, for 21 New Passenger Railcars

As recommended by the VRE Operations Board, the Commission is asked to approve Resolution #2450 to authorize the VRE Chief Executive Officer to execute a contract with Alstom Transportation Inc. of New York, New York, for 21 new passenger railcars in the amount of \$80,594,822, plus a 5% contingency of \$4,029,741, for a total amount not to exceed \$84,624,563. The contract will be for the design, manufacture, and delivery of a base order of 21 new multi-level passenger railcars with restrooms, for a total of 148 seats per car.

Consistent with System Plan 2040 Phase I, VRE staff identified projects and potential funding sources to purchase additional railcars to lengthen existing trains. In 2017, VRE was recommended and subsequently awarded funding for two major expansion programs. First, SMART SCALE 2016 provides funding for VRE Fredericksburg Line capacity improvement projects including platform extensions, second platforms, parking expansions, additional train storage, and 11 passenger railcars or 1,430 additional seats. Second, the Transform 66 Outside the Beltway Concessionaire Funding Project provides funding for VRE Manassas Line capacity improvement projects including expansion of the Broad Run Maintenance and Storage Facility, Broad Run Station parking, a platform extension at the Manassas Station, construction of the Manassas Park Station parking garage, and 10 passenger railcars or 1,300 additional seats.

In April 2019 the VRE Operations Board authorized the CEO to participate in a Request for Proposals (RFP) through a joint procurement with Chicago Metra for new passenger railcars. Since VRE's and Chicago Metra's requirements for new passenger railcars were similar and both organizations had a need for additional seating capacity, a joint procurement allowed for reduced administrative effort while providing both organizations with greater purchasing power. Three proposals were received in response to the solicitation. Based upon the combined evaluation committees' scores and the price evaluation scores, the Selection Committee, which included a representative from VRE staff, determined it would be in Metra's and VRE's best interest to request a Best and Final Offer and initiate negotiations with Alstom Transportation Inc.

VRE's contract with Alstom Transportation to acquire multi-level railcars will be for a base order of 21 trailer cars with restrooms, with the option to purchase up to 48 additional cars, consisting of 44 trailer cars with restrooms and four cab control cars with restrooms. VRE staff will return to the Operations Board at a later date if it is determined to be in VRE's best interest to exercise option order quantities.

Additional information about the history of VRE's rail procurements, this specific rail procurement process and how Alstom Transportation Inc. was selected, and further funding information is included in the attached VRE memorandum,

F. Approve Resolution #2451: Authorize the VRE CEO to Enter into a Right-of-Way Easement Agreement with the Rappahannock Electric Cooperative (REC) for an Electric Utility Easement at Crossroads Maintenance and Storage Facility for the Lifecycle Overhaul and Upgrade (LOU) Facility Electric Service

As recommended by the VRE Operations Board, the Commission is asked to approve Resolution #2451 to authorize the VRE CEO to enter into a Right-of-Way Easement Agreement with the Rappahannock Electric Cooperative (REC) for an electric utility easement at Crossroads Maintenance and Storage Facility for the Lifecycle Overhaul and Upgrade (LOU) Facility Electric Service. The easement encompasses a 15-foot wide right-of-way through a portion of the lands at Crossroads Maintenance and Storage Facility for installation of new electric service for the LOU Facility that is currently being constructed. A new electrical feeder and transformers will be installed by REC at Crossroads Maintenance and Storage Facility. These improvements are necessary to accommodate the LOU Facility and the associated storage yard expansion. The facilities constructed within the right-of-way will remain the property of REC. Funding for the LOU project, including construction, is provided through VRE's federal formula funds and associated state and local matching funds, as indicated in VRE's approved FY 2021-2027 Capital Improvement Program. No fiscal impact from this agreement is anticipated.

G. Approve Resolution #2452: Adopt the Amended FY 2022 VRE Operating Budget

As recommended by the VRE Operations Board, the Commission is asked to approve Resolution #2452 to adopt the amended FY 2022 VRE Operating Budget. The FY 2022 VRE Operating and Capital Budgets were originally adopted by the Operations Board in December 2020 and by the Commissions in January 2021. Since that time, the federal government has approved additional pandemic relief funds for transit providers, and VRE is incorporating a portion of these revenues into the FY 2022 Operating Budget. Total planned expenditures in FY 2022 are unchanged, and the budget remains balanced, with all expenditures funded by reasonably expected revenue sources. If the amended budget is approved by the Commissions in June, the jurisdictions can make their first-half FY 2022 subsidy contributions to VRE on July 1, 2021, at the lower amended amount.

At the time of the passage of VRE's FY 2022 Budget in December 2020, negotiations were ongoing in Congress over a second pandemic relief package, but the outcome was uncertain. The original FY 2022 Budget did not assume any relief funding beyond the original CARES Act, and full contributions from local and state funding partners were included, including local jurisdictional subsidy and state access fee reimbursement. In late December 2020, the Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA) was signed into law. Using the same regional allocation methodology as the CARES Act, VRE will receive approximately \$70 million in grant funding from CRRSAA. With these additional federal funds, VRE can provide relief to its local and state funding partners. The specific amendments to the FY 2022 Operating Budget are:

- 1) Eliminate the operating portion of the \$18.3 million total jurisdictional subsidy. Jurisdictional subsidy contributions to VRE are used to support day-to-day operations, to provide the required local match for grants (including debt service), and to make the annual contribution to the capital reserve. The pandemic relief funding will offset the operating portion of the subsidy, which represents approximately 74% of the total or \$13.5 million.
- 2) VRE will not seek track access fee reimbursement from the Commonwealth in FY 2022. VRE normally receives 84% reimbursement of the access fees paid to CSX, Norfolk Southern and Amtrak. Total budgeted access fees in FY 2022 are \$18.6 million, so the pandemic relief funds will offset \$15.6 million of state reimbursements.

The table below summarizes the amended jurisdictional subsidy amounts for FY 2022, totaling \$4.8 million. Each jurisdiction's contribution has been reduced proportionally from the originally adopted amounts.

Jurisdiction	Original FY 2022 Subsidy	Operating Subsidy Relief (74%)	Amended FY 2022 Subsidy
Fairfax County	\$6,379,017	(\$4,721,011)	\$1,658,006
Prince William County	\$5,930,777	(\$4,389,276)	\$1,541,501
Stafford County	\$2,477,175	(\$1,833,319)	\$643,856
Spotsylvania County	\$1,503,754	(\$1,112,905)	\$390,849
Manassas	\$807,234	(\$597,421)	\$209,813
Manassas Park	\$468,364	(\$346,629)	\$121,735
Fredericksburg	\$367,089	(\$271,677)	\$95,412
Arlington County	\$218,219	(\$161,500)	\$56,719
Alexandria	\$149,151	(\$110,384)	\$38,767
Total	\$18,300,780	(\$13,544,122)	\$4,756,658

In addition to CARES Act and CRRSAA relief funds, VRE will also receive funding from the recent American Rescue Plan Act (ARPA). VRE and PRTC staff are currently working with regional partners to finalize the allocation of the ARPA funding. The Federal Transit Administration has advised that the ARPA funds have deadlines for obligation and use that the CARES and CRRSAA funds do not, so VRE may choose to reprioritize the use of funds from the various relief packages in order to meet those deadlines. VRE staff will advise the Operations Board of any material impact such reprioritization may have on VRE's budget. In accordance with VRE's normal annual budget process, staff also expects to return to the Operations Board in December 2021 for further amendments to the FY 2022 Budget along with the adoption of the FY 2023 Budget. Those budgets will be presented to the Commissions for action at their January 2022 meetings. Additional information is included in the attached [VRE Memorandum](#).



VIRGINIA RAILWAY EXPRESS

TO: Northern Virginia Transportation Commission Chair Cristol and Commissioners

FROM: Rich Dalton, Chief Executive Officer

DATE: May 25, 2021

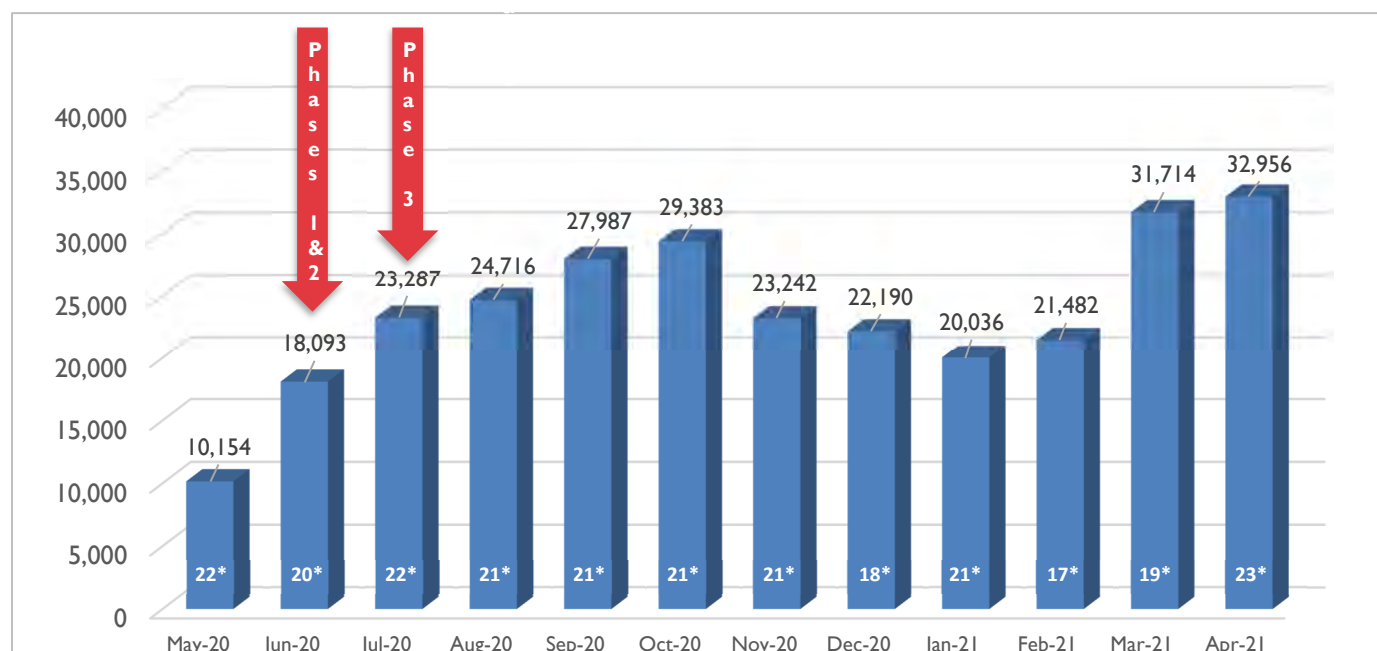
SUBJECT: VRE Monthly Update

Ridership rose steadily in May. The number of passengers has increased more than 14 percent since the week ending April 30th and more than 32 percent since the week ending April 2nd. Here's what our passenger counts look like over the past four weeks compared to the same weeks in 2020.

Week Ending	2021 Ridership	2021 Average Daily Ridership	2020 Ridership	Numeric Difference	Percentage Difference
Apr 30	7,868	1,574	2,398	+ 5,470	+228.4%
May 07	8,170	1,634	2,494	+ 5,676	+227.6%
May 14	8,728	1,746	2,500	+ 6,228	+249.1%
May 21	8,985	1,797	2,522	+ 6,463	+256.3%

Monthly Ridership

May 2020 - April 2021



*Days of Service

VRE will return to a full-service schedule on June 1st. This will eliminate large gaps between trains, which many current and potential passengers find inconvenient. With ridership slowly trending upward, it is in our interest to make VRE's schedule as attractive as possible. The additional trains will allow for greater social distancing in the short term and continued social distancing as demand increases. That same day, we will move to a seasonal schedule, which is designed to mitigate heat-related speed restrictions on select trains on the Fredericksburg Line.



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.

At its June meeting, the commission will consider a recommendation from the VRE Operations Board to approve an amended budget for fiscal year 2022, which begins July 1st. The budget includes reductions in both jurisdictional subsidies and the commonwealth's track access fee reimbursement. This is made possible through the federal government's Coronavirus Response and Relief Supplemental Appropriations Act, which was signed into law on December 27, 2020. The act allocates nearly \$831 million to Section 5307 recipients in the Washington, D.C. region. VRE anticipates receiving \$70 million.

Jurisdiction	Approved Total FY 2022 Subsidy	Proposed Operating Subsidy Relief (74%)	Proposed Total FY 2022 Subsidy
Fairfax County	\$6,379,017	(\$4,721,011)	\$1,658,006
Prince William County	\$5,930,777	(\$4,389,276)	\$1,541,501
Stafford County	\$2,477,175	(\$1,833,319)	\$643,856
Spotsylvania County	\$1,503,754	(\$1,112,905)	\$390,849
Manassas	\$807,234	(\$597,421)	\$209,813
Manassas Park	\$468,364	(\$346,629)	\$121,735
Fredericksburg	\$367,089	(\$271,677)	\$95,412
Arlington	\$218,219	(\$161,500)	\$56,719
Alexandria	\$149,151	(\$110,384)	\$38,767
Total	\$18,300,780	(\$13,544,122)	\$4,756,658

CEO REPORT

MAY 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 | MAY 2021

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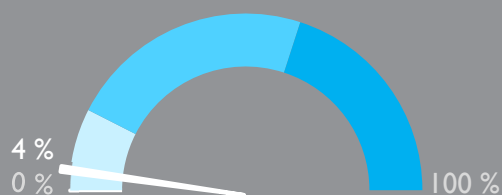
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VIRGINIA RAILWAY EXPRESS
A better way. A better life.

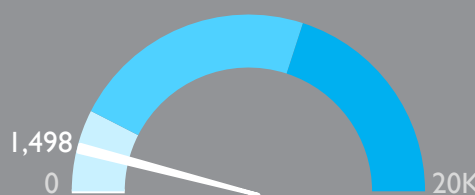


PERFORMANCE AT A GLANCE



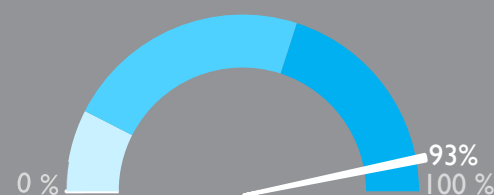
PARKING
UTILIZATION

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



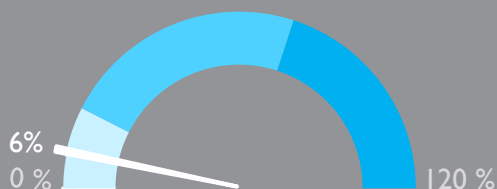
AVERAGE DAILY
RIDERSHIP

The average number of boardings each operating day inclusive of Amtrak Step-Up boardings and reduced, "S" schedule, service.
Same month, previous year: 460



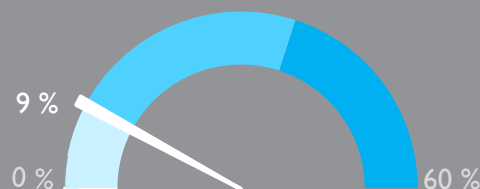
ON-TIME
PERFORMANCE

Percent of trains arriving at their destination within five minutes of the schedule.
Same month, previous year: 94%



SYSTEM CAPACITY

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



OPERATING RATIO

Through March 2021

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%

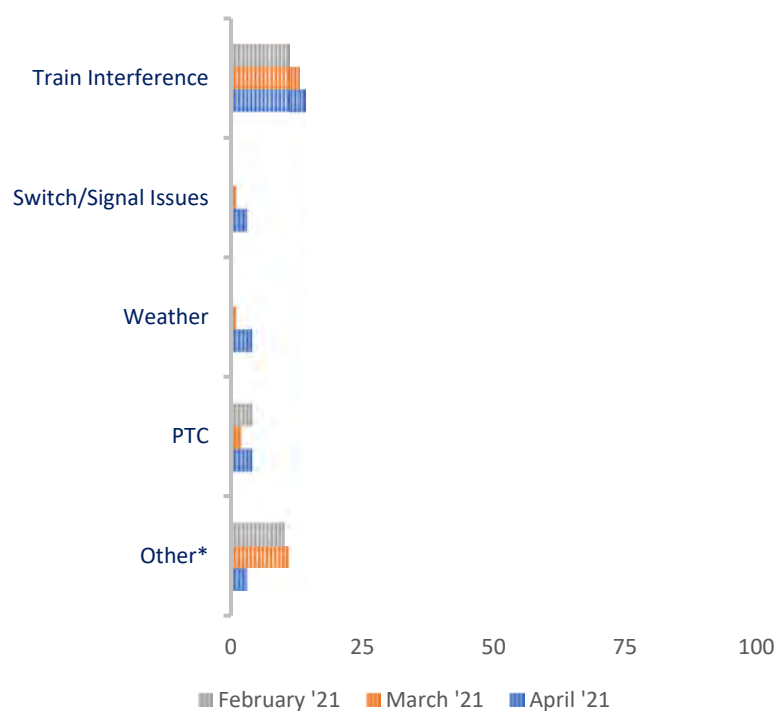
April 2021

ON-TIME PERFORMANCE

OUR RECORD

	April 2021	March 2021	April 2020
Manassas Line	93%	93%	95%
Fredericksburg Line	93%	93%	93%
Systemwide	93%	93%	94%

PRIMARY REASON FOR DELAY



VRE operated 396 trains in April. Our on-time rate for April was 93 percent.

Twenty-eight trains arrived more than 5 minutes late to their final destinations. Of those late trains, 12 were on the Manassas Line (43 percent), and 16 were on the Fredericksburg Line (57 percent).

Train interference, once again, was the leading cause of delay as it has over the last three months.

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

LATE TRAINS

	System Wide			Fredericksburg Line			Manassas Line		
	Feb	Mar	Apr	Feb	Mar	Apr	Feb	Mar	Apr
Total late trains	25	28	28	15	15	16	10	13	12
Average minutes late	16	25	14	15	31	16	18	19	11
Number over 30 minutes	2	5	3	1	4	3	1	1	1
Heat restrictions	0	1	5	0	1	5	0	0	0

ON-TIME PERFORMANCE

VRE SYSTEM



FREDERICKSBURG LINE

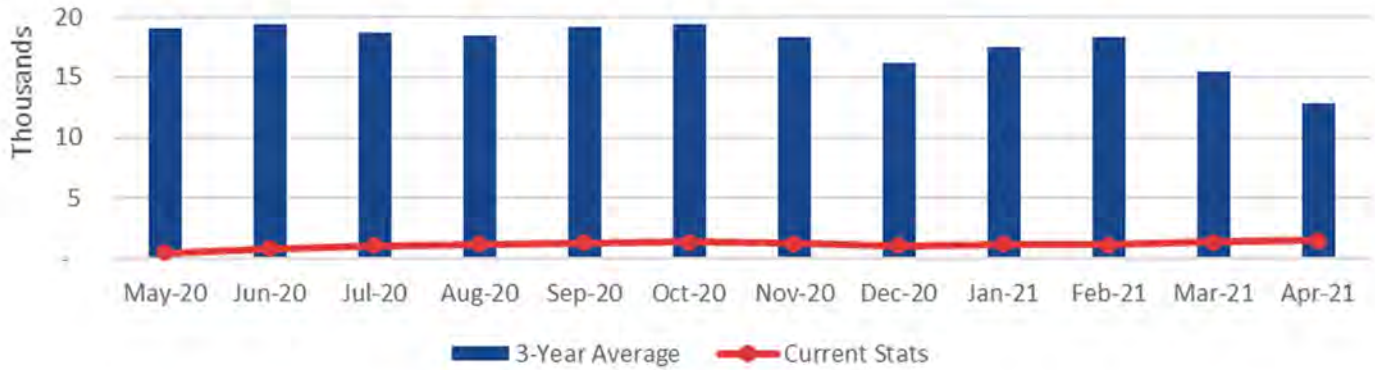


MANASSAS LINE



AVERAGE DAILY RIDERSHIP

VRE SYSTEM



FREDERICKSBURG LINE



MANASSAS LINE



RIDERSHIP UPDATES

Average daily ridership in April was 1,498. We continue to operate an “S” Schedule Plus (which includes trains 300 and 307), as necessitated by the COVID-19 pandemic. The steady increase in ridership continues as we topped the March daily average of 1,379.

	April 2021	March 2021	April 2020
Monthly Ridership	32,956	31,714	10,117
Average Daily Ridership	1,498	1,379	460
Full Service Days	0	0	0
“S” Service Days	22	23	22

SUMMONSES ISSUED

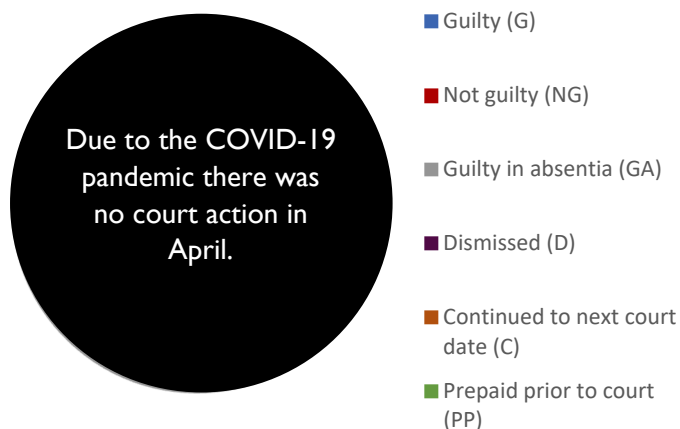
VRE SYSTEM



SUMMONSES WAIVED OUTSIDE OF COURT

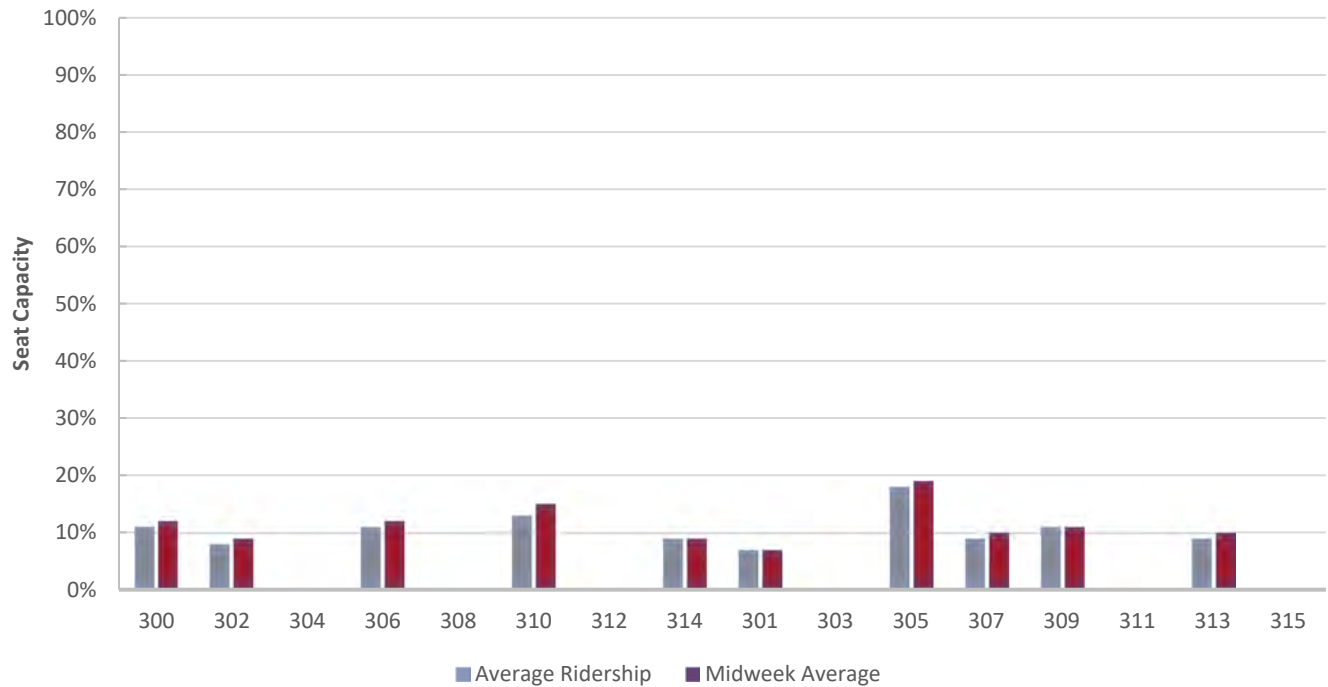
Reason for Dismissal	Occurrences
Passenger showed proof of a monthly ticket	0
One-time courtesy	0
Per the request of the conductor	0
Defective ticket	0
Per ops manager	0
Unique circumstances	0
Insufficient information	0
Lost and found ticket	0
Other	0
Total Waived	0

MONTHLY SUMMONSES COURT ACTION

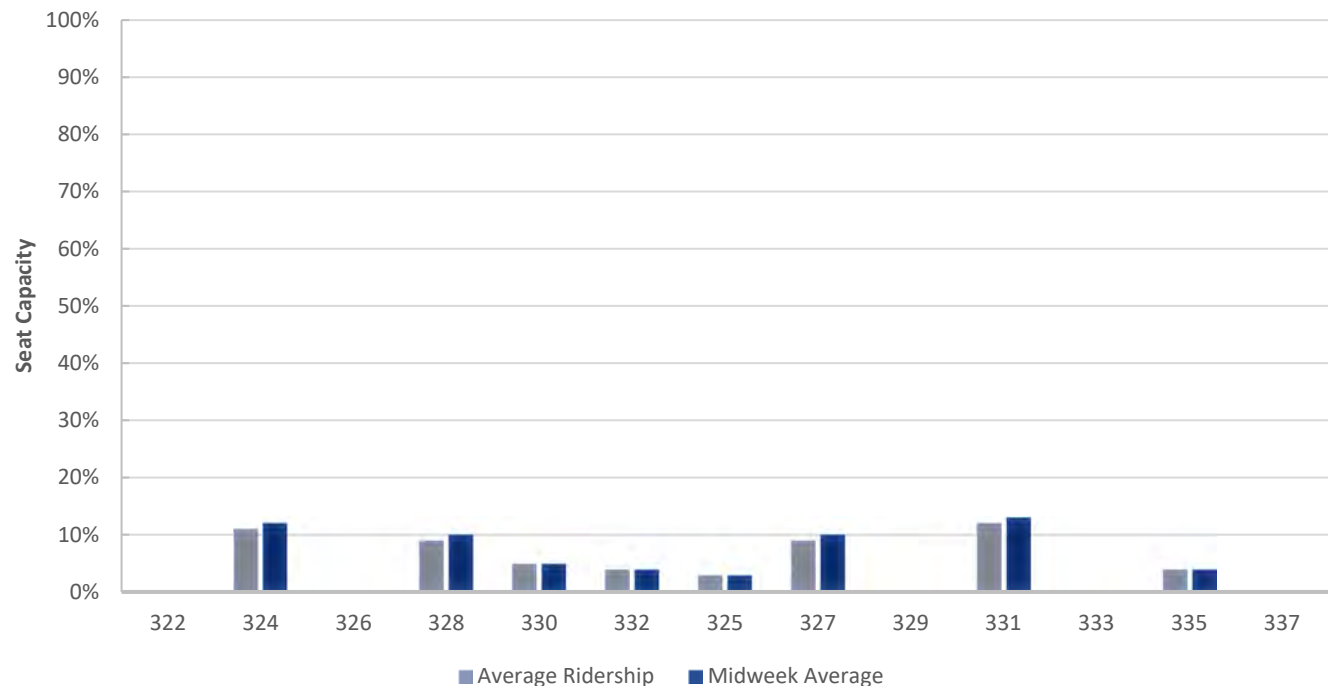


TRAIN UTILIZATION

FREDERICKSBURG LINE

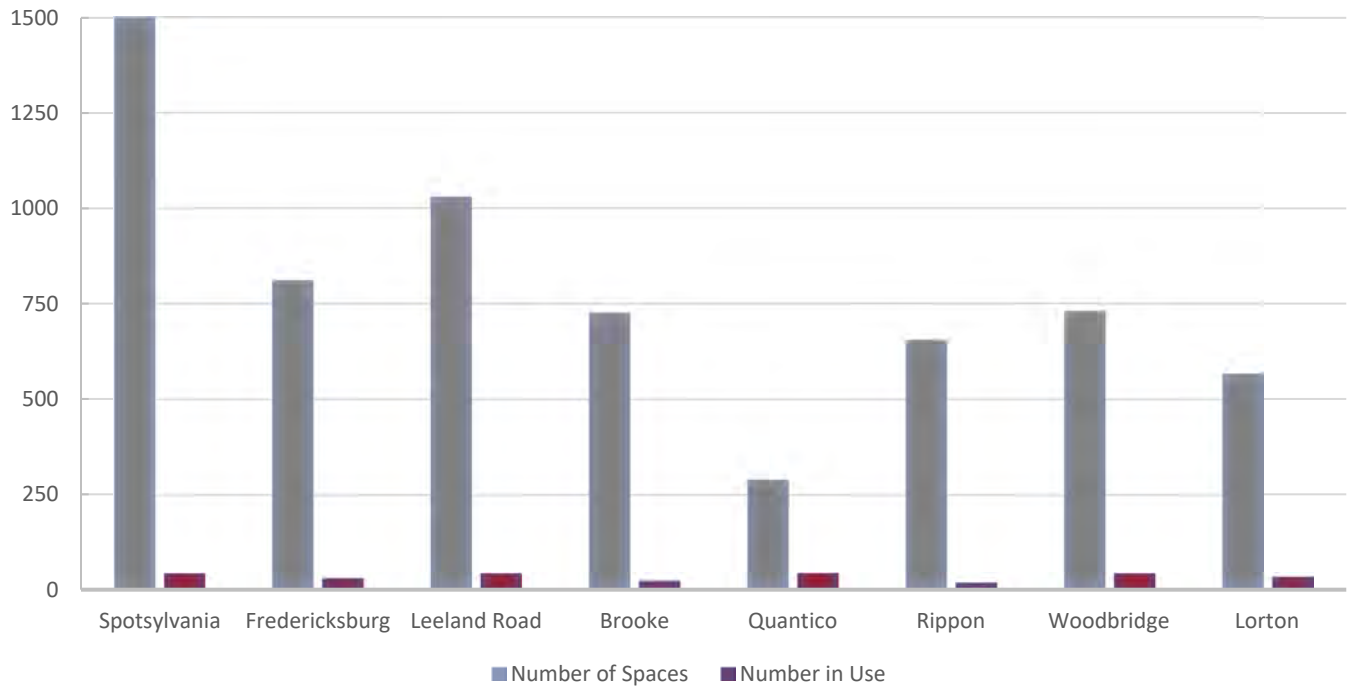


MANASSAS LINE

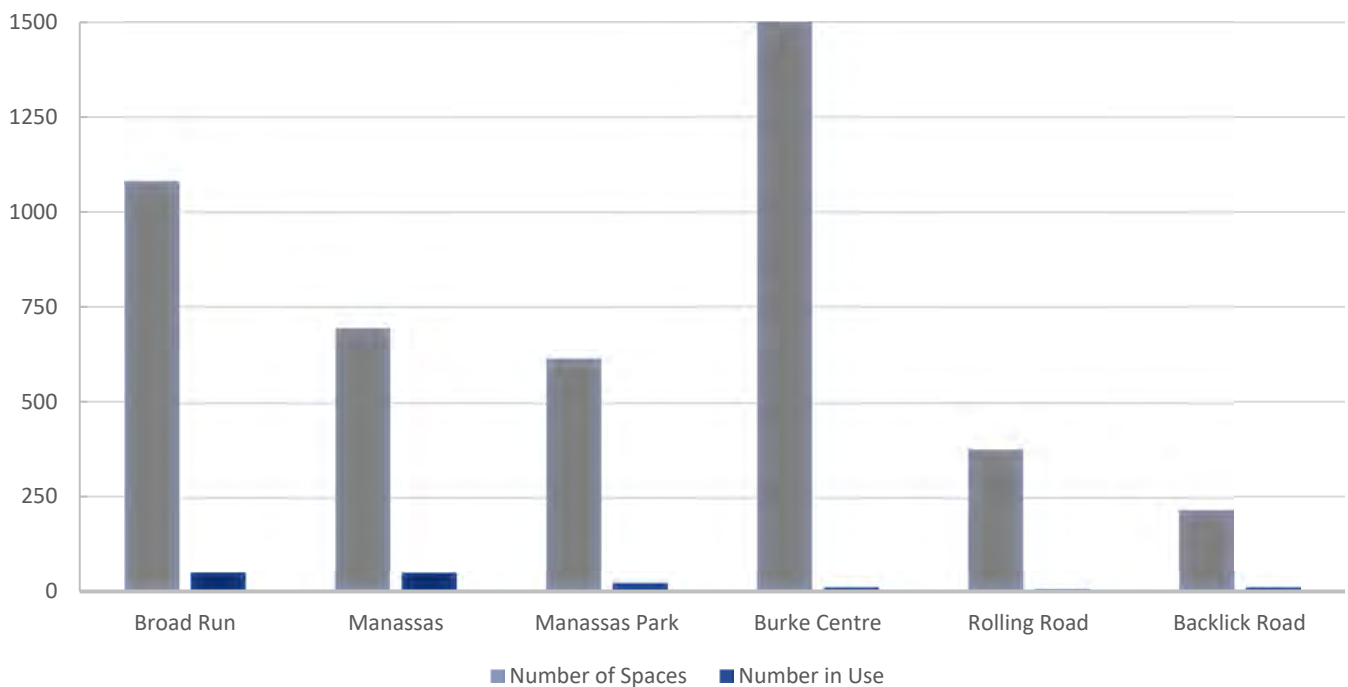


PARKING UTILIZATION

FREDERICKSBURG LINE



MANASSAS LINE



FINANCIAL REPORT FOR MARCH 2021

Fare revenue through the first nine months of FY 2021 (March 2021) is approximately \$1.9 million below budget (an unfavorable variance of -26%) and is 83% below the same period in FY 2020.

The coronavirus (COVID-19) pandemic continues to have a material negative impact on VRE ridership. Ridership has remained significantly below pre-pandemic levels during the third quarter, with average daily ridership of 1,131 in February and 1,379 in March, as compared to average daily ridership of 18,692 in February 2020 (the last full month not affected by the pandemic). We expect to report significant ridership and revenue impacts related to the pandemic throughout the remainder of FY 2021 and into FY 2022.

The operating ratio through the first nine months of FY 2021 is 9%, which is below VRE's amended budgeted operating ratio of 12% for the full twelve months of the fiscal year. VRE is normally required to budget a minimum operating ratio of 50%, but this requirement has been waived for FY 2021 and FY 2022 as a result of the pandemic.

A summary of the FY 2021 financial results through March, including information on major revenue and expense categories, appears on the next page. Please note that these figures are preliminary and unaudited.



FY 2021 Operating Budget Report							
Month Ended March 31, 2021							
	CURR. MO. ACTUAL	CURR. MO. BUDGET	YTD ACTUAL	YTD BUDGET	YTD \$ VARIANCE	YTD % VARIANCE	TOTAL FY21 BUDGET
Operating Revenue							
Passenger Ticket Revenue	458,763	888,845	5,375,380	7,226,693	(1,851,314)	-25.6%	9,700,000
Other Operating Revenue	-	27,490	149,841	223,506	(73,665)	-33.0%	300,000
Subtotal Operating Revenue	458,763	916,335	5,525,221	7,450,199	(1,924,979)	-25.8%	10,000,000
Jurisdictional Subsidy (1)	-	-	13,893,386	13,893,386	-	0.0%	13,893,386
Federal/State/Other Jurisdictional Subsidy	2,978,161	3,073,883	24,709,049	25,301,945	(592,895)	-2.3%	34,209,656
Appropriation from Reserve/Other Income	2,326,388	2,933,717	22,901,929	23,852,396	(950,467)	-4.0%	32,015,783
Interest Income	8,508	22,908	112,678	186,255	(73,577)	-39.5%	250,000
Total Operating Revenue	5,771,821	6,946,844	67,142,263	70,684,181	(3,541,918)	-5.0%	90,368,825
Operating Expenses							
Departmental Operating Expenses	6,347,261	6,520,042	58,455,057	64,313,336	5,858,279	9.1%	84,147,987
Debt Service	518,403	518,403	4,665,629	4,665,629	-	0.0%	6,220,838
Other Non-Departmental Expenses	-	-	-	-	-	0.0%	-
Total Operating Expenses	6,865,664	7,038,445	63,120,686	68,978,965	5,858,279	8.5%	90,368,825
Net income (loss) from Operations	(1,093,844)	(91,602)	4,021,578	1,705,216	2,316,361		-
Operating Ratio							
			9%	12%	Budgeted	12%	
					Goal	50%	

(1) Total jurisdictional subsidy is \$18,300,780. Portion shown as budgeted and actual are attributed to Operating Fund only.



INVESTMENT REPORT FOR MARCH 2021

VRE Investment Portfolio As of March 31, 2021

Investment Type	Institution	Amount	Comments	Rate
Checking Account	PNC	\$ 11,829,514	Operating checking account	0.00%
LGIP (Local Government Investment Pool)	LGIP	\$ 61,728,394	Operating and capital reserve	0.10%
LGIP (Local Government Investment Pool)	LGIP	\$ 2,529,543	Proceeds from Woodbridge K&R Lot & RRIF CRP	0.10%
LGIP (Local Government Investment Pool)	LGIP	\$ 56,736	Revolving account for small liability claims	0.10%
LGIP (Local Government Investment Pool)	LGIP	\$ 39,203,854	Commuter Rail Operating and Capital (C-ROC) Fund	0.10%
VRA Debt Service Reserve Fund	U.S. BANK	\$ 2,012,606	VRA Bond Payable - Debt service reserve fund	Var.Rate
Insurance Trust Fund	DRM	\$ 10,165,050	Minimum required balance of \$10 million	0.61%
Total portfolio		\$ 127,525,696		

Notes:

PNC contract allows for earnings credit of 0.35% on average monthly balance as an offset to banking service costs. Earnings credit through March was 0.18%.

LGIP account earnings calculated based on the monthly average balance.

VRA Debt Service Reserve interest earnings are at multiple variable rates applicable to individual investments held by the money market fund.

Insurance trust fund rate based on interest earned through three quarters and annualized to the full fiscal year.

Percentage of portfolio:

Checking-PNC	9.3%
LGIP	81.2%
VRA Debt Service Reserve	1.6%
Insurance trust fund	8.0%



COMMUTER RAIL OPERATING AND CAPITAL (C-ROC) FUND QUARTERLY REPORT

Background

Dedicated C-ROC funding for VRE began on July 1, 2018. The C-ROC Fund receives \$15 million annually (\$1.25 million monthly) from fuel taxes collected in the NVTC and PRTC regions. C-ROC funds are received from the Department of Motor Vehicles (DMV) and are held by NVTC for VRE in a separate account, in accordance with §33.2-1525.A of the Code of Virginia. The VRE Operations Board and Commissions approve the projects that are to be funded in whole or in part by the C-ROC, and VRE provides a quarterly report on the C-ROC Fund, including disbursements received, amounts expended, the purpose of the expenditures, and investment and interest earnings.

C-ROC Fund as of March 31, 2021

A summary of the C-ROC Fund through the third quarter of FY 2021 is presented below. Due to lags in the determination of total fuel tax revenue by DMV and the transfer of funds from DMV to NVTC/VRE, total C-ROC funds received may be less than total funds earned.

C-ROC Fund as of March 31, 2021

Period	Funds Earned	Funds Received	Interest Earned	Expenditures	C-ROC Account Balance
FY 2021 (Jul-Mar)	\$11,250,000	\$8,750,000	\$42,602	\$0	
Life to Date	\$41,250,000	\$38,750,000	\$453,854	\$0	\$39,203,854

The VRE Operations Board and the Commissions have approved the commitment of \$45 million in C-ROC funding to key capital projects – \$30 million for the L'Enfant Station and Fourth Track project and \$15 million for the Crystal City Station Improvements project. This commitment reflects three years of projected C-ROC funding (FY 2019 through FY 2021), and expenditures will be reflected above when construction commences on these projects.



FY 2021 YEAR-END FINANCIAL FORECAST

Each quarter, the VRE Operations Board receives a summary of year-to-date operating revenues and expenses relative to budget. At the midpoint of the fiscal year, an amended budget is prepared for Operations Board approval based on actual results as of that date. This FY 2021 year-end forecast of revenues and expenses is based on the amended budget approved by the Operations Board in December 2020.

Based on revenues and expenses to date, well as projected activity over the final three months of the fiscal year, the net operating position for FY 2021 is forecast at \$0.0 million (i.e., no surplus or deficit). This includes projections based upon the effects of the COVID-19 pandemic on VRE and the projected use of Federal pandemic relief funds to replace lost passenger revenues. The primary drivers of the forecasted year-end variance are described below.

Operating Revenues – \$7.3 million negative variance

- Fare Revenue in FY 2021 is forecast at \$7.2 million for the year, approximately \$2.5 million (or 34.0%) below the amended budget level. Ridership has been negatively affected by the COVID-19 pandemic that started in March 2020, and while daily ridership has begun to increase in the fourth quarter of FY 2021, the overall “return of ridership” is slower than previously expected. Revenue projections for the final three months of FY 2021 are conservative given the current uncertainty.
- Federal Relief Fund Revenue (CARES Act) and Other Revenues (which includes leases, advertising, interest on investments, and other internal and external non-fare sources) are forecast to be below budget by \$3.7 million or 12.7%. This is primarily due to lower than budgeted CARES Act relief funding, which in turn is due to lower than budgeted operating expenses. Interest earnings are below budget due to lower interest rates. Advertising and lease revenues are also under budget for the year.
- Federal and State Revenue is forecast to be below budget by \$1.1 million or 3.4%, primarily due to lower than budgeted access fee costs resulting in lower required reimbursements, as well as lower than expected grant and project management reimbursement.

Operating Expenses – \$7.4 million positive variance

- The largest single projected expense variance is Step-Up Ticket Costs, which was budgeted at \$1.2 million for FY 2021 and is forecast to be under budget by \$1.2 million (i.e., zero expense). This is due to the COVID-related suspension of the VRE-Amtrak Step-Up Agreement in July 2020.
- The second largest projected expense variance is in Diesel Fuel, which was budgeted at \$3.0 million for FY 2021 and is forecast to be under budget by \$1.1 million or 38%. Diesel Fuel use has been affected by the reduced service levels during the COVID pandemic. Additionally, diesel fuel prices stayed within a relatively narrow, lower than budgeted, range in FY 2021. VRE continues to mitigate diesel fuel price variability using fixed price delivery contracts.
- All other operating expenses are forecast to be under budget by \$5.1 million, or 7.4% of budgeted operating expenditures:
 - Executive Management costs are forecast to be \$0.7 million below budget. This variance is primarily due to vacant positions during FY 2021 and lower than projected spending on COVID-specific mitigation costs and legal fees.
 - System Safety & Security costs are forecast to be \$0.6 million below budget. This variance is due to a vacant staff position during FY 2021; savings related to the renewal of certain security contracts, and planned activities that did not move forward due to contractual constraints.

- Amtrak Access Fee costs are projected to be \$0.5 million below budget, due primarily to lower than projected Access Fee costs related to the Northeast Corridor PRIIA cost sharing model, as well as cost reductions related to Federal aid relief for the PRIIA model for fourth quarter FY 2021.
- Mechanical Operations costs (exclusive of Diesel Fuel) are forecast to be \$0.5 million below budget. This variance is due to savings related to Positive Train Control and planned spending on Lifecycle and Overhaul Facility furniture and fixtures not being expected to occur in FY 2021.
- Project Development and Project Implementation are projected to be \$0.5 million under budget (combined), primarily due to a vacant position in the Development group, as well as lower than projected consulting costs for both groups.
- Keolis Maintenance of Equipment is projected to be \$0.4 million under budget, primarily due to lower expenditures on as-needed task orders as well as lower than projected facilities maintenance costs.
- Total projected savings for Finance, Accounting and Human Resources is projected to be \$0.4 million, due primarily to a vacant position during FY 2021 as well as lower than projected Fare Collection-related costs due to the lower ridership and ticket sales related to COVID.
- CSX Transportation access costs are forecast to be \$0.3 million below budget. This is related to lower contractual cost increase than was forecast for the FY 2021 contract.
- Information Systems costs are projected to be \$0.2 million below budget, due to a vacant position during FY 2021 as well as lower than projected hardware maintenance and software Licensing and maintenance costs.
- Marketing is projected to be \$0.2 million below budget, primarily related to lower-than-expected printing and media advertising costs.
- Other net departmental savings are projected at \$0.8 million, spread over multiple departments at variance lower than \$0.2 million each.

Non-Operating Expenses – \$0.1 million negative variance

Certain 'non-operating' expenses that are not part of the Capital Improvement Program (CIP) are also included in the year-end forecast. The forecast of \$0.1 million combined negative variance on these items includes additional FY 2021 insurance costs of \$184,061 offset by unused Bad Debt expense of \$50,000.

As noted during the adoption of the FY 2022 budget, VRE has sufficient federal pandemic relief funds to backfill any continued reductions in passenger fare revenues during FY 2022 and ensure that there is no operating deficit at year end. These funds are available not only from the CARES Act, but also from the Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA) and the American Rescue Plan Act (ARPA).

The chart on the following page summarizes actual to budget data by major category.

FY21 Year End Operating Budget Projection (in millions)				
Description	Revised Budget	Current Estimate	Variance	%
Fare Revenue	\$9.7	\$7.2	(\$2.5)	-34.4%
Local Subsidy*	13.9	13.9	0.0	0.0%
Fed/State Revenue	34.2	33.1	(1.1)	-3.4%
Fed Relief Funds/Other Rev.	32.6	28.9	(3.7)	-12.7%
Total Revenue	\$90.4	\$83.1	(\$7.3)	-8.7%
Operating Expenses	\$77.3	\$69.9	\$7.4	10.6%
Non-Operating Expenses	6.8	7.0	(0.1)	-1.9%
Debt Service	6.2	6.2	0.0	0.0%
Contribution to Op. Reserve	0.0	0.0	0.0	0.0%
Total Expenses	\$90.4	\$83.1	\$7.3	8.0%
Net Income (Loss)	\$0.0	\$0.0	\$0.0	

(1) Total jurisdictional subsidy is \$ 18,300,780. Portion shown as budgeted and actual are attributed to Operating Fund only.



FACILITIES UPDATE

The following is a status update of VRE facilities projects.

Completed projects:

1. Replacement of signage at Fredericksburg office and gravel parking lot
2. Cleaning of pavilion exterior at Spotsylvania Station
2. Replacement of lighting at Broad Run MASF service & inspection building

Projects scheduled to be completed this quarter:

1. Replacement of west platform and canopy lighting at Woodbridge Station
2. Submission of IFB package for canopy roof replacement at Backlick Road Station
3. Replacement of deck joint sealant at Manassas Station parking garage
4. Submission of IFB package for replacement of tactile warning strips at various stations

Projects scheduled to be initiated this quarter:

1. Minor stair steel repairs and caulking at Franconia-Springfield Station
2. Painting of Franconia-Springfield Station
3. Minor structural repairs at Woodbridge and Manassas parking garages
4. Repairs and testing of dry standpipes at Woodbridge and Manassas parking garages
5. Repair of platform sealant at Rippon Station
6. Minor concrete repairs at Rippon and Brooke Stations
7. Painting of Brooke Station
8. Replacement of privacy fence in lower parking lot at Brooke Station
9. Pavement repairs and restriping at Fredericksburg Lot G
10. Repair of platform sealer delamination at Spotsylvania Station
11. Replacement of lighting at Manassas Station parking garage
12. Repair of minor cracks and sealant on platform at Manassas Station
13. Issuance of general signage services Request for Quotes

Ongoing projects:

1. Design of waiting area at L'Enfant Station
2. Replacement of signage at Woodbridge Station
3. Replacement of waste and recycling receptacles at various stations
4. Design of final phases of renovations to Alexandria headquarters
5. Overhaul of emergency generators at Woodbridge and Manassas Stations, Alexandria Headquarters and Fredericksburg office

UPCOMING PROCUREMENTS

- Renewal of locomotive head end power engine systems
- Program management consulting services
- Canopy roof replacement at the Backlick Road Station
- Modernization of VRE Woodbridge Station east elevator
- Forklift trucks
- Passenger car wheelchair lift assemblies
- Purchase of LED light fixtures
- Variable Messaging System replacement
- Tactile strip replacements
- Construction management services for Fredericksburg Station platform rehabilitation
- Construction of Fredericksburg Station platform rehabilitation

CAPITAL PROJECTS UPDATES

The following is a status update of VRE capital projects.

Completed projects or major project milestones:

1. Construction initiated on Lifecycle Overhaul & Upgrade Facility (LOU)
2. Construction initiated on Quantico Station Improvements

Projects or project phases scheduled to be completed this quarter:

3. Franconia-Springfield Station Improvements draft 100% plans and specifications
4. Broad Run Expansion (BRX) Section 106 Consultation
5. 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:

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

Ongoing projects:

10. Broad Run Expansion (BRX)
11. Manassas Park Parking Improvements
12. Rolling Road Station Improvements
13. Crossroads Maintenance and Storage Facility (MSF) – land acquisition completed
14. Lifecycle Overhaul & Upgrade Facility (LOU)
15. Quantico Station Improvements
16. Franconia-Springfield Station Improvements
17. Alexandria Station Improvements
18. Alexandria Station Track I Access (Slaters Lane)
19. Crystal City Station Improvements
20. L'Enfant Train Storage Track - South
21. L'Enfant Station Improvements
22. New York Avenue Midday Storage Facility
23. Potomac Shores VRE Station – *design by others*
24. Washington Union Station Improvements Environmental Impact Statement – *study by others*
25. DC2RVA Environmental Impact Statement – *study by others*
26. 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	●	
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	●	
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	● Getting ready for Alternate delivery CMGC Procurement. CSX and City of Alexandria review progressing.
13,000,000	13,000,000	-	*	940,681	35%	4th QTR 2023	● FD underway with anticipated completion 2nd QTR 2021. Ongoing coordination with DRPT projects.
No costs for VRE. Private developer providing station.					30%	TBD	● Potomac Shores VRE Station design underway to include parking structure. 90% Design Submittal received and under review by CSX and VRE.
18,372,949	18,372,949	0	21,505,529	1,034,908	35%	TBD	● CM Contract Executed and NTP issued. Execution of Construction contract forthcoming pending final funding agreement, pre-NTP activities anticipated 2nd Quarter 2021. Construction NTP to follow.
25,983,000	25,983,000	0	2,238,144	670,225	30%	4th QTR 2022	● Progressing towards 60% design at relocated site.
5,000,000	2,000,000	3,000,000	640,503	418,887	70%	4th QTR 2021	● Contractor working on pre-NTP submittals.
49,940,000	19,098,463	30,841,537	1,584,619	1,366,909	30%	2nd QTR 2024	● PE & EC anticipated completion 3rd QTR 2021. 60% Design anticipated afterwards.
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

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



VIRGINIA RAILWAY EXPRESS

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RESOLUTION #2448

SUBJECT: Authorize the VRE CEO to Execute an Amendment for the First Year of the First Option Period of the Contract for Maintenance Services for Commuter Rail with Keolis Rail Services Virginia, LLC

WHEREAS: In 2015, the VRE Operations Board recommended, and the Northern Virginia Transportation Commission and the Potomac and Rappahannock Transportation Commission (the "Commissions") approved, a five-year contract for Maintenance Services for Commuter Rail with Keolis Rail Services Virginia, LLC (KRSV);

WHEREAS: The contract start date and total authorization was amended in May of 2016;

WHEREAS: On April 21, 2017, the VRE Operations Board recommended, and the Commissions subsequently approved, the second contract year, through June 30, 2018, in the amount of \$7,092,267, for a total contract value not to exceed \$14,344,638;

WHEREAS: On April 20, 2018, the VRE Operations Board recommended, and the Commissions subsequently approved, the third contract year, through June 30, 2019, in the amount of \$7,674,000, for a total contract value not to exceed \$22,018,638;

WHEREAS: On May 17, 2019, the VRE Operations Board recommended, and the Commissions subsequently approved, the fourth contract year, through June 30, 2020, in the amount of \$8,889,465 for a total contract value not to exceed \$30,908,103;

WHEREAS: On May 15, 2020, the VRE Operations Board recommended, and the Commissions subsequently approved, the fifth contract year, through June 30, 2021, in the amount of \$9,012,749 for a total contract value not to exceed \$39,920,852;

WHEREAS: The current contract authorization runs through June 30, 2021;

WHEREAS: The increase in contract authorization will allow for continued maintenance services and life cycle maintenance work scheduled for FY 2022; and

WHEREAS: The VRE Operations Board recommends the following Commission action.

NOW, THEREFORE, BE IT RESOLVED that the Northern Virginia Transportation Commission hereby authorizes the VRE Chief Executive Officer to amend the Contract for Maintenance Services for Commuter Rail for the first option period of five years.

BE IT FURTHER RESOLVED that NVTC that hereby authorize the VRE CEO to amend the contract for Maintenance Services for Commuter Rail with Keolis Rail Services Virginia, LLC by increasing the total contract authorization by \$8,980,774 for the first year of the first five-year option period, for a total contract value not to exceed \$48,901,626 through June 30, 2022.

Approved this 3rd day of June 2021.

Dalia Palchik
Secretary-Treasurer

Katie Cristol
Chair



VIRGINIA RAILWAY EXPRESS
OPERATIONS BOARD

Agenda Item 7-D
Action Item

To: Chair Bennett-Parker and the VRE Operations Board

From: Rich Dalton

Date: May 21, 2021

Re: Recommend Authorization to Execute an Amendment for the First Option Period of the Contract for Maintenance Services for Commuter Rail and the First Year of the First Option Period

Recommendation:

The VRE Operations Board is asked to recommend the Commissions authorize the Chief Executive Officer to amend the contract for Maintenance Services for Commuter Rail with Keolis Rail Services Virginia, LLC (KRSV) by approving the first five-year option period, and approving up to \$8,980,774 for the first year of the first option period, for a total contract value not to exceed \$48,901,626 through June 30, 2022.

Summary:

This action will authorize the award of the first (of two) five-year option periods and continue the contracted services for the maintenance, inspection, and repair of VRE locomotives, passenger railcars and maintenance facilities for FY 2022.

Background:

On January 15, 2015, following a competitive solicitation process, the VRE Operations Board recommended, and the Commissions subsequently authorized, the CEO to execute a contract with KRSV for Maintenance Services for Commuter Rail.

The work performed under this contract includes daily and periodic servicing, inspection and repairs of locomotives and passenger railcars. Lifecycle maintenance and extensive rolling stock repair work are included in this contract through a task order process. In addition to locomotive and passenger railcar work, the scope of work includes inspection, maintenance and repair of facilities equipment including yard tracks and buildings. There



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are no material changes to the scope of work for the upcoming fiscal year.

On May 20, 2016, the VRE Operations Board recommended, and the Commissions subsequently authorized, an amended start date for the first year of the contract to July 1, 2016, and the total contract amount for the first year of \$7,252,371. Below is a list of the amendments, contract modifications and proposed action for this contract:

Date	Description	Amount	Authorized Value (Cumulative)
May 20, 2016	1 st Contract Year & Mobilization	\$7,252,371	\$7,252,371
April 21, 2017	2 nd Contract Year	\$7,092,267	\$14,344,638
April 20, 2018	3 rd Contract Year	\$7,674,000	\$22,018,638
May 17, 2019	4 th Contract Year	\$8,889,465	\$30,908,103
May 15, 2020	5 th Contract Year	\$9,012,749	\$39,920,852
May 21, 2021 (a)	1 st Year of the 1 st Option Period (6 th Year)	\$8,980,774	\$48,901,626

(a) Pending Approval

This action will increase the contract value by \$8,980,774 for a cumulative amount not to exceed \$48,901,626 through the six years that includes the first year of the first five-year option period. The year over year increase is primarily due a contractually mandated annual increase of 1.20% based on the Consumer Price Index.

Accomplishments:

Keolis Rail Services Virginia's contract for Maintenance Services is eligible to exercise the option for the first, five-year extension to commence on July 1, 2021.

While KRSV originally began providing both train operations and maintenance services to VRE on July 1, 2010, under a single contract, it is important to note the Maintenance Services portion of the contract was later removed and competitively re-procured. The contract for Maintenance Services was subsequently awarded to Keolis and commenced on July 1, 2016. The new, separate contract changed the pricing structure from a Cost-Plus to a Fixed Price contract.

From the beginning and continuing under the new contract to present day, KRSV has been a collaborative partner who has consistently improved in its ability and understanding of the needs of VRE and works proactively with VRE to address issues affecting service. KRSV maintains a strong commitment to the safety of passengers, employees and third parties with comprehensive training combined with employee engagement to create a "Safety Culture" that has resulted in no significant accidents or injuries during the life of this contract.

KRSV has been a reliable partner over the past year in adapting to the service and process changes driven by the COVID-19 pandemic. KRSV was amenable and flexible in developing new work and inspection protocols to keep passengers and employees safe and our equipment clean and disinfected.

In addition to safety, KRSV's Mechanical Team has provided superior maintenance and servicing of our trains. In our rider surveys, both equipment condition and cleanliness get the highest of all the survey scores, ranging consistently within the 90-95 percentile; and, they have achieved equipment reliability over the past five years enabling a 99.4% on-time performance rate within their contract scope.

KRSV's Mechanical Team has also worked closely with VRE Staff in the development and implementation of our Life-Cycle Maintenance Program and has positioned itself to perform capital improvement projects for VRE that previously required the use of third-party vendors. For example, they recently managed the installation of Automated Passenger Counters on the entire VRE fleet and completed the task on budget and ahead of schedule.

Similarly, in 2019, they assisted VRE in the implementation of the Positive Train Control (PTC) System and worked closely with our PTC vendor and the host railroads to ensure the equipment was available and functioning correctly. KRSV's personnel have developed a deep expertise in this technology and play a significant role in the success of the PTC system functionality.

KRSV demonstrates continuous improvement in its management approach and has maintained ISO 9001 certification since 2015. Their managers are professional, technically strong, exceptional in their transparency, and share their ideas, information, and data for service improvement.

KRSV works seamlessly with VRE and has proven to be a valuable partner in our efforts to improve safety, customer service, operations, maintenance and change management, which is why we recommend exercising the first five-year option period for their Maintenance Services contract.

Fiscal Impact:

Funding is provided for in the FY 2022 Operating Budget for Maintenance Services for Commuter Rail and the CIP Budget for Asset Management – Rolling Stock Equipment and Asset Management - Facilities includes funding for the sixth year of this work.

FY 2022 Operating Budget:	
Maintenance Services for Commuter Rail	\$7,898,500
FY 2022 CIP Budget:	
Asset Management – Rolling Stock Equipment and Asset Management - Facilities	\$1,082,274
Total	\$8,980,774

**Virginia Railway Express
Operations Board Resolution**

7D-05-2021

**Recommend Authorization to Execute an Amendment for the First
Option Period of the Contract for Maintenance Services for Commuter
Rail and the First Year of the First Option Period**

WHEREAS, in 2015, the VRE Operations Board recommended, and the Commissions approved, a five-year contract for Maintenance Services for Commuter Rail with Keolis Rail Services Virginia, LLC (KRSV); and,

WHEREAS, the contract start date and total authorization was amended in May of 2016; and,

WHEREAS, on April 21, 2017, the Operations Board recommended, and the Commissions subsequently approved, the second contract year, through June 30, 2018, in the amount of \$7,092,267, for a total contract value not to exceed \$14,344,638; and,

WHEREAS, on April 20, 2018, the Operations Board recommended, and the Commissions subsequently approved, the third contract year, through June 30, 2019, in the amount of \$7,674,000, for a total contract value not to exceed \$22,018,638; and,

WHEREAS, on May 17, 2019, the Operations Board recommended, and the Commissions subsequently approved, the fourth contract year, through June 30, 2020, in the amount of \$8,889,465 for a total contract value not to exceed \$30,908,103; and,

WHEREAS, on May 15, 2020, the Operations Board recommended, and the Commissions subsequently approved, the fifth contract year, through June 30, 2021, in the amount of \$9,012,749 for a total contract value not to exceed \$39,920,852; and,

WHEREAS, the current contract authorization runs through June 30, 2021; and,

WHEREAS, the increase in contract authorization will allow for continued maintenance services and life cycle maintenance work scheduled for FY 2022;

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board does hereby recommend the Commissions authorize the Chief Executive Officer to amend the Contract for Maintenance Services for Commuter Rail for the first option period of five years; and,

BE IT FURTHER RESOLVED THAT, the VRE Operations Board does hereby recommend the Commissions authorize the Chief Executive Officer to amend the contract for Maintenance Services for Commuter Rail with Keolis Rail Services Virginia, LLC by

increasing the total contract authorization by \$8,980,774 for the first year of the first five-year option period, for a total contract value not to exceed \$48,901,626 through June 30, 2022.

Approved this 21st day of May 2021

Elizabeth Bennett-Parker
Chair

James Walkinshaw
Secretary

RESOLUTION #2449

- SUBJECT:** Authorize the VRE CEO to Execute an Amendment for the Second Year of the Second Option Period of the Contract for Operating Services for Commuter Rail with Keolis Rail Services Virginia, LLC
- WHEREAS:** On October 16, 2009, the VRE Operations Board approved a 5-year contract with Keolis Rail Services Virginia for VRE operations and maintenance services and mobilization in the amount of \$18,459,348 through June 30, 2011;
- WHEREAS:** A contract amendment was approved on December 17, 2010, in the amount of \$2,085,000;
- WHEREAS:** On May 20, 2011, the Operations Board approved the second contract year, through June 30, 2012, in the amount of \$17,954,527, for a total contract value not to exceed \$38,498,875;
- WHEREAS:** On April 20, 2012, the Operations Board approved the third contract year, through June 30, 2013, in the amount of \$18,008,591, for a total contract value not to exceed \$56,507,466;
- WHEREAS:** On April 19, 2013, the Operations Board approved the fourth contract year, through June 30, 2014, in the amount of \$18,974,041, for a total contract value not to exceed \$75,481,507;
- WHEREAS:** On April 18, 2014, the Operations Board approved the fifth contract year, through June 30, 2015, in the amount of \$20,115,047, for a total contract value not to exceed \$95,596,554;
- WHEREAS:** On May 15, 2015, the Operations Board approved the first year of the first option period, through June 30, 2016, in the amount of \$20,931,000, for a total contract value not to exceed \$116,527,554;
- WHEREAS:** On May 20, 2016, the Operations Board further authorized amending the agreement to remove the requirements for the Maintenance of Equipment and Facilities;
- WHEREAS:** On May 20, 2016, the Operations Board approved the second year of the first option period, through June 30, 2017, in the amount of \$15,463,003, for a total contract value not to exceed \$131,990,557;
- WHEREAS:** On April 21, 2017, the Operations Board approved the third year of the first option period, through June 30, 2018, in the amount of \$15,416,000, for a total contract value not to exceed \$147,406,557;

WHEREAS: On April 20, 2018, the Operations Board approved the fourth year of the first option period, through June 30, 2019, in the amount of \$15,718,000, for a total contract value not to exceed \$163,124,557;

WHEREAS: On May 17, 2019, the Operations Board approved the fifth year of the first option period, through June 30, 2019, in the amount of \$16,287,000, for a total contract value not to exceed \$179,411,557;

WHEREAS: On May 15, 2020, the Operations Board approved the second and final option period;

WHEREAS: On May 15, 2020, the Operations Board approved the first year of the second option period through June 30, 2021, in an amount of \$16,591,500, for total contract value not to exceed \$196,003,057;

WHEREAS: Approval of this resolution will allow for continued VRE train operations in FY 2022; and

WHEREAS: The VRE Operations Board recommends the following action.

NOW, THEREFORE, BE IT RESOLVED that the Northern Virginia Transportation Commission hereby authorizes the VRE Chief Executive Officer to amend the Contract for Operating Services for Commuter Rail with Keolis Rail Services Virginia, LLC (KRSV) by increasing the total contract authorization by \$16,787,500 for the second year of the second option period, for a total contract value not to exceed \$212,790,557 through June 30, 2022.

Approved this 3rd day of June 2021.

Katie Cristol
Chair

Dalia Palchik
Secretary-Treasurer



VIRGINIA RAILWAY EXPRESS
OPERATIONS BOARD

Agenda Item 7-E
Action Item

To: Chair Bennett-Parker and the VRE Operations Board

From: Rich Dalton

Date: May 21, 2021

Re: Recommend Authorization to Execute an Amendment for the Second Year of the Second Option Period of the Contract for Operating Services for Commuter Rail

Recommendation:

The VRE Operations Board is asked to recommend the Commissions authorize the Chief Executive Officer to amend the Contract for Operating Services for Commuter Rail with Keolis Rail Services Virginia, LLC (KRSV) by approving up to \$16,787,500 for the second year of the second option period, for a total contract value not to exceed \$212,790,557 through June 30, 2022.

Summary:

This action will authorize the contracted services for management, supervision and certified locomotive engineers and conductors to operate VRE commuter rail trains for FY 2022.

Background:

On October 16, 2009, following a competitive solicitation process, the VRE Operations Board recommended, and the Commissions subsequently approved, a five-year contract with KRSV for commuter rail operations and maintenance with two five-year option periods. The maintenance activities were later removed from this contract and these services are now included in a separate contract for maintenance services. The second option period for operating services started July 1, 2020. This is the final five-year option period for this contract. This contract includes the necessary management and supervision along with certified locomotive engineers and conductors to operate VRE commuter rail trains. The contract also includes Federal Railroad Administration (FRA) required



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reporting and claims management. Below is a list of the amendments, contract modifications and proposed actions for this contract:

Date	Description	Amount	Authorized Value (Cumulative)
10-16-2009	1 st Contract Year & Mobilization	\$18,459,348	\$18,459,348
12-17-2010	Amendment (a)	\$2,085,000	\$20,544,348
5-20-2011	2 nd Contract Year	\$17,954,527	\$38,498,875
4-20-2012	3 rd Contract Year (b)	\$18,008,591	\$56,507,466
4-19-2013	4 th Contract Year	\$18,974,041	\$75,481,507
4-18-2014	5 th Contract Year (c)	\$20,115,047	\$95,596,554
5-15-2015	1 st Year of the First Option Period (6 th Contract Year)	\$20,931,000	\$116,527,554
5-20-2016	2 nd Year of the First Option Period (7 th Contract Year) (d)	\$15,463,003	\$131,990,557
4-21-2017	3 rd Year of the First Option Period (8 th Year)	\$15,416,000	\$147,406,557
4-20-2018	4 th Year of the First Option Period (9 th Year)	\$15,718,000	\$163,124,557
5-17-2019	5 th Year of the First Option Period (10 th Year)	\$16,287,000	\$179,411,557
5-15-2020	1 st Year of the Second Option Period (11 th Year)	\$16,591,500	\$196,003,057
5-21-2021	2 nd Year of the Second Option Period (12 th Year) (e)	\$16,787,500	\$212,790,557

(a) Amendment included service enhancements, higher than anticipated insurance costs; items included in the original negotiations, contingency funds, and removed the requirement that Keolis indemnify VRE for all liability claims arising from the contract service with a value of up to \$5,000,000.

(b) FY 2013 budget amended mid-year for service enhancements resulting in the lengthening of two trains. This increased the FY 2013 contract budget amount to \$18,248,591. Authorization available from prior year approvals.

(c) FY 2015 budget includes adding the new Fredericksburg line train for half of the fiscal year.

(d) FY 2017 budget reflects the amended agreement removing the maintenance of equipment and facilities maintenance functions.

(e) Pending Approval

This action will increase the contract value by \$16,787,500 for a cumulative amount not to exceed \$212,790,557. The year over year increase is due to a contractually mandated increase of 1.20% based on the Consumer Price Index for the fixed cost components of the contract.

Fiscal Impact:

Funding for the second year of the second option period of the contract (12th year) is included in the FY 2022 operating budget. The total amount budgeted for train operations is \$16,787,500.

**Virginia Railway Express
Operations Board Resolution**

7E-05-2021

**Recommend Authorization to Execute an Amendment for the Second Year of
the Second Option Period of the Contract for Operating Services for
Commuter Rail**

WHEREAS, on October 16, 2009, the VRE Operations Board approved a 5-year contract with Keolis Rail Services Virginia for VRE operations and maintenance services and mobilization in the amount of \$18,459,348 through June 30, 2011; and,

WHEREAS, a contract amendment was approved on December 17, 2010, in the amount of \$2,085,000; and,

WHEREAS, on May 20, 2011, the Operations Board approved the second contract year, through June 30, 2012, in the amount of \$17,954,527, for a total contract value not to exceed \$38,498,875; and,

WHEREAS, on April 20, 2012, the Operations Board approved the third contract year, through June 30, 2013, in the amount of \$18,008,591, for a total contract value not to exceed \$56,507,466; and,

WHEREAS, on April 19, 2013, the Operations Board approved the fourth contract year, through June 30, 2014, in the amount of \$18,974,041, for a total contract value not to exceed \$75,481,507; and,

WHEREAS, on April 18, 2014, the Operations Board approved the fifth contract year, through June 30, 2015, in the amount of \$20,115,047, for a total contract value not to exceed \$95,596,554; and,

WHEREAS, on May 15, 2015, the Operations Board approved the first year of the first option period, through June 30, 2016, in the amount of \$20,931,000, for a total contract value not to exceed \$116,527,554; and,

WHEREAS, on May 20, 2016, the Operations Board further authorized amending the agreement to remove the requirements for the Maintenance of Equipment and Facilities; and,

WHEREAS, on May 20, 2016, the Operations Board approved the second year of the first option period, through June 30, 2017, in the amount of \$15,463,003, for a total contract value not to exceed \$131,990,557; and,

WHEREAS, on April 21, 2017, the Operations Board approved the third year of the first option period, through June 30, 2018, in the amount of \$15,416,000, for a total contract value not to exceed \$147,406,557; and,

WHEREAS, on April 20, 2018, the Operations Board approved the fourth year of the first option period, through June 30, 2019, in the amount of \$15,718,000, for a total contract value not to exceed \$163,124,557; and,

WHEREAS, on May 17, 2019, the Operations Board approved the fifth year of the first option period, through June 30, 2019, in the amount of \$16,287,000, for a total contract value not to exceed \$179,411,557; and,

WHEREAS, on May 15, 2020, the Operations Board approved the second and final option period; and,

WHEREAS, on May 15, 2020, the Operations Board approved the first year of the second option period through June 30, 2021, in an amount of \$16,591,500, for total contract value not to exceed \$196,003,057; and,

WHEREAS, approval of this resolution will allow for continued VRE train operations in FY 2022.

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board does hereby recommend the Commissions authorize the Chief Executive Officer to amend the Contract for Operating Services for Commuter Rail with Keolis Rail Services Virginia, LLC (KRSV) by increasing the total contract authorization by \$16,787,500 for the second year of the second option period, for a total Contract value not to exceed \$212,790,557 through June 30, 2022.

Approved this 21st day of May 2021

Elizabeth Bennett-Parker
Chair

James Walkinshaw
Secretary

RESOLUTION #2450

SUBJECT: Authorize the VRE CEO to Execute a Contract with Alstom Transportation Inc. of New York, New York, for 21 New Passenger Railcars

WHEREAS: VRE has identified a need to purchase additional passenger railcars to increase seating capacity;

WHEREAS: The purchase of additional passenger railcars is part of a program of projects to increase capacity and ridership on both the Fredericksburg and Manassas lines;

WHEREAS: VRE worked with Chicago Metra to incorporate VRE's requirement within their Request for Proposals for the purchase of additional passenger railcars to increase capacity for both organizations;

WHEREAS: On June 19, 2019 an addendum was issued to Metra's Request for Proposals identifying it as a joint procurement with VRE and three proposals were subsequently received in response to the solicitation on November 8, 2019;

WHEREAS: Following a comprehensive evaluation process conducted by Metra and VRE, it was determined that the proposal from Alstom Transportation Inc. received in response to the Request for Proposals was technically compliant and selected as the highest ranked;

WHEREAS: The VRE Operations Board's approval of this procurement does not represent its independent assessment of the candidate's responses to the solicitation or of each step in the procurement process followed by staff; rather, the Operations Board's action is premised upon its conclusion, after review of the information before it, that the process used by the staff was in accordance with law and that the staff recommendation appears to be reasonable; and

WHEREAS: The VRE Operations Board recommends the following action.

NOW, THEREFORE, BE IT RESOLVED that the Northern Virginia Transportation Commission hereby authorizes the VRE Chief Executive Officer to execute a contract with Alstom Transportation Inc. of New York, New York for the purchase of 21 New Passenger Railcars in the amount of \$80,594,822, plus a 5% contingency of \$4,029,741, for a total amount not to exceed \$84,624,563.

Approved this 3rd day of June 2021.

Katie Cristol
Chair

Dalia Palchik
Secretary-Treasurer



VIRGINIA RAILWAY EXPRESS
OPERATIONS BOARD

Agenda Item 7-F
Action Item

To: Chair Bennett-Parker and the VRE Operations Board

From: Rich Dalton

Date: May 21, 2021

Re: Recommend Authorization to Execute a Contract for New Passenger Railcars

Recommendation:

The VRE Operations Board is being asked to recommend the Commissions authorize the Chief Executive Officer to execute a contract with Alstom Transportation Inc. of New York, New York, for 21 New Passenger Railcars in the amount of \$80,594,822, plus a five percent contingency of \$4,029,741, for a total amount not to exceed \$84,624,563.

Summary:

The resolution will recommend the Commissions authorize VRE to execute a contract with Alstom Transportation Inc. to design, manufacture and deliver a base order of 21 new multilevel passenger railcars, specifically trailer cars with restrooms, with a total 148 seats per car.

Background:

In April 2004, the VRE Operations Board authorized the issuance of a Request for Proposals (RFP) for the procurement of 11 bi-level cab cars with an option for an additional 50 bi-level railcars. In October 2004, Sumitomo Corporation of North America was awarded the contract and in March 2005, the Operations Board exercised the option for the full 50 railcars. All 61 cars were delivered by September 2008.

In March 2008, the VRE Operations Board authorized the issuance of an RFP for the procurement of 10 additional gallery railcars to replace the Kawasaki railcars sold to Maryland (MTA). Sumitomo Corporation of North America was the sole proposer and was awarded the contract in August 2008. The 10 railcars were delivered in February 2010.



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In May 2011, the VRE Operations Board authorized the issuance of an RFP for the procurement of nine additional gallery railcars, with an option for 41 gallery railcars. Sumitomo Corporation of Americas was the sole proposer and was awarded a contract in February 2012. With this procurement, VRE completed the replacement of ex-Metra gallery railcars (15) and purchased additional railcars to lengthen existing trains (14). A total of 29 railcars were purchased and delivered during the five-year contract term. VRE's current fleet consists of 100 gallery style passenger railcars.

Consistent with System Plan 2040 Phase I, VRE staff identified projects and potential funding sources to purchase additional railcars to lengthen existing trains. In 2017, VRE was recommended and subsequently awarded funding for two major expansion programs. First, SMARTSCALE 2016 provides funding for VRE Fredericksburg Line capacity improvement projects including platform extensions, second platforms, parking expansions, additional train storage, and 11 passenger railcars or 1,430 additional seats. Second, the Transform 66 Outside the Beltway Concessionaire Funding Project provides funding for VRE Manassas Line capacity improvement projects including expansion of the Broad Run Maintenance and Storage Facility, Broad Run Station parking, a platform extension at the Manassas Station, construction of the Manassas Park Station parking garage, and 10 passenger railcars or 1,300 additional seats.

On April 12, 2019, the VRE Operations Board authorized the CEO to participate in an RFP through a joint procurement with Chicago Metra for new passenger railcars. Since VRE's and Chicago Metra's requirements for new passenger railcars were similar, and both organizations had a need for additional seating capacity, a joint procurement allowed for reduced administrative effort while providing both organizations with greater purchasing power.

On March 20, 2019, Metra published RFP 37383 for New Push-Pull Commuter Rail Cars. On June 19, 2019, Chicago Metra issued Addendum Number 3 to this RFP introducing VRE as a joint procurement partner. Many other changes were also included in this Addendum to identify VRE's specifications and to highlight any variations between the cars sought by Chicago Metra and VRE. Proposals were due on November 8, 2019. Three responses were received.

Evaluation of the proposals received was performed by six evaluation committees, which consisted of one voting and one non-voting representative of VRE and two to seven Chicago Metra representatives. VRE's Mechanical Engineering Consultant, STV Incorporated, participated in the evaluation committees as a non-voting member providing input and recommendations throughout the evaluation period.

The evaluation committees met to discuss and evaluate the proposals on the basis of the following elements:

- Compliance with Specifications
- Firm's Qualifications and Experience, Key Personnel Qualifications and Experience, Proposed Staffing Plan

- Manufacturing/Remanufacturing Capabilities
- Production and Delivery Schedule
- Warranty and Field Support
- Training

During the evaluation process, interviews were conducted with all three firms that responded to the RFP.

The evaluation committees then reported their scores and findings to the Selection Committee consisting of one VRE staff member and six Metra staff members. Based upon the combined evaluation committees' scores and the price evaluation scores, the Selection Committee determined it would be in Metra's and VRE's best interest to request a Best and Final Offer and initiate negotiations with Alstom Transportation Inc.

Below is the final ranking of firms who submitted a proposal for New Push-Pull Commuter Rail Cars.

Offerors
1. Alstom Transportation Inc.
2. Bombardier Transit Corp.
3. CRRC Sifang America, Inc.

The Offerors' proposed pricing was in the range of \$80,000,000 to \$140,000,000. Complete pricing information may not be publicly disclosed until after execution of a contract.

In January 2021, Chicago Metra sought and obtained the authorization of its Board of Directors to purchase a base order of 200 cars from Alstom Transportation, with the option to buy up to 300 additional cars.

At about the same time, in January 2021, VRE awarded a Task Order to STV Incorporated to undertake an investigation of railcar fleet expansion alternatives. STV provided a report in March detailing their investigation and findings. The report included market availability of used and refurbished passenger railcars and potential suppliers that could rebrand, retrofit or refurbish used passenger railcars for integration into the VRE system. The report also detailed carbody materials, Americans with Disabilities Act (ADA) compliance, boarding heights, life expectancy and estimated costs for acquisition and refurbishing. VRE staff analyzed this report and it is our recommendation that new passenger railcars should be purchased as they will provide the best return on investment. Additionally, based on comparison with the cost information yielded by the alternative's analysis and comparison with VRE's cost estimate, VRE staff has certified that Alstom Transportation's price is fair and reasonable.

The model of the new passenger railcars, the Alstom Coradia multilevel, will be 100% compatible and interoperable with VRE's existing fleet of locomotives and gallery style passenger railcars. The railcars are also interoperable with the tracks of our host railroads and with all existing platforms in our service area. As future run through service expansion to Maryland is considered, these passenger railcars are interoperable with many of the tracks and low-level boarding platforms north of our service area.

The Coradia multilevel railcar will feature a stainless steel carbody and structural design to meet the latest Federal Railroad Administration (FRA) crashworthiness standards. To improve passenger flow, increase safety, and reduce time spent boarding and alighting, the lower floor and doors of the passenger railcars are nearly level with the platform. The railcars also include carborne lifts on each side to assist passengers with wheelchairs, mobility aids and other power-driven mobility devices. These lifts are located in a wide vestibule area adjacent to a dedicated seating area for users of these devices and a fully accessible restroom compliant to the latest ADA requirements.

The interior of the Coradia multilevel railcar will be constructed with materials, touchless features and treatments that promote easier cleaning and a sanitary interior. The railcars will be designed for modern day comfort combined with passenger amenities including video screens, bike racks, bag storage, cup holders, arm rests and more.

VRE's contract with Alstom Transportation to acquire new Coradia Multilevel cars will be for a base order of 21 trailer cars with restrooms, with the option to purchase up to 48 additional cars, consisting of 44 trailer cars with restrooms and four cab control cars with restrooms. VRE staff will return to the Operations Board at a later date if it is determined to be in VRE's best interest to exercise option order quantities.

Fiscal Impact:

As noted above, initial funding for the 21 railcars (11 on the Fredericksburg Line and 10 on the Manassas Line) was secured through the Commonwealth's SMARTSCALE and I-66 Outside the Beltway Concession programs. Taken together, these two programs are providing \$63.0 million in grant funds for the railcar purchase. These programs provide 100% funding with no match required.

The remaining \$21.6 million necessary to advance this contract with Alstom will come from reprogrammed prior year federal funds, specifically funding received under the Section 5307 Urbanized Area Formula Program. VRE receives federal funding each year from both the Section 5307 program and the Section 5337 State of Good Repair program. Section 5337 funds cannot be used to purchase expansion railcars, but Section 5307 funds are more flexible and can be used for this purpose. Specifically, these federal funds will be reprogrammed from three sources:

- *Funds in existing grants for railcar purchases:* VRE has a small amount of unused federal funds remaining in grants from the previous railcar purchase from Sumitomo. These funds can be applied to the proposed Alstom purchase and then the old grants can be closed out. Total railcar costs that could be covered through

this source are approximately \$3.3 million (representing \$2.7 million of federal funds, assuming an 80% federal share).

- *Funds currently programmed for Washington Union Terminal (WUT):* VRE has been programming funds in the CIP each year since FY 2018 in anticipation of participation with Amtrak and MARC in major rehabilitation and replacement projects in and around Union Station. These WUT joint projects have not advanced as quickly as originally anticipated, and a portion of the prior year federal funds can be put to a more immediate use on the railcars. Specifically, VRE has programmed \$8 million of FY 2019 and FY 2020 Section 5307 funds (representing \$10 million of total cost at an 80% match) to WUT joint projects. These funds have not yet been assigned to any specific effort at WUT and can be reprogrammed to the railcars. Future allocations of federal funds, if necessary, can be programmed to WUT joint projects as they are defined.
- *Funds currently programmed for Midday Storage:* Since FY 2016, VRE has programmed a significant amount of both Section 5337 and Section 5307 funds to the Midday Storage/New York Avenue Yard project. This project has also been delayed relative to original expectations due to a number of factors, most recently the major changes resulting from the Transforming Rail in Virginia program. Given the expected timeline and scope changes for this project, VRE staff have determined that limited prior year allocations of Section 5307 funds can be reprogrammed from the Midday Storage project to the railcar purchase without impeding the progress or future completion of the project. Given \$13.3 million in total cost covered by the two preceding sources, approximately \$6.6 million of 5307 funding (representing \$8.3 million of total cost at an 80% match) will be reprogrammed from Midday Storage, most likely from FY 2017 and 2018 allocations.

VRE will coordinate with DRPT and/or VPRA staff on securing the necessary match funding to the federal grants, either through modification of existing matching grants or applications for new grants. If any portion of such state match funding is not made available, VRE has sufficient funding available in the Capital Reserve to provide the required match.

**Virginia Railway Express
Operations Board Resolution**

7F-05-2021

**Recommend Authorization to Execute a Contract for
New Passenger Railcars**

WHEREAS, VRE has identified a need to purchase additional passenger railcars to increase seating capacity; and,

WHEREAS, the purchase of additional passenger railcars is part of a program of projects to increase capacity and ridership on both the Fredericksburg and Manassas lines; and,

WHEREAS, VRE worked with Chicago Metra to incorporate VRE's requirement within their Request for Proposals for the purchase of additional passenger railcars to increase capacity for both organizations; and,

WHEREAS, on June 19, 2019 an addendum was issued to Metra's Request for Proposals identifying it as a joint procurement with VRE and 3 proposals were subsequently received in response to the solicitation on November 8, 2019; and,

WHEREAS, following a comprehensive evaluation process conducted by Metra and VRE, it was determined that the proposal from Alstom Transportation Inc. received in response to the Request for Proposals was technically compliant and selected as the highest ranked; and,

WHEREAS, the Operations Board's approval of this procurement does not represent its independent assessment of the candidate's responses to the solicitation or of each step in the procurement process followed by staff; rather, the Operations Board's action is premised upon its conclusion, after review of the information before it, that the process used by the staff was in accordance with law and that the staff recommendation appears to be reasonable;

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board does hereby recommend the Commissions authorize the Chief Executive Officer to execute a contract with Alstom Transportation Inc. of New York, New York for the purchase of 21 New Passenger Railcars in the amount of \$80,594,822, plus a five percent contingency of \$4,029,741, for a total amount not to exceed \$84,624,563.

Approved this 21st day of May 2021

James Walkinshaw
Secretary

Elizabeth Bennett-Parker
Chair

RESOLUTION #2451

SUBJECT: Authorize the VRE CEO to Enter into a Right-of-Way Easement Agreement with Rappahannock Electric Cooperative for LOU Facility Electric Service

WHEREAS: VRE has adopted a lifecycle maintenance strategy for its rolling stock;

WHEREAS: VRE is in the process of constructing a new building at the Crossroads Maintenance and Storage Facility fully dedicated to lifecycle maintenance activities;

WHEREAS: The VRE Operations Board previously approved execution of a contract with Clark Construction Group, LLC for construction of the Lifecycle Overhaul and Upgrade Facility, and construction began in December 2020;

WHEREAS: New electric service is required for the Lifecycle Overhaul and Upgrade Facility and the associated yard expansion;

WHEREAS: Rappahannock Electric Cooperative is in the process of bringing a feeder line to the Crossroads Maintenance and Storage Facility in order to provide the new service required for the Lifecycle Overhaul and Upgrade Facility and the corresponding storage yard expansion; and

WHEREAS: The VRE Operations Board recommends the following action.

NOW, THEREFORE, BE IT RESOLVED that the Northern Virginia Transportation Commission authorizes the VRE Chief Executive Officer to enter into a Right-of-Way Easement Agreement with the Rappahannock Electric Cooperative for an electric utility easement at Crossroads Maintenance and Storage Facility for the Lifecycle Overhaul and Upgrade Facility electric service.

Approved this 3rd day of June 2021.

Katie Cristol
Chair

Dalia Palchik
Secretary-Treasurer

RESOLUTION #2452

SUBJECT: Adopt the Amended FY 2022 VRE Operating Budget

WHEREAS: The FY 2022 VRE Operating and Capital Budgets were adopted by the Operations Board in December 2020 and by the Northern Virginia Transportation Commission and the Potomac and Rappahannock Transportation Commission (the "Commissions") in January 2021;

WHEREAS: The FY 2022 VRE Operating Budget includes federal pandemic relief funds from the Coronavirus Aid, Relief, and Economic Security (CARES) Act to supplement reduced passenger fare revenues;

WHEREAS: Subsequent to the budget adoption action by the Operations Board in December 2020, additional federal pandemic relief for transit providers was signed into law through the Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA) and the American Rescue Plan Act (ARPA);

WHEREAS: By utilizing these additional federal funds, VRE can provide relief to local and state funding partners in FY 2022;

WHEREAS: VRE, the Commissions, and the local jurisdictions wish to reflect these new pandemic relief revenues in the FY 2022 budget prior to the start of the fiscal year on July 1, 2021;

WHEREAS: Total planned expenditures in FY 2022 remain unchanged, and the budget remains balanced, with all expenditures funded by reasonably expected revenue sources; and

WHEREAS: The VRE Operations Board recommends the following action.

NOW, THEREFORE, BE IT RESOLVED that the Northern Virginia Transportation Commission hereby adopts the amended FY 2022 VRE Operating Budget.

Approved this 3rd day of June 2021.

Katie Cristol
Chair

Dalia Palchik
Secretary-Treasurer



VIRGINIA RAILWAY EXPRESS
OPERATIONS BOARD

Agenda Item 7-G
Action Item

To: Chair Bennett-Parker and the VRE Operations Board

From: Rich Dalton

Date: May 21, 2021

Re: Referral of the Amended FY 2022 VRE Operating Budget to the Commissions

Recommendation:

The VRE Operations Board is asked to adopt the amended FY 2022 VRE Operating Budget and to refer the amended budget to the Commissions for their consideration and approval.

Summary:

The FY 2022 Operating and Capital Budgets were originally adopted by the Operations Board in December 2020 and by the Commissions in January 2021. Since that time, the federal government has approved additional pandemic relief funds for transit providers, and VRE is incorporating a portion of these revenues into the FY 2022 operating budget. Total planned expenditures in FY 2022 are unchanged, and the budget remains balanced, with all expenditures funded by reasonably expected revenue sources. If the amended budget is approved by the Commissions in June, the jurisdictions can make their first-half FY 2022 subsidy contributions to VRE on July 1, 2021, at the lower amended amount.

Background:

The COVID-19 pandemic has had a significant negative impact on the ridership and fare revenue of transit operators across the country, including VRE. Emergency funding for transit agencies was included in the Coronavirus Aid, Relief, and Economic Security (CARES) Act of March 2020, and VRE was allocated \$86.1 million in grant funding from the CARES Act. In addition to backfilling lost passenger revenue in the fourth quarter of FY



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2020 and all of FY 2021, CARES Act funds have been programmed in the VRE operating budget for FY 2022 in anticipation of a continued period of lower ridership as the region recovers from the pandemic.

At the time of the passage of VRE's FY 2022 budget in December 2020, negotiations were ongoing in Congress over a second pandemic relief package, but the outcome was uncertain. The original FY 2022 budget did not assume any relief funding beyond the original CARES Act, and full contributions from local and state funding partners were included, including local jurisdictional subsidy and state access fee reimbursement.

In late December 2020, the Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA) was signed into law. Using the same regional allocation methodology as the CARES Act, VRE will receive approximately \$70 million in grant funding from CRRSAA. With these additional federal funds, VRE can provide relief to its local and state funding partners. The specific amendments to the FY 2022 operating budget are:

- 1) Eliminate the operating portion of the \$18.3 million total jurisdictional subsidy. Jurisdictional subsidy contributions to VRE are used to support day-to-day operations, to provide the required local match for grants (including debt service), and to make the annual contribution to the capital reserve. The pandemic relief funding will offset the operating portion of the subsidy, which represents approximately 74% of the total or \$13.5 million.
- 2) VRE will not seek track access fee reimbursement from the Commonwealth in FY 2022. VRE normally receives 84% reimbursement of the access fees paid to CSX, Norfolk Southern, and Amtrak. Total budgeted access fees in FY 2022 are \$18.6 million, so the pandemic relief funds will offset \$15.6 million of state reimbursements.

The table below summarizes the amended jurisdictional subsidy amounts for FY 2022, totaling \$4.8 million. Each jurisdiction's contribution has been reduced proportionally from the originally adopted amounts. Attachment A summarizes the amended 'Sources and Uses of Funds' for FY 2022.

Jurisdiction	Original FY 2022 Subsidy	Operating Subsidy Relief (74%)	Amended FY 2022 Subsidy
Fairfax County	\$6,379,017	(\$4,721,011)	\$1,658,006
Prince William County	\$5,930,777	(\$4,389,276)	\$1,541,501
Stafford County	\$2,477,175	(\$1,833,319)	\$643,856
Spotsylvania County	\$1,503,754	(\$1,112,905)	\$390,849
Manassas	\$807,234	(\$597,421)	\$209,813
Manassas Park	\$468,364	(\$346,629)	\$121,735
Fredericksburg	\$367,089	(\$271,677)	\$95,412
Arlington County	\$218,219	(\$161,500)	\$56,719
Alexandria	\$149,151	(\$110,384)	\$38,767
Total	\$18,300,780	(\$13,544,122)	\$4,756,658

In addition to CARES Act and CRRSAA relief funds, VRE will also receive funding from the recent American Rescue Plan Act (ARPA). VRE and PRTC staff are currently working with regional partners to finalize the allocation of the ARPA funding. The Federal Transit Administration has advised that the ARPA funds have deadlines for obligation and use that the CARES and CRRSAA funds do not, so VRE may choose to reprioritize the use of funds from the various relief packages in order to meet those deadlines. Staff will advise the Operations Board of any material impact such reprioritization may have on VRE's budget. In accordance with VRE's normal annual budget process, staff also expects to return to the Operations Board in December 2021 for further amendments to the FY 2022 budget along with the adoption of the FY 2023 budget.

Fiscal Impact:

The proposed amendments to VRE operating revenues in FY 2022 will incorporate federal pandemic relief funds that had not been signed into law at the time of the original adoption of the FY 2022 budget. Total planned expenditures in FY 2022 remain unchanged, and the budget remains balanced, with all expenditures funded by reasonably expected revenue sources.

**Virginia Railway Express
Operations Board Resolution**

7G-05-2021

**Referral of the Amended FY 2022 VRE Operating
Budget to the Commissions**

WHEREAS, the FY 2022 VRE Operating and Capital Budgets were adopted by the Operations Board in December 2020 and by the Commissions in January 2021; and,

WHEREAS, the FY 2022 VRE Operating Budget includes federal pandemic relief funds from the Coronavirus Aid, Relief, and Economic Security (CARES) Act to supplement reduced passenger fare revenues; and,

WHEREAS, subsequent to the budget adoption action by the Operations Board in December 2020, additional federal pandemic relief for transit providers was signed into law through the Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA) and the American Rescue Plan Act (ARPA); and,

WHEREAS, by utilizing these additional federal funds, VRE can provide relief to local and state funding partners in FY 2022; and,

WHEREAS, VRE, the Commissions, and the local jurisdictions wish to reflect these new pandemic relief revenues in the FY 2022 budget prior to the start of the fiscal year on July 1; and,

WHEREAS, total planned expenditures in FY 2022 remain unchanged, and the budget remains balanced, with all expenditures funded by reasonably expected revenue sources;

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board does hereby recommend the Commissions adopt the amended FY 2022 VRE Operating Budget.

Approved this 21st day of May 2021

Elizabeth Bennett-Parker
Chair

James Walkinshaw
Secretary

FY 2022 Amended Sources and Uses - July 1, 2021 Amendment

LEVEL OF SERVICE FOR FY 2022

32 Trains 6,000 Average Daily Riders

Access and Lease Fees

Amtrak	6,830,000
NS	3,244,000
CSX	8,544,000
Total	18,618,000

	USES OF FUNDS	SOURCES OF FUNDS													
					LOCAL SUBSIDY	OTHER SOURCES	NVTA FUNDING	-----STATE-----			-----FEDERAL-----				TOTAL
		FARE INCOME	INTEREST	MISC				STATE CROC FUNDING	STATE OPERATING	STATE CAPITAL	STATE STP	5307/5337	PANDEMIC RELIEF	OTHER	
Operating Expenses	83,441,604	18,236,000	350,000	300,000	-	-	-	-	10,000,000	-	0	520,000	54,035,604	-	83,441,604
Non-Operating Expenses:															
Operating Reserve	-				-										-
Debt Service MUFG - Gallery IV - 11 Cabcars	1,931,357				77,254					309,017		1,545,086			1,931,357
Debt Service VRA - 60 Railcars (Local)	99,072				99,072										99,072
Debt Service VRA - 60 Railcars (Fed/State/Local)	4,191,769				167,671					670,683		3,353,415			4,191,769
Non-Operating Summary	6,222,198	-	-	-	343,997	-	-	-	-	979,700	-	4,898,501	-	-	6,222,198
Total Expenses (Subtotal)	89,663,802	18,236,000	350,000	300,000	343,997	-	-	-	10,000,000	979,700	0	5,418,501	54,035,604	-	89,663,802
Capital Projects:															
Crystal City Station Improvements	13,018,750				520,750					2,083,000		10,415,000			13,018,750
New York Avenue Midday Storage Facility	12,664,073				506,563					4,305,785		7,851,725			12,664,073
Washington Union Station Improvements	5,000,000				200,000					1,700,000		3,100,000			5,000,000
L'Enfant Station Improvements	2,438,708				97,548					390,193		1,950,966			2,438,708
Equipment Asset Management Program	2,090,000				83,600					334,400		1,672,000			2,090,000
Security Enhancements	105,000				4,200					16,800		84,000			105,000
Unprogramed CROC Funds	15,000,000				-			15,000,000		-		-			15,000,000
Capital Reserve Contribution	3,000,000				3,000,000										3,000,000
Capital Project Summary	53,316,531	-	-	-	4,412,661	-	-	15,000,000	-	8,830,178	-	25,073,692	-	-	53,316,531
CMAQ/REF/IPROC															
Broad Run Expansion (CMAQ)	2,000,000				-					400,000		-		1,600,000	2,000,000
Brooke Station Improvements (CMAQ)	313,394				-					62,679		-		250,715	313,394
Leeland Road Station Improvements (CMAQ)	313,394				-					62,679		-		250,715	313,394
Fleet Expansion Coaches (Smartscale)	15,855,000				-					15,855,000		-		-	15,855,000
Alexandria Station Improvements (Smart Scale)	6,284,000				-					6,284,000		-		-	6,284,000
Leeland Road Parking Improvements (Smart Scale)	5,159,178				-					5,159,178		-		-	5,159,178
Quantico Station Improvements (Smart Scale)	5,150,700				-					5,150,700		-		-	5,150,700
Crossroads MSF Expansion (Smart Scale)	5,057,000				-					5,057,000		-		-	5,057,000
Leeland Road Station Improvements (Smart Scale)	2,749,725				-					2,749,725		-		-	2,749,725
Summary	42,882,391	-	-	-	-	-	-	-	-	40,780,961	-	-	-	2,101,430	42,882,391
TOTAL	185,862,724	18,236,000	350,000	300,000	4,756,658	-	-	15,000,000	10,000,000	50,590,839	0	30,492,192	54,035,604	2,101,430	185,862,724

	Soft Capital Projects	Funding	Program	Federal Amt	State Amt
	Debt Service 11 Cabcars	5337	1,931,357	1,545,086	309,017
	Access lease funding (0%/0%)	Amend 0%	18,618,000	-	-
Local only	Debt Service VRA - 60 Railcars		99,072	-	-
Fed/State/Local	Debt Service VRA - 60 Railcars	5337	2,445,198	1,956,159	391,232
Fed/State/Local	Debt Service VRA - 60 Railcars	5307	1,746,570	1,397,256	279,451
	Grant & Project Management	5307	650,000	520,000	-
	Subtotal		25,490,198	5,418,501	979,700
	Capital Projects/Earmarks		96,198,922	27,175,122	49,611,139
	Capital Program		121,689,120	32,593,623	50,590,839

TO: Chair Cristol and NVTC Commissioners
FROM: Kate Mattice
DATE: May 27, 2021
SUBJECT: Department of Rail and Public Transportation (DRPT)

At the June 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: May 25, 2021

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

The Commonwealth Transportation Board (CTB) met virtually on May 18 and 19. At the May 18 workshop, the CTB received a [briefing](#) from DRPT and NVTC staff on the I-95/395 Commuter Choice projects for FY2022-23 funding, which were forwarded after recommendation from NVTC. The CTB is expected to adopt the recommended \$21.9 million program into the FY2022-27 Six Year improvement Program (SYIP) at the June meeting.

The CTB also received a [briefing](#) from DRPT on the Transit Ridership Incentive Program (TRIP), which was [created](#) by the General Assembly during the 2020 session. The purpose of TRIP is to improve regional transit service in large urbanized areas (population in excess of 100,000) and reduce barriers to transit access for low income individuals (statewide). In June, DRPT is going to seek CTB approval of a TRIP policy that was developed by DRPT with stakeholder input. The draft policy was released by DRPT on May 18 and is open for public comment until June 18. Additionally, draft program guidance is also open for public comment until July 7. Both documents are available on the [program page](#) on DRPT's website. DRPT anticipates issuing an FY22 call for projects in July. The FY22 program has \$7.5 million available for regional routes and \$12.5 million for the zero fare and low income pilot projects. The Northern Virginia (NOVA) region is expected to receive \$37.5 million in regional route funding over the six year period of FY22 through FY27. TRIP regional connectivity and zero fare and low income funds can be applied to up to 80 percent of eligible project costs, with a required 20 percent local match. For multi-year projects, it is anticipated that local match will increase and state funding will decrease throughout the duration of the project. Regional connectivity projects can be funded up to five years, while zero fare and low income projects can receive funding up to three years, based on the proposed CTB policy.

DRPT.Virginia.gov

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

Also at the May 18 workshop, the CTB received a [briefing](#) on the Virginia Passenger Rail Authority (VPRA) budget. The CTB approved [amendments](#) to the VPRA capital budget on May 19, and the VPRA [board](#) approved its budget on May 24. Finally at the May 18 workshop, the CTB received a [briefing](#) on the SMART SCALE round 4 Consensus Scenario. Eleven projects totaling \$220.9 million will receive funding in the NOVA District.

There were no DRPT items on the business meeting [agenda](#). At the meeting, the CTB adopted a [resolution](#) to designate the I-495 Northern Extension (NEXT) as High Occupancy Toll (HOT) lanes and authorized the VDOT Commissioner to enter into a Memorandum of Understanding (MOU) with the Federal Highway Administration (FHWA) regarding tolling. The CTB also adopted a [resolution](#) updating the MOU with NVTC for the Transform 66: Inside the Beltway project. Finally, the CTB adopted a [resolution](#) recommending the SMART SCALE Consensus Scenario in the FY22-27 SYIP.

DRPT hosted a virtual public meeting for the Springfield to Quantico Enhanced Public Transportation feasibility study on May 4. 112 people registered for the meeting and 79 participated, including six elected officials or their staff. 51 comments were received during the meeting, and 1,158 people completed the survey. The next round of public meetings are scheduled for late July and are being planned as in person meetings. Separate meetings will be held in Fairfax and Prince William Counties if the meetings are held in person. A second elected officials briefing will be held in June. A draft report is expected in September and the final report is due to the chairs of the House Appropriations and Senate Finance and Appropriations committees by December 1. More information about the study, including an archived recording and the presentation from the May 4 meeting, is available on the [project page](#) on DRPT's website.

On May 5, Governor Ralph Northam [announced](#) the extension of Amtrak service from Roanoke to Christiansburg by 2025, dependent upon capital improvements funded by the \$257.2 million Western Rail Initiative. The agreement also includes a second daily train from Roanoke serving Manassas, Burke, Alexandria, Washington, DC and other Virginia cities. It will be extended to Christiansburg upon completion of the Western Rail Initiative projects.

Finally, DRPT [celebrated](#) Bike to Work week from May 17 to 21, which encourages people to utilize biking as an environmentally sustainable alternative to driving.

TO: Chair Cristol and NVTC Commissioners
FROM: Kate Mattice
DATE: May 27, 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](#) reports on the slate of programs proposed for Commuter Choice on the I-395/95 Corridor, the unveiling of OmniRide buses funded by Commuter Choice and the start of work for the 2021 *Report on the Performance and Condition of WMATA*.

B. NVTC Financial Reports

The [April 2021 Financial Report](#) is provided as information.



Executive Director Newsletter

June 2021

Northern Virginia is on the move again. As Virginia and neighboring jurisdictions drop pandemic restrictions, people are returning to in-person work, schools, shops, bars and restaurants. The transit systems that serve our region are responding by returning service to pre-pandemic levels to meet the demand and increase the opportunities for continued social distancing on board trains and buses. We see this with the full restoration of VRE's schedule this month and a significant ramp-up of [Metrobus](#) service. We're also encouraged by the steady toll collections from the Express Lanes on I-395/95. Revenue from those tolls enables us to put forward a strong slate of proposed Commuter Choice projects for the corridor that will move an additional 1,000 people each morning.

We can't predict what the future of commuting will look like, but we can expect that Northern Virginia will continue to outpace much of the country in growth of job opportunities and the number of people living here. Our continued planning for future needs didn't pause for the pandemic and we will always strive to make traveling across our region easier and to make transit accessible to more people.


Kathleen A. McGhee
 Executive Director

Key Dates

- June 22-23 - Commonwealth Transportation Board
- June 25 - VRE Operations Board
- June 30 - NVTC WMATA Committee
- July 1 - Commission meeting
- July 16 - VRE Operations Board
- July 20-21 - Commonwealth Transportation Board

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)



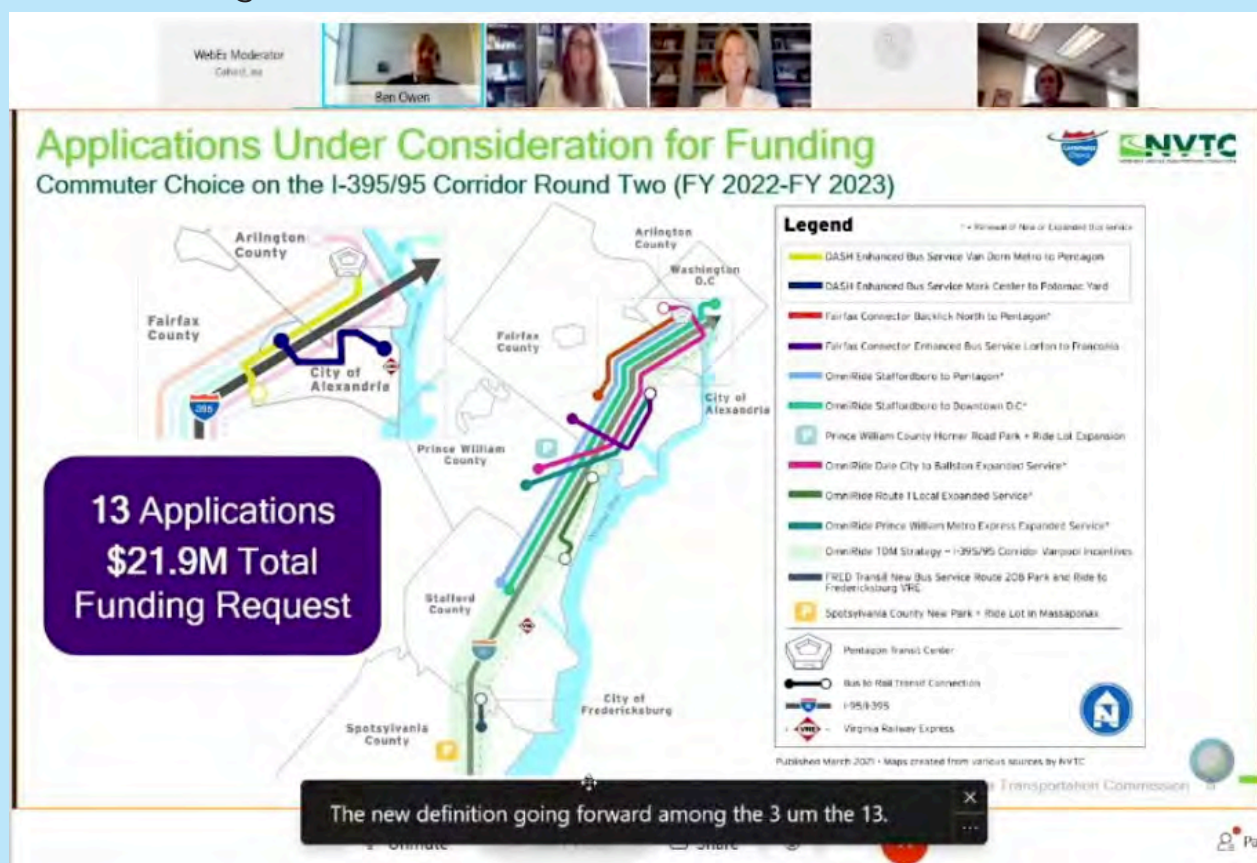
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Commuter Choice on the I-395/95 Corridor Round Two program moving into approvals

The Commuter Choice on the I-395/95 Corridor Round Two (FY 2022-FY 2023) program development process reached two important milestones in May. Public comment on the 13 proposals under consideration for funding closed May 17 with 40 survey responses received. The comments, which overall were supportive of Commuter Choice and specific projects, will be shared with the full Commissions – NVTC and the Potomac and Rappahannock Transportation Commission (PRTC) – at their meetings in June. Then on May 18, Jennifer DeBruhl, Chief of Public Transportation for the Department of Rail and Public Transportation, and Ben Owen, NVTC's Commuter Choice Senior Program Manager, briefed the [Commonwealth Transportation Board](#) (CTB) on the proposals and the NVTC Commuter Choice team's recommendation to fund all of them. CTB members asked several questions about the Round Two proposals and Commuter Choice's rigorous performance management framework.



With the public comment period and all briefings on the proposed Round Two program of projects now complete, NVTC anticipates approval of the program by the Commissions and CTB in June. The 13 multi-modal [transportation improvements](#) in the proposed \$22.7 million Round Two program would move about 1,000 more people inbound through the I-395/95 corridor each morning upon full implementation and as traffic patterns revert to more typical conditions. Commuters along the full length of the corridor between Spotsylvania County and the D.C. line would benefit from additional transportation options. Approximately \$30 million is expected to be available over the FY 2022-FY 2023 period from the annual transit investment payments by Transurban, the concessionaire for the [I-95 and 395 Express Lanes](#). Any leftover funding will be applied to the next call for projects in the corridor in fall 2022, at which point demand for funds is expected to be greater as post-pandemic travel patterns become clearer.

OmniRide unveils new Commuter Choice buses

The Commuter Choice team joined PRTC Commissioners and staff May 12 to celebrate the [arrival](#) of new Motor Coach Industries commuter buses that feature a redesigned, OmniRide-branded interior with passenger-friendly amenities, including comfortable reclining seats, charging ports for electronic devices and air ionizers to maintain clean and healthy air on-board. NVTC's Commuter Choice program on the I-66 corridor funded four of the buses. Executive Director Kate Mattice delivered remarks at the event and commended OmniRide for continuing to improve their customers' riding experience and safety, which will help to attract commuters away from driving alone as traffic volumes pick back up across the region.

I-66 corridor commuters will soon experience the Commuter Choice-funded buses on OmniRide's Route 612 connecting the University Boulevard commuter lot in Gainesville with the Pentagon and the L'Enfant Plaza and Navy Yard areas in D.C. The route is one of Commuter Choice's most established and successful services. The new buses will allow OmniRide to maintain expanded service levels while retiring buses that have reached the



NVTC Staff Dinah Girma and Ben Owen (above); NVTC Staff Dinah Girma, Ben Owen, Allan Fye, Jae Watkins, Kate Mattice (right)

WMATA Committee starts discussions on annual report

The WMATA Committee [convened](#) May 20 for the first of two work sessions on the 2021 Annual Report on the Performance and Condition of WMATA and presentations on other NVTC programs and initiatives. As the region recovers from the COVID-19 pandemic, staff recommended that the 2021 report focus on strategies to rebuild Metrobus and Metrorail ridership and provide streamlined updates on Metro's progress of ongoing recommendations from previous reports. WMATA Program Manager Andrew D'huyvetter presented proposed themes for the committee to consider in the annual report:

- Utilize the American Rescue Plan Act aid to prevent layoffs, sustain and improve service levels throughout a multi-year recovery period and position Metro for a sustainable long-term ridership and revenue recovery when the aid expires
- Adapt rail and bus service to reflect new travel patterns and attract riders during the recovery period
- Implement fare policy changes that improve revenue and ridership, remove barriers to access and retain newly returning riders
- Communicate and encourage a safe return to transit

After the presentation, the committee had a robust discussion about the need to balance service levels with ridership demand in a way that supports the region's recovery. While the committee agreed with staff's recommended overall direction for the report, the committee directed staff to continue to explore policies that encourage riders to return to transit and keep Commissioners updated on the Metro Board's discussions on service, fare policy and fare structure.

Via Cisco Webex

Structure of the Report



Chapter	Title	Data Source or Content
	Preface & Introduction	Information on COVID-19 related impacts & recovery
1	Strategies to Reduce the Growth in Costs and Improve Operational Efficiency	Policy Recommendations by the Commission
2	Use of Dedicated Capital Funds	WMATA
3	Safety & Reliability	
4	Metrorail Financial Performance	National Transit Database (NTD) and Metro Performance Reports
5	Metrobus Financial Performance	
6	Metrorail & Metrobus Ridership	

Virginia Transportation Commission

NVTC May 2021 WMATA Committee

VRE returns to full service June 1

Virginia Railway Express [announced](#) in May that it will return to its full schedule June 1. VRE had been running on a reduced schedule since March of last year, but has been seeing a rise in the number of daily riders in recent weeks. “As people return to the office, we recognize the reduced-service schedule may not be a good fit for their commutes. Convenience is important to our riders and we are pleased to be able to accommodate them,” said VRE Chief Executive Officer Rich Dalton in a news release. “A return to full service will also allow us to maintain social distancing on platforms and railcars, even as ridership begins to increase.”

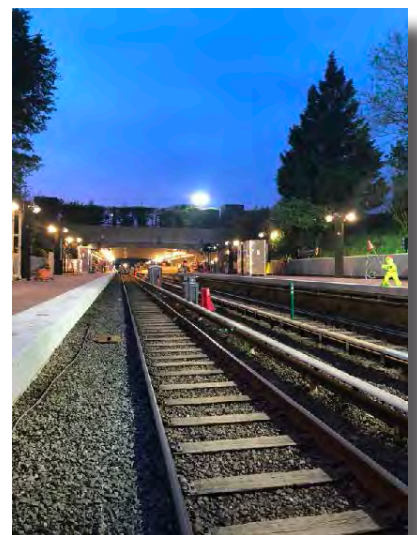
VRE will operate 32 daily trains on its two lines and will implement a seasonal schedule on the Fredericksburg Line. This schedule adjusts the arrival times on select trains at certain stations in the afternoon to mitigate the effects of heat-related speed restrictions that occur in summer.



Blue Line service returns as platform rebuilding finishes in Virginia

Arlington Cemetery Station [reopened](#) Sunday, May 23, marking the end of Metro's [Platform Improvement Project](#) at Northern Virginia Metrorail stations. The program which started in 2019, has rebuilt 12 outdoor stations in Virginia and one in Maryland. This latest work, which started in February, also temporarily shut down the Blue Line. Throughout the three years of the platform rebuilding effort, NVTC's Matt Cheng has played an important role in coordinating a vast number of agencies and jurisdictions to make sure the closure of Metro Stations happened with as little disruption as possible.

The Platform Improvement Project moved its focus to Maryland next, with four stations on the northern end of the Green and Yellow Lines closing for work May 29.



Congress unveils more than 2,000 project requests for transportation

The House Transportation and Infrastructure Committee unveiled the full list of Congressional project requests for consideration under a transportation infrastructure bill this week. Among the more than 2,000 requests, representatives from Virginia, Maryland and the District of Columbia included project requests for the Richmond Highway Bus Rapid Transit, replacement cars and station improvements for VRE and funding toward the Long Bridge. Details on each request can be found on member's websites and the full list of all 2,000+ Congressional requests can be found [here](#).



Photo by [DawitTibebu on Pixabay](#). Licensed under Creative Commons.

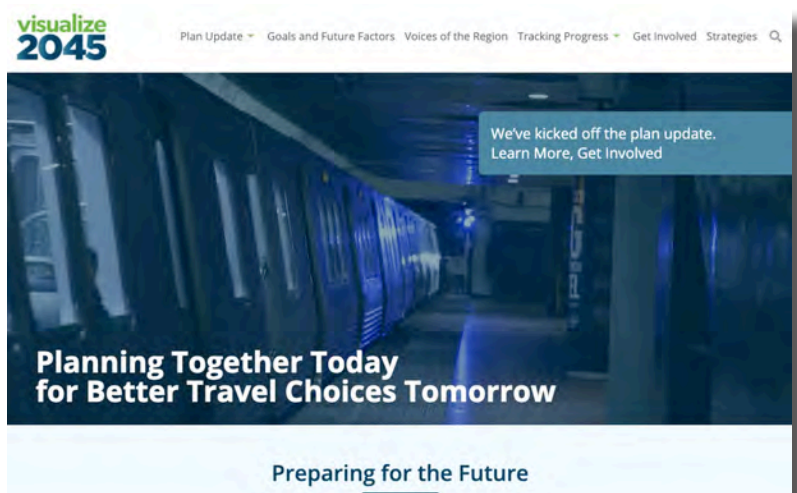
New website features region's long-range transportation plan

The National Capital Region Transportation Planning Board (TPB) [launched](#) a new website for Visualize 2045, the region's long-range transportation plan as visualize2045.org.

The federal government requires that the TPB, as the region's Metropolitan Planning Organization, updates the plan every four years and the plan's 2022 update is underway.

The plan joins the region's aspirations for its transportation future and identifies all regionally significant projects and programs for which funding is expected to be available over the next 20 years. It must also demonstrate that the plan meets federal requirements in areas including air quality, performance and congestion mitigation.

It's a nearly two-year long process to meet the requirements to update the region's federally mandated long-range transportation plan. The new site describes the plan requirements and uses graphics and videos to help explain the timeline, break down different components of the plan and lay out strategies for addressing our region's transportation challenges.



Program boosts walking, biking connections to transit

The [Transit Within Reach Program](#) funds design and preliminary engineering projects to help improve bike and walk connections to existing high-capacity transit stations or stations that will be open to riders by 2030. The program places special emphasis on projects that improve access in TPB Transit Access Focus Areas (TAFAs), which have been identified as prime locations for small capital improvements— such as sidewalks, trails, crosswalks—that will make it safer and easier to walk or bike to train stations and bus stops.

Moving beyond conceptual planning, Transit Within Reach funds can help projects achieve up to 30% design and otherwise make progress toward construction/implementation. Local governments that are members of the TPB are eligible to apply. Services are provided by consultants on a short-term basis— typically one year or less. To be eligible, projects must have already undergone a local planning process and be ready to move toward implementation. Project categories may include (but are not limited to):

- Cost estimates of improvements
- Engineering systems description and analysis
- Preliminary or schematic drawings with site plans and elevations
- Renderings of site massing, elevation, or facility interior/exterior spaces
- Site surveys
- The Transit Within Reach program advances a regional policy priority to improve walk and bike access to transit

This solicitation will be conducted every two years between FY 2021 and FY 2026. Approximately \$80,000 will be available per project; for each biennial solicitation approximately \$250,000 will be allocated to three projects. The current application period closes July 2, 2021.



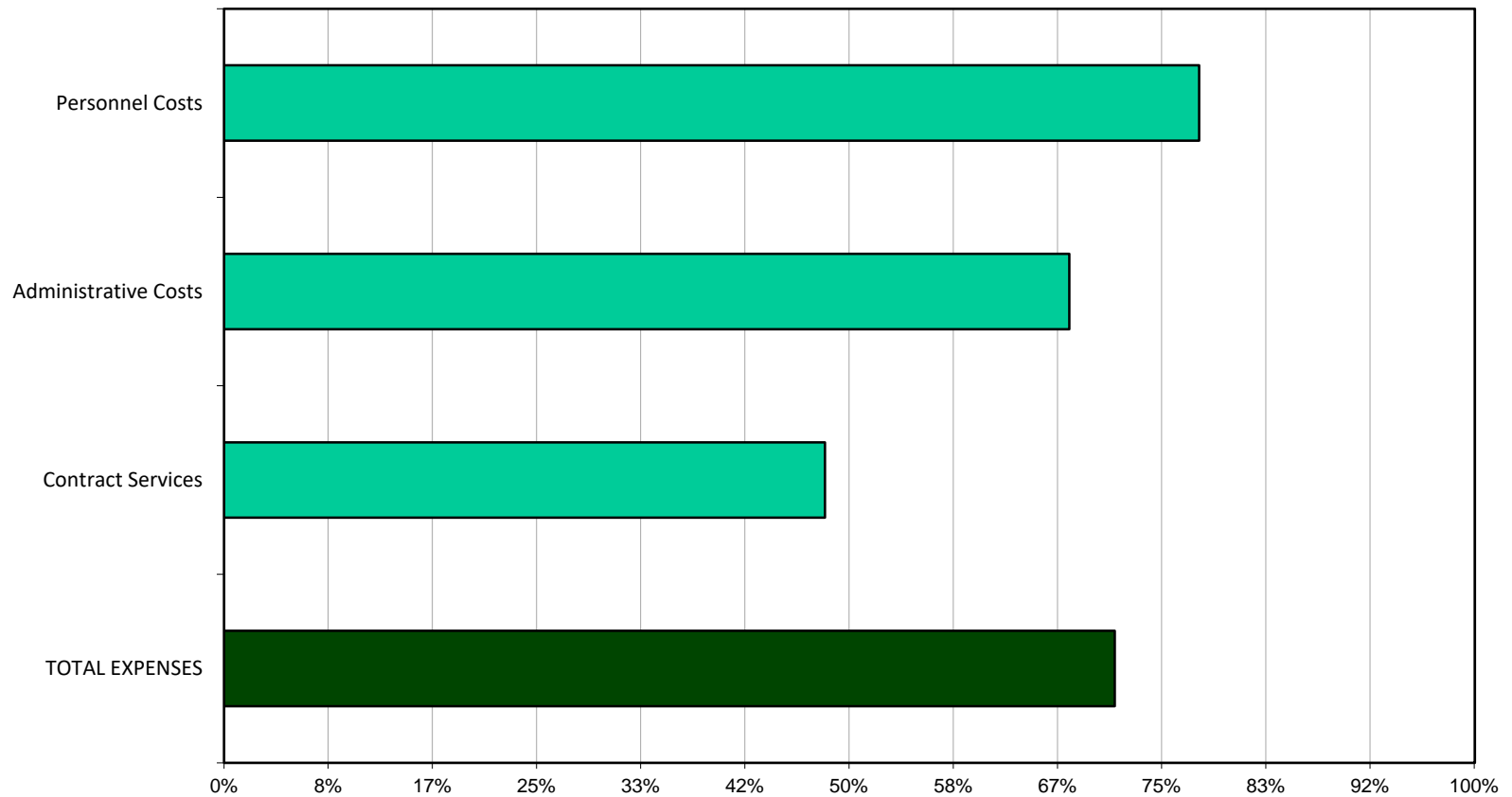
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Northern Virginia Transportation Commission

Financial Reports
April 2021

PERCENTAGE OF FY 2021 NVTC ADMINISTRATIVE BUDGET USED
APRIL 2021
(TARGET 83.3% OR LESS)



Note: Refer to pages 2 and 3 for details

NORTHERN VIRGINIA TRANSPORTATION COMMISSION
G&A BUDGET VARIANCE REPORT
April 2021

	<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	\$ 162,494.26	\$ 1,583,114.76	\$ 2,041,700.00	\$ 458,585.24	22.5%
Temporary Employee Services	-	-	-	-	
Total Personnel Costs	<u>162,494.26</u>	<u>1,583,114.76</u>	<u>2,041,700.00</u>	<u>458,585.24</u>	<u>22.5%</u>
<u>Benefits</u>					
Employer's Contributions:					
FICA	11,064.76	111,618.29	140,100.00	28,481.71	20.3%
Group Health Insurance	12,021.79	118,481.17	176,600.00	58,118.83	32.9%
Retirement	15,922.00	160,760.00	174,000.00	13,240.00	7.6%
Workmans & Unemployment Compensation	136.00	3,712.80	5,100.00	1,387.20	27.2%
Life Insurance	9.32	5,349.23	6,800.00	1,450.77	21.3%
Long Term Disability Insurance	881.41	8,678.52	10,000.00	1,321.48	13.2%
Total Benefit Costs	<u>40,035.28</u>	<u>408,600.01</u>	<u>512,600.00</u>	<u>103,999.99</u>	<u>20.3%</u>
<u>Administrative Costs</u>					
Commissioners Per Diem	650.00	11,900.00	14,600.00	2,700.00	18.5%
<i>Rents:</i>	<i>30,435.73</i>	<i>304,096.38</i>	<i>393,400.00</i>	<i>89,303.62</i>	<i>22.7%</i>
Office Rent	30,372.63	303,726.28	366,000.00	62,273.72	17.0%
Parking & Transit Benefits	63.10	370.10	27,400.00	27,029.90	98.6%
<i>Insurance:</i>	<i>410.79</i>	<i>6,367.42</i>	<i>6,800.00</i>	<i>432.58</i>	<i>6.4%</i>
Public Official Bonds	-	1,600.00	2,000.00	400.00	20.0%
Liability and Property	410.79	4,767.42	4,800.00	32.58	0.7%
<i>Travel:</i>	<i>-</i>	<i>2,316.73</i>	<i>44,600.00</i>	<i>42,283.27</i>	<i>94.8%</i>
Conference / Professional Development	-	1,976.09	27,100.00	25,123.91	92.7%
Non-Local Travel	-	-	3,100.00	3,100.00	100.0%
Local Travel, Meetings and Related Expenses	-	340.64	14,400.00	14,059.36	97.6%

NORTHERN VIRGINIA TRANSPORTATION COMMISSION
G&A BUDGET VARIANCE REPORT
April 2021

	<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>	771.63	10,401.76	15,500.00	5,098.24	32.9%
Postage	-	453.46	1,400.00	946.54	67.6%
Telephone and Data	771.63	9,948.30	14,100.00	4,151.70	29.4%
<i>Publications & Supplies</i>	898.57	15,582.83	28,700.00	13,117.17	45.7%
Office Supplies	-	353.77	2,800.00	2,446.23	87.4%
Duplication and Paper	23.57	4,358.94	10,900.00	6,541.06	60.0%
Public Engagement	875.00	10,870.12	15,000.00	4,129.88	27.5%
<i>Operations:</i>	1,336.20	14,195.79	37,500.00	23,304.21	62.1%
Furniture and Equipment (Capital)	-	1,024.48	13,600.00	12,575.52	92.5%
Repairs and Maintenance	-	432.50	1,000.00	567.50	56.8%
Computer Operations	1,336.20	12,738.81	22,900.00	10,161.19	44.4%
<i>Other General and Administrative:</i>	663.27	7,353.29	9,600.00	2,246.71	23.4%
Memberships	80.75	1,301.22	1,600.00	298.78	18.7%
Fees and Miscellaneous	582.52	6,052.07	6,500.00	447.93	6.9%
Advertising (Personnel/Procurement)	-	-	1,500.00	1,500.00	100.0%
Total Administrative Costs	<u>35,166.19</u>	<u>372,214.20</u>	<u>550,700.00</u>	<u>178,485.80</u>	<u>32.4%</u>
<u>Contracting Services</u>					
Auditing	-	16,625.00	24,500.00	7,875.00	32.1%
Contract Services and Support - Commuter Choice	23,247.60	207,842.05	479,000.00	271,157.95	56.6%
Contract Services and Support - Other	7,566.07	62,797.63	120,000.00	57,202.37	47.7%
Legal	5,833.34	29,166.70	35,000.00	5,833.30	16.7%
Total Contract Services	<u>36,647.01</u>	<u>316,431.38</u>	<u>658,500.00</u>	<u>342,068.62</u>	<u>51.9%</u>
Total Gross G&A Expenses	<u>\$ 274,342.74</u>	<u>\$ 2,680,360.35</u>	<u>\$ 3,763,500.00</u>	<u>\$ 1,083,139.65</u>	<u>28.8%</u>

NVTC
RECEIPTS and DISBURSEMENTS
April 2021

April 2021

			Virginia LGIP				
Date	Payer / Payee	Purpose	Wells Fargo Checking	Wells Fargo Savings	NVTC G&A / Project	Commuter Choice	Trusts
RECEIPTS							
1	Alexandria	G&A contribution		\$ 9,891.75			
5	DRTP	Operating assistance - Arlington					991,597.00
6	PRTC	Expense reimbursement		100.00			
6	AIG	Refund		71.66			
7	FTA	Grant reimbursement - Falls Church			335,428.00		
7	FTA	Grant reimbursement - Alexandria			1,115,626.00		
9	FTA	Grant reimbursement - Alexandria			416,225.00		
9	DRPT	Capital grant receipt - VRE			3,594,868.00		
9	DRPT	Operating assistance -Fairfax					4,148,904.00
9	DRPT	Operating assistance - City of Fairfax					230,843.00
9	DRPT	Operating assistance - Alexandria					1,310,766.00
9	DRPT	Capital grant receipt - Arlington					25,973.00
9	DRPT	Operating assistance - Arlington					991,597.00
9	Commuter Choice	Commuter Choice I-66 reimbursement			297,459.00		
9	Commuter Choice	Commuter Choice I-395/95 reimbursement			253,024.00		
12	DRPT	Capital grant receipt - Arlington					934.00
14	DRPT	Capital grant receipt - VRE			15,206.00		
14	DRPT	Grant receipt - transit marketing campaign			100,230.00		
14	DRPT	Capital grant receipts - Arlington					109,184.00
15	DRPT	Capital grant receipt - VRE			38,309.00		
21	DRPT	Capital and operating assistance - WMATA					15,686,733.00
21	DRPT	Grant receipts - Falls Church			83,857.00		
26	DRPT	Technical assistance - Fare collection project			13,274.00		
29	DRPT	Technical assistance - Fare collection project			3,252.00		
30	DMV	Motor Vehicle Fuels Sales tax receipt					732,097.53
30	DMV	C-ROC			1,250,000.00		
30	DRPT	Capital grant receipt - Fairfax					80,023.00
30	Banks	Investment earnings		15.64	134.71	3,473.92	12,841.15
			-	10,079.05	7,516,892.71	3,473.92	24,321,492.68

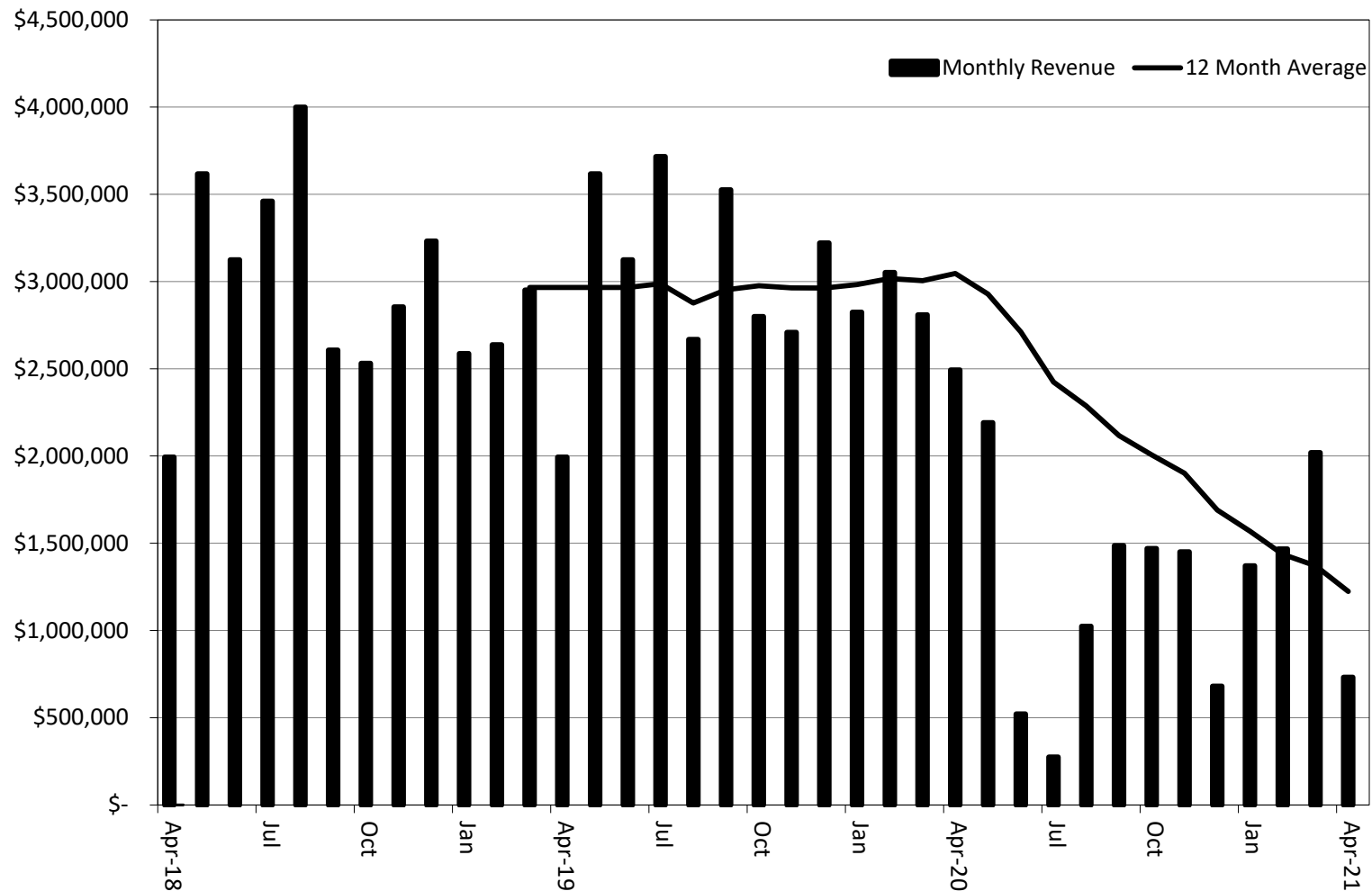
NVTC
RECEIPTS and DISBURSEMENTS
April 2021

April 2021			Virginia LGIP				
Date	Payer / Payee	Purpose	Wells Fargo Checking	Wells Fargo Savings	NVTC G&A / Project	Commuter Choice	Trusts
DISBURSEMENTS							
1-30	Various	G&A expenses	(203,943.63)				
1	WMATA	Metrobus operating					(13,657,251.00)
1	WMATA	Metroaccess operating					(3,977,148.00)
1	WMATA	Metrorail operating					(26,224,096.00)
1	WMATA	CIP					(2,713,007.00)
1	WMATA	Project development					(148,194.00)
1	WMATA	Debt service					(3,742,251.00)
2	Arlington	Commuter Choice I-66 project reimbursement				(144,402.00)	
2	City of Fairfax	Commuter Choice I-66 project reimbursement				(53,063.00)	
2	Arlington	Commuter Choice I-395/95 project reimbursement				(33,873.00)	
2	Alexandria	Commuter Choice I-395/95 project reimbursement				(228,908.00)	
8	Falls Church	Costs incurred			(335,428.00)		
8	Alexandria	Costs incurred			(1,531,851.00)		
6	2060 Digital	Regional transit marketing campaign	(35,125.00)				
6	WAMU	Regional transit marketing campaign	(67,971.98)				
6	Sagetopia	Regional transit marketing campaign	(16,500.00)				
6	WTOP	Regional transit marketing campaign	(32,610.00)				
6	Kimley-Horn	Consulting - Fare collection project	(15,726.87)				
6	Kimley-Horn	Consulting - I-66 Commuter Choice	(441.12)				
6	Kimley-Horn	Consulting - I-395/95 Commuter Choice	(20,061.48)				
6	SIR	Outreach - I-66 Commuter Choice	(2,745.00)				
9	VRE	Grant revenue			(3,594,868.00)		
9	NVTC	Commuter Choice I-66 reimbursement				(297,459.00)	
9	NVTC	Commuter Choice I-395/95 reimbursement				(253,024.00)	
13	City of Fairfax	Other operating					(6,547.00)
14	VRE	Grant revenue			(15,206.00)		
15	VRE	Grant revenue			(38,309.00)		
26	Falls Church	Costs incurred			(83,857.00)		
29	PRTC	Commuter Choice I-66 project reimbursement				(3,078,037.00)	
29	PRTC	Commuter Choice I-395/95 project reimbursement				(326,258.00)	
30	VRE	C-ROC			(1,250,000.00)		
30	Banks	Service charges	(56.41)	(52.26)			
			(395,181.49)	(52.26)	(6,849,519.00)	(4,415,024.00)	(50,468,494.00)
TRANSFERS							
7	Transfer	From LGIP to checking	255,000.00		(255,000.00)		
12	Transfer	From LGIP to checking	150,000.00		(150,000.00)		
			405,000.00	-	(405,000.00)	-	-
NET INCREASE (DECREASE) FOR MONTH			\$ 9,818.51	\$ 10,026.79	\$ 262,373.71	\$ (4,411,550.08)	\$ (26,147,001.32)

**NVTC
INVESTMENT REPORT
April 2021**

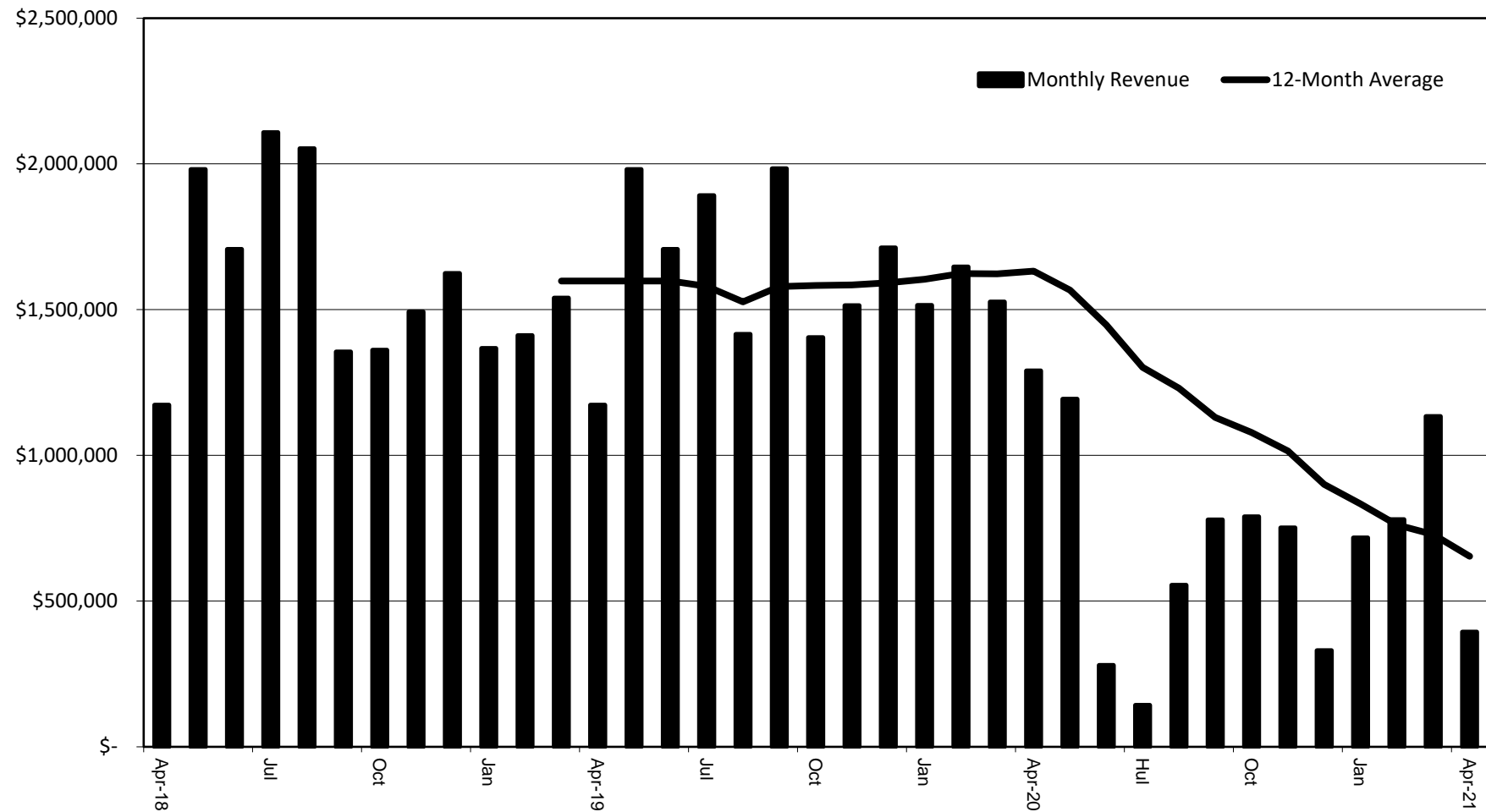
Type	Rate	Balance 3/31/2021	Increase (Decrease)	Balance 4/30/2021	Balance				
					NVTC G&A/Project	Commuter Choice	Jurisdictions Trust Fund	Loudoun Trust Fund	
<u>Cash Deposits</u>									
Wells Fargo: NVTC Checking	N/A	\$ 23,382.54	\$ 9,818.51	\$ 33,201.05	\$ 33,201.05	\$ -	\$ -	\$ -	
Wells Fargo: NVTC Savings	0.160%	108,884.17	10,026.79	118,910.96	118,910.96	-	-	-	
<u>Investments</u>									
Bank of America: Virginia Local Government Investment Pool	0.099%	262,799,773.26	(30,296,177.69)	232,503,595.57	498,753.55	43,525,095.16	145,067,564.95	43,412,181.91	
		<u>\$ 262,932,039.97</u>	<u>\$ (30,276,332.39)</u>	<u>\$ 232,655,707.58</u>	<u>\$ 650,865.56</u>	<u>\$ 43,525,095.16</u>	<u>\$ 145,067,564.95</u>	<u>\$ 43,412,181.91</u>	

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



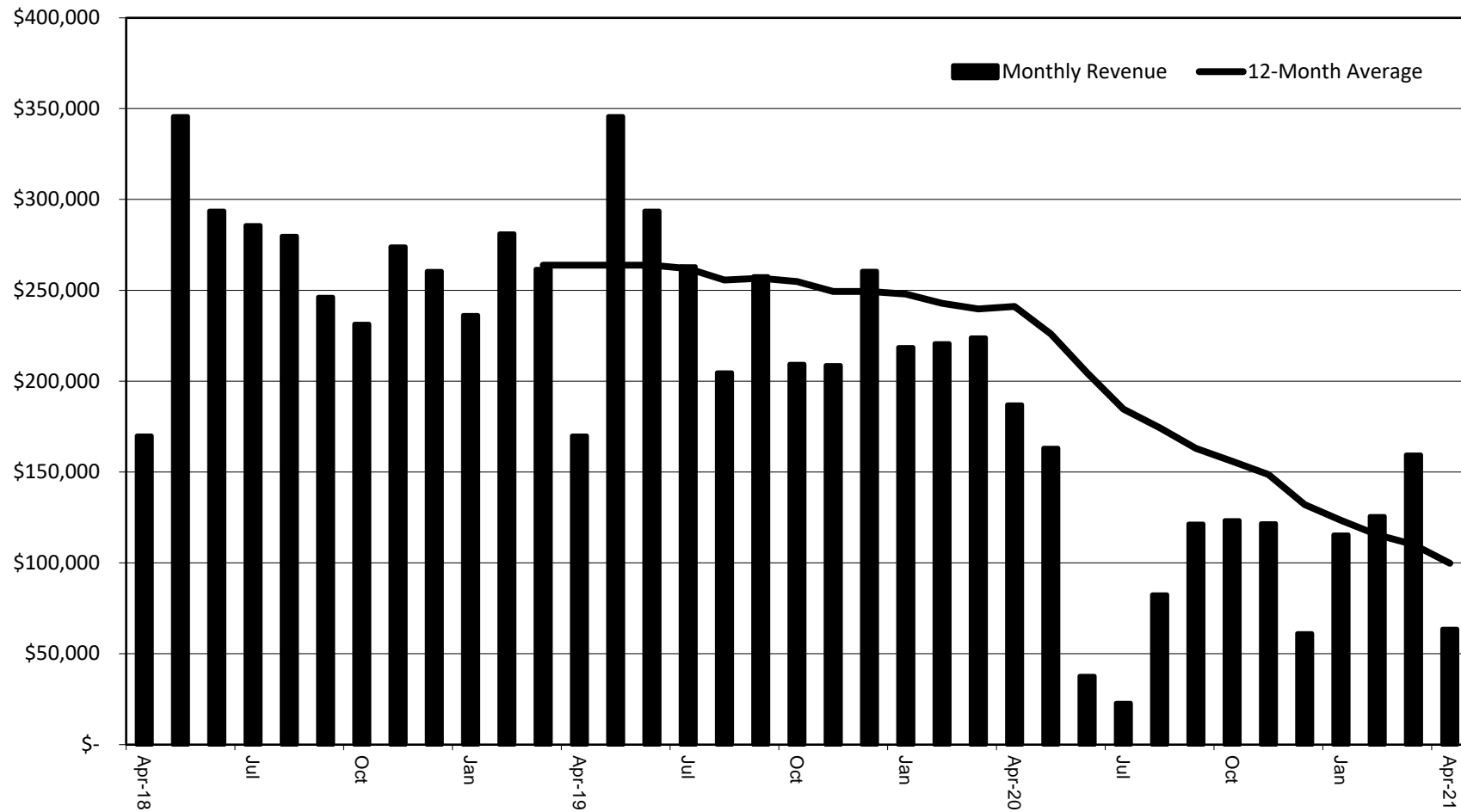
Note: Taxes shown as received by NVTC in a particular month are generated from sales two months earlier.

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



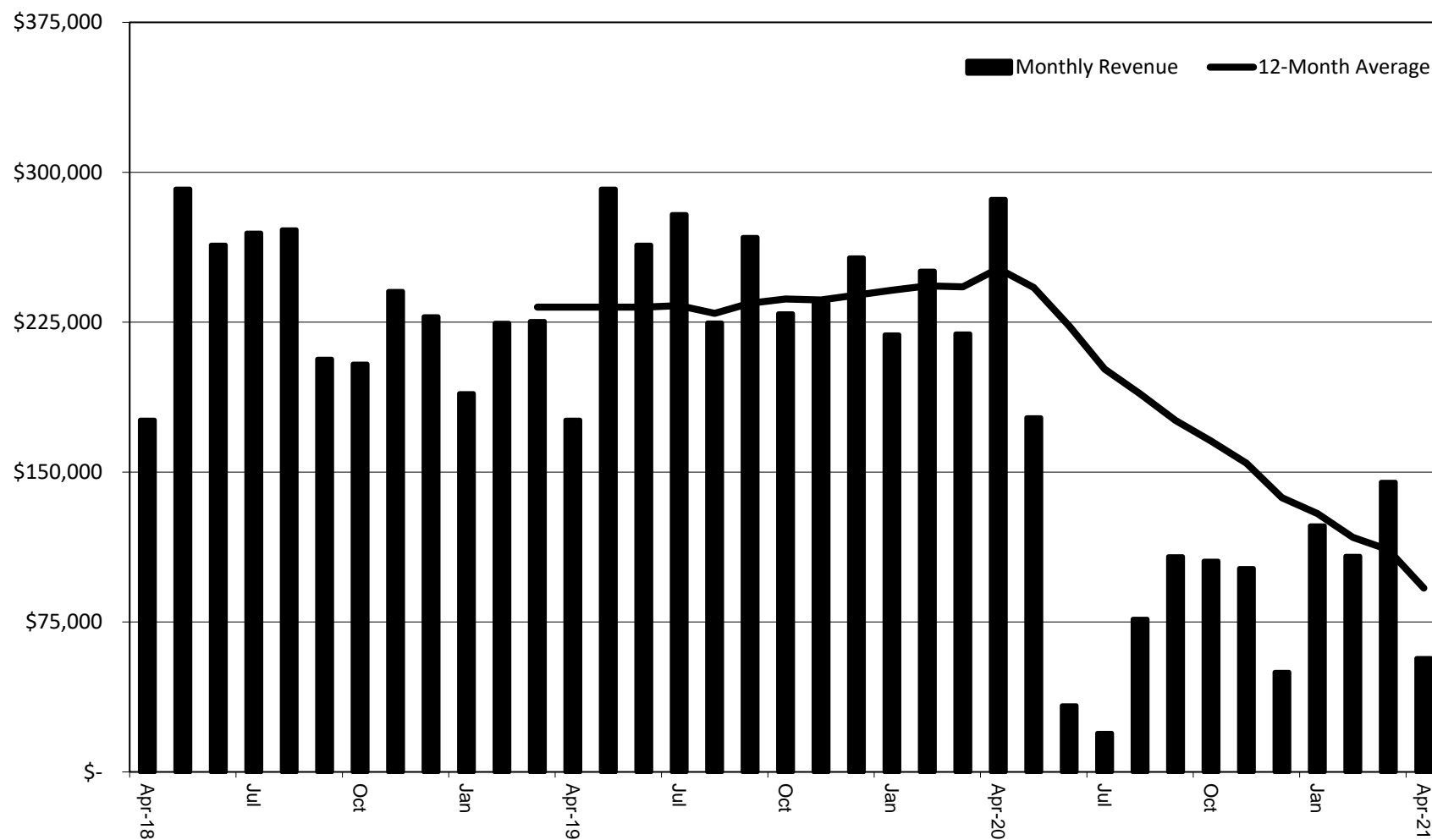
Note: Taxes shown as received by NVTC in a particular month are generated from sales two months earlier.

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



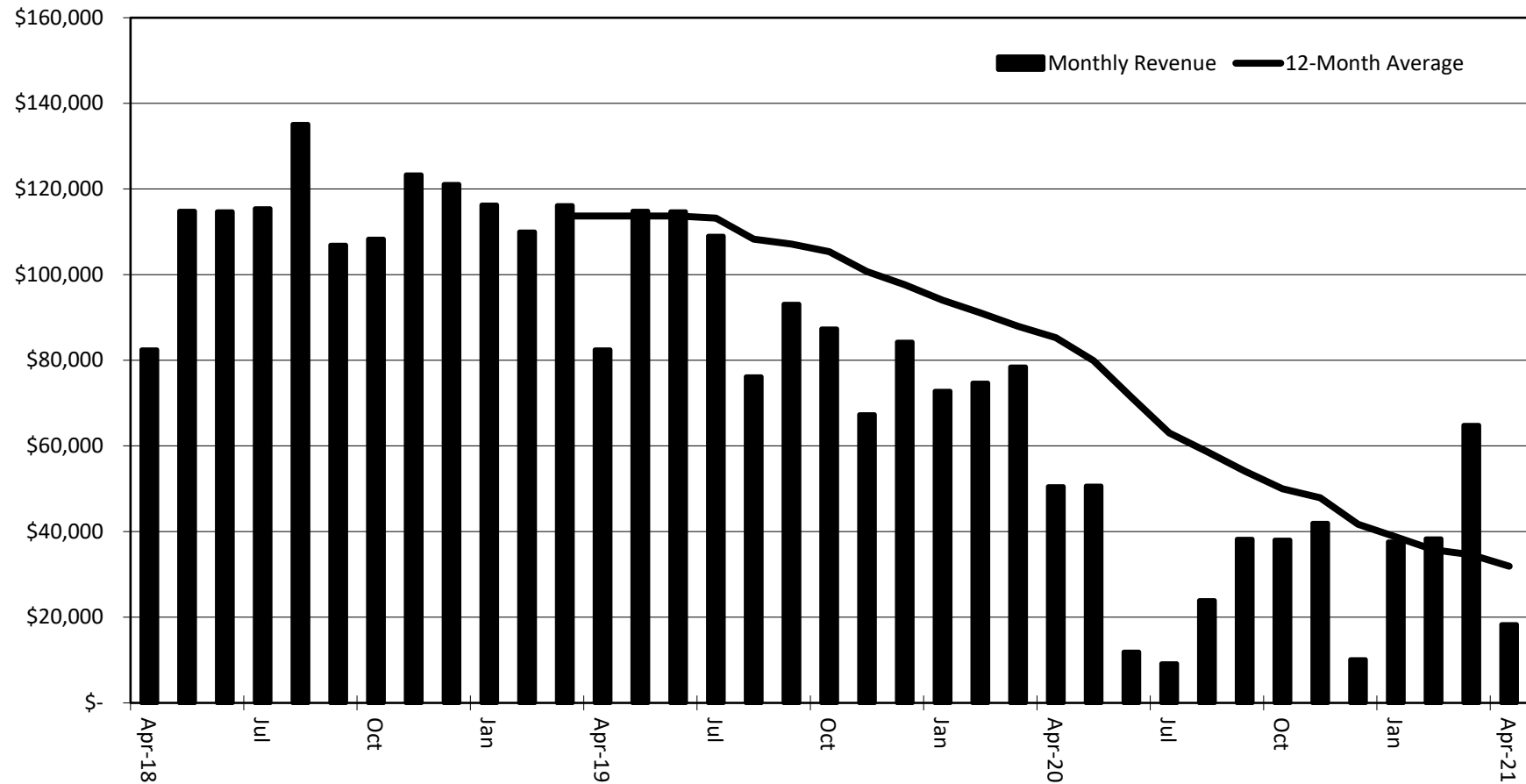
Note: Taxes shown as received by NVTC in a particular month are generated from sales two months earlier.

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



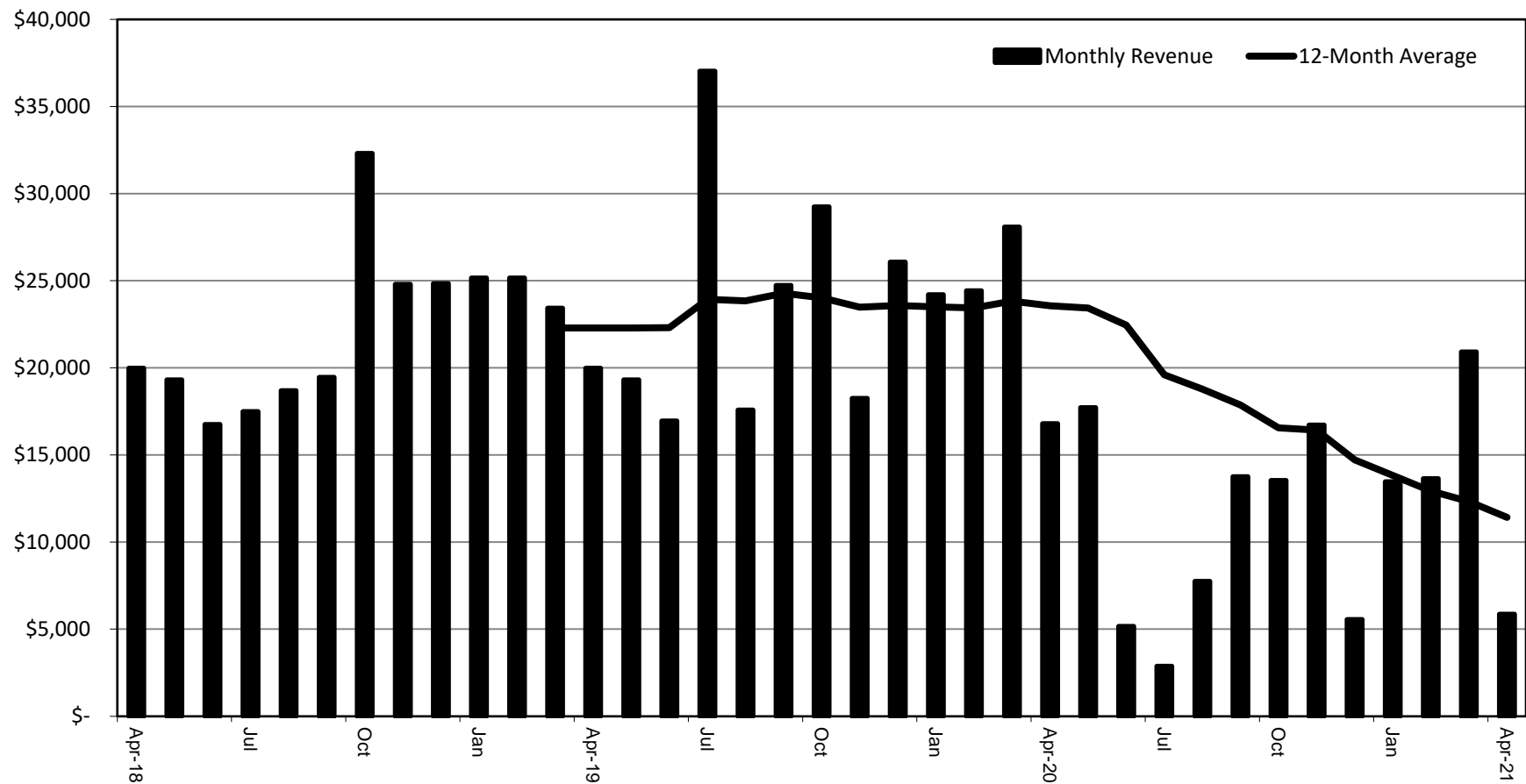
Note: Taxes shown as received by NVTC in a particular month are generated from sales two months earlier.

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



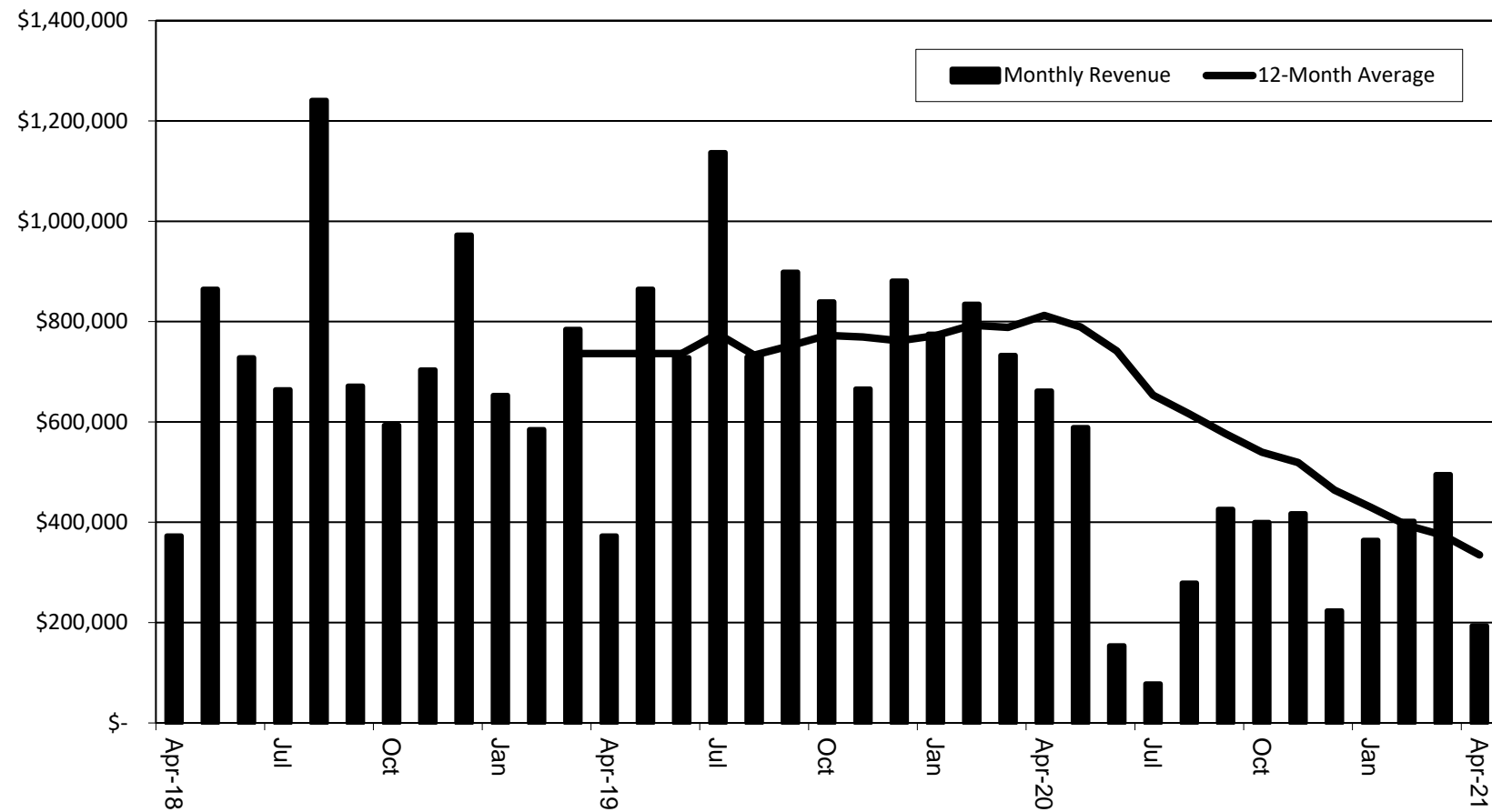
Note: Taxes shown as received by NVTC in a particular month are generated from sales two months earlier.

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



Note: Taxes shown as received by NVTC in a particular month are generated from sales two months earlier .

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



Note: Taxes shown as received by NVTC in a particular month are generated from sales two months earlier.