



Commission Meeting Materials

October 7, 2021



novatransit.org

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Meeting Overview



NVTC's October 7, 2021 meeting will be an in-person meeting. Jurisdictional staff and the public are still encouraged to watch the meeting via the audio live stream through YouTube and Facebook Live.

Action Items

- Notice of Direct Contributions to the Jurisdictions
- Application for DRPT's Transit Recovery Marketing Initiative
- Letter of Endorsement for Fairfax County's Application to the Transit Ridership Incentive Program (TRIP)
- Contract Award for Envision Route 7 Phase IV
- Commuter Choice on the I-66 Corridor Round Four Supplemental Program of Projects
Commuter Choice Program FY 2021 Annual Report Referral of the Preliminary FY2023 VRE
Operating and Capital Budget to the Jurisdiction
- Site License Agreement Amendment for Real Property at VRE Leeland Road Station

Other Meeting Highlights

- Public Comment Received
- Commuter Choice on the I-66 Corridor Round Five Update
- Legislative Update
- Reports from the Virginia WMATA Board Members, VRE CEO and DRPT Director
- Closed Session

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

AGENDA

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

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

6:00 p.m. Legislative and Policy Committee Meeting – NVTC Conference Room Suite #230

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

*NVTC is receiving public comment. Persons wishing to provide **written public comments should submit them by 3:00 p.m. on Thursday, October 7** via [NVTC's website](#). Comments will be provided to Commissioners prior to the October 7 meeting.*

1. Opening Remarks
 - Public Comments Received
2. **ACTION ITEM: Approve the Minutes of the September 2, 2021 NVTC Meeting**
3. **ACTION ITEM: Approve the CONSENT AGENDA (subject to approval of chair)**
 - A. Authorize the Notice of Direct Contributions to the Jurisdictions
 - B. Approve Resolution #2460: Authorize the Executive Director to Apply for the Department of Rail and Public Transportation's Transit Recovery Marketing Initiative
 - C. Authorize the Chair to Sign a Letter of Endorsement of Fairfax County's Application to the Transit Ridership Incentive Program (TRIP)
4. **Report from the Chair of the Program Advisory Committee**
 - A. Envision Route 7
 - **ACTION: Authorize the Executive Director to Execute a Contract with Kittelson & Associates, Inc. for the Envision Route 7 Phase IV-1 Mobility Study**

- B. **Commuter Choice Program At Large**
 - **ACTION ITEM: Authorize the Executive Director to Submit the NVTC Commuter Choice Program FY 2021 Annual Report to the Commonwealth Transportation Board**
 - C. **Commuter Choice on the I-66 Corridor**
 - **ACTION ITEM: Approve Resolution #2461: Approve the Commuter Choice on the I-66 Corridor Round Four Supplemental Program of Projects for Submission to the Commonwealth Transportation Board and Authorize the Executive Director to Execute the Standard Project Agreements**
 - I-66 Round Five Call for Projects Update
5. Report from the Chair of the Legislative and Policy Committee
- A. NVTC 2022 Legislative and Policy Agenda
 - B. Federal Update
 - C. Annual Joint NVTC-PRTC Legislative Briefing
6. Washington Metropolitan Area Transportation Authority (WMATA)
- A. WMATA COVID-19 Response
 - B. Report from the Virginia WMATA Board Members
 - C. Other WMATA News
 - D. Report from the Chair of the NVTC WMATA Committee
7. **Virginia Railway Express (VRE)**
- A. VRE COVID-19 Response
 - B. VRE CEO Report and Minutes
 - C. **ACTION ITEM: Approve Resolution #2462: Authorize the VRE CEO to Refer the Preliminary FY2023 VRE Operating and Capital Budget to the Jurisdictions**
 - D. **ACTION ITEM: Approve Resolution #2463: Authorize the VRE CEO to Amend a Site License Agreement for Real Property at Leeland Road Station**
8. Department of Rail and Public Transportation (DRPT)
9. Executive Director Report
- A. Executive Director Newsletter
 - B. Financial Report
10. Closed Session

MINUTES
NVTC COMMISSION MEETING – SEPTEMBER 2, 2021
FIRST FLOOR LARGE CONFERENCE ROOM – 2300 WILSON BLVD.
ARLINGTON, VIRGINIA

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

Members Present

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

Members Not Present

Jeff McKay

Staff Present

Kate Mattice, Executive Director
Andrew D’huyvetter
Allan Fye
Matt Friedman
Rhonda Gilchrest
Ben Owen
Sophie Spiliotopoulos
Melissa Walker
Ronnetta Zack-Williams

Rich Dalton (VRE)
Steve MacIsaac (VRE)

Staff Present via Electronic Participation

Scott Kalkwarf
Tenley O’Hara
Aimee Perron Siebert
Greg Potts (WMATA)

Opening Remarks

Chair Cristol welcomed everyone to the September 2, 2021 NVTC meeting and stated that she hoped everyone had a good break in August.

Commission Secretary Rhonda Gilchrest confirmed a quorum was present. (Mr. Storck is serving as Mr. McKay's alternate.)

Chair Cristol reviewed several procedural modifications now that the Commission is back to in-person meetings. The meeting is still being shown on YouTube livestream for the public. She explained that with the updated NVTC Electronic Participation Policy it is now easier for Commissioners to participate virtually for specific reasons as long as there is an in-person quorum. She noted that for this meeting Mr. Letourneau is participating electronically for a medical reason; and Mr. Snyder and Mr. Smedberg are participating electronically for personal reasons. Regarding votes, NVTC will use a hybrid approach when Commissioners are participating electronically. For those in the room, the Commission will follow its past practice of calling for a motion and second, followed by a voice vote. Commissioners participating electronically will have their votes confirmed verbally after the Commission Secretary has recorded the votes of those in-person.

Ms. Mattice reported that NVTC did not receive any public comments this month.

2021 Commission Look Ahead

Ms. Mattice reported that NVTC staff was busy over the summer continuing important projects and work. She stated that as staff looks ahead to the fall, she thought it would be helpful to give the Commission an overview of what is planned for the rest of 2021. Some of the highlights include:

- Staff will be recommending a slate of projects for Commuter Choice on the I-66 Corridor and open the next call for projects in the corridor.
- NVTC's Transit Resource Center will be launching the next study phase and public engagement for Envision Route 7, the planned Bus Rapid Transit system connecting Tysons, Falls Church and Alexandria.
- NVTC will develop its legislative agenda outlining priorities at the state and federal level and host the annual legislative briefing for lawmakers.
- NVTC will publish the 2021 Annual Report on the Performance and Condition of WMATA with NVTC recommendations on ways to control costs.
- Staff will take a deep look at key policy issues emerging in public transit – publishing the zero-fare/reduced-fare white paper and hosting a symposium on zero-emissions buses.
- Staff will present the next general and administrative budget.

Chair Cristol stated that she is excited to hear more about the zero-fare and zero-emissions buses. She also reminded Commissioners that their feedback for the executive director's annual performance review is due back to her by September 15, 2021.

Minutes of the July 1, 2021 NVTC Commission Meeting

Mr. Alcorn moved, with a second by Mr. Ebbin, to approve the minutes of the July 1, 2021 meeting. The vote in favor was cast by Commissioners Aguirre, Alcorn, Bell, Bennett-Parker, Cristol, de Ferranti, Ebbin, Filler-Corn, Garvey, Meyer, Reid, Storck, Turner and Walkinshaw. Commissioners Foust, Krizek, Palchik and Sullivan abstained. A roll call vote followed for those Commissioners participating electronically. Commissioners Smedberg and Snyder cast affirmative votes and Mr. Letourneau abstained. The motion passed.

Consent Agenda

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

- A. Approve Resolution #2454: Authorize the NVTC Executive Director to Sign Non-Disclosure Agreements on Behalf of NVTC
- B. Approve Resolution #2455: Approve a Memorandum of Agreement Pertaining to NVTC General Counsel Services
- C. Authorize the Chair to Sign a Letter of Endorsement of the City of Alexandria's Application to the Transit Ridership Incentive Program (TRIP)

Mr. Turner asked for an example of the types of Non-Disclosure Agreements NVTC is required to sign. Ms. Mattice stated that a good example is that for many years NVTC has worked with WMATA on fare technology issues, which includes proprietary agreements as well as proposals and contracts NVTC staff has been asked to review.

Mr. Aguirre expressed his appreciation to the Department of Rail and Public Transportation (DRPT) for their work on the TRIP program and their close coordination with the jurisdictions in the development of the application materials, to NVTC for the letter of endorsement, and to state legislators for their help in securing funding for the TRIP program. He believes that this project will be a major step forward for the City of Alexandria.

Mr. de Ferranti moved, with a second by Mr. Ebbin, to approve the Consent Agenda. The vote in favor was cast by Commissioners Aguirre, Alcorn, Bell, Bennett-Parker, Cristol, de Ferranti, Ebbin, Filler-Corn, Foust, Garvey, Krizek, Meyer, Palchik, Reid, Storck, Sullivan, Turner and Walkinshaw. A roll call vote followed for those Commissioners participating electronically. Commissioners Letourneau, Smedberg and Snyder cast affirmative votes. The motion passed.

Washington Metropolitan Area Transit Authority

Report from Virginia WMATA Board Members. Mr. Smedberg reported that improvements to service and changes to fares are coming next week as the region resumes school and other activities. When compared to current services, there will be more frequent all-

day rail service, better peak rail service, and improved late night rail service and hours of service. There will also be more buses on the most popular Metrobus routes, with 36 lines seeing frequent service for most of the day and restored or improved service on additional routes. For fares, riders will see a flat fare of \$2 for rail on weekends, a transfer discount of \$2 – which means free bus transfers to and from Metrorail, and short-term promotional discounts on WMATA's combination rail and bus passes.

Mr. Smedberg also stated that WMATA staff are also continuing to reach out to local transit providers about being included in WMATA's rail and bus pass products and matching the free bus transfers. He noted that the Fairfax Connector will be participating in the free bus transfer program starting September 3, 2021.

Mr. Letourneau reported that in July the WMATA Board received a primer from staff on WMATA's current fare policy principles and fare structure. Moving into the fall, the WMATA Board will be looking at new Fare Policy Principles and tackling the challenging policy questions around the purpose and role of fares and the inherent tradeoffs around ridership, revenues and equity. HE stated that as the WMATA Board embarks on these discussions and any potential changes, the Virginia WMATA Board members are seeking Commissioner feedback and look forward to engaging with them in these policy deliberations.

Mr. Letourneau stated that next week the WMATA Board is receiving an update from staff on the Blue/Orange/Silver Line Capacity and Reliability Study. He is aware that this is of interest among many Commissioners and WMATA staff will be conducting outreach to elected officials as that process moves forward. This study includes significantly large projects and is a long-term process.

Mr. Letourneau stated that the WMATA Board was considering amendments to the passenger conduct rules in the WMATA Tariff on Ridership Rules and Guidelines to include new provisions for suspensions of persons who engage in sex or sex-related crimes and/or crimes involving a firearm or dangerous weapon while on Metro property. However, concerns were raised by the District of Columbia and Maryland. Mr. Smedberg stated the amendments were introduced in the spirit of protecting riders and WMATA employees and was narrowly written to respect people's rights.

Mr. Turner asked about requirements for WMATA employees to get the COVID-19 vaccine. Mr. Letourneau stated that WMATA is working with employees who haven't been vaccinated yet. Mr. Turner stated that he is personally tired of trying to accommodate those who refuse to be vaccinated and asked if WMATA has discussed restricting transit for unvaccinated riders. Mr. Smedberg responded that the WMATA Board has not discussed this.

Mr. Reid asked for an update on the Silver Line Phase 2 project as the opening continues to be delayed. Mr. Letourneau stated that this is really a question for the Metropolitan Washington Airports Authority (MWAA) as they did move the substantial completion date from Labor Day to sometime later in the fall of 2021. He noted that the WMATA Safety and Operations Committee will be receiving an update next week on the status of the project. Many of the remaining issues have been resolved so overall the project is moving in the right direction. WMATA is "staffing up" to be ready to go when the project gets turned over to WMATA. Mr. Letourneau assured

Commissioners that he and Mr. Smedberg have been proactive in bringing issues to the Board's attention.

Mr. Smedberg stated that there will need to be time for testing and review before WMATA formally accepts the project. WMATA has no intention of accepting a project that will place undo financial burden on the system. Several Commissioners asked if WMATA can speed up some of the work or do some of the work prior to accepting the project. Mr. Smedberg explained that it doesn't work that way. Mr. Bell suggested that if the parking lots are finished people could begin using them. Mr. Letourneau stated that WMATA does not own the parking facilities but noted that the Ashburn Station parking facility is already operational.

Ms. Garvey stated that it seems the Potomac Yard Station is also experiencing delays and asked if the subsidies will be adjusted. Mr. Smedberg responded that there will be adjustments along the way for both projects. Mr. Letourneau noted that for the Silver Line, WMATA will incur costs on labor even if the project deadline slips and labor costs make up 80% of operational costs.

Mr. Smedberg also announced that he and the General Manager will be participating in a Back to Work Summit with various business leaders across the region. He will report back next month on this event.

Report from the Chair of the NVTC WMATA Committee. Mr. Aguirre reported that the next NVTC WMATA Committee meeting is scheduled for September 16 at 6:00 p.m. The preliminary agenda is to receive an update from staff on the Annual Report on the Performance and Condition of WMATA and discuss WMATA's fare policy and structure. He invited all Commissioners to participate in the meeting.

Legislative Update

Ms. Mattice reported that the General Assembly held a special legislative session August 2-10, 2021, which focused on appropriating \$4.3 billion in federal COVID-19 relief money. There wasn't much done on transportation issues.

On the federal level, Ms. Mattice reported that on August 10 the U.S. Senate passed the Infrastructure Investment and Jobs Act. The legislation reauthorizes surface transportation programs and appropriates additional funding for certain categories of funding. Specifically, the bill provides:

- \$89.9 billion for public transit, an increase of \$41.1 billion (63%) from current levels.
- The reauthorization of dedicated federal funding for WMATA at \$150 million annually through FY 2030.
- \$66 billion for passenger and freight rail over the next five years, an increase of \$86.7 billion (561%) from current levels.

The Senate bill does substantially differ from the House INVEST in America Act passed earlier this year in scope and funding. As such, it will require significant conference committee negotiations

prior to passage by both Congressional chambers. Staff will be monitoring this and will report back next month.

Chair Cristol reminded Commissioners that the NVTC Legislative and Policy Committee will meet next month on October 7 prior to the Commission meeting.

Commuter Choice Program

Chair Cristol stated that this item is just a staff update for this month, but the Commission will see action being requested at the October Commission meeting.

Ms. Mattice reported that last week she and several other NVTC staff members participated in a ground-breaking ceremony for a new, nearly 700-space Park & Ride commuter lot in Spotsylvania County, which will provide a convenient location for workers to rideshare close to Route 1 and Interstate I-95's exit 126 interchange. The commuter lot is a partnership between the Virginia Department of Transportation (VDOT), the Virginia Department of Rail and Public Transportation (DRPT), Spotsylvania County, NVTC and the Potomac and Rappahannock Transportation Commission (PRTC). The \$16.5 million project is being funded through a combination of Virginia's SMART SCALE program, Spotsylvania County funds and a grant from the I-395/95 Commuter Choice program. Ms. Mattice stated that this is an example of how NVTC can play a pivotal role in completing the funding commitments for a significant capital investment that will benefit commuters for years to come.

Mr. Owen gave an update on the Commuter Choice program. He reminded the Commission of the impacts of the COVID-19 pandemic which resulted in steep drops in toll revenue for the I-66 Inside the Beltway. Last October the Commission approved a \$4 million Initial Round Four program for I-66 Commuter Choice with the intention to submit a Supplemental program later this year depending on the toll revenue. NVTC now has nearly \$7 million available for new projects, comprising of \$5 million in new I-66 Corridor revenue that NVTC recently received from the Commonwealth and the remainder from de-obligations of funds in the last several months from projects completed under budget.

Mr. Owen stated that the Program Advisory Committee will discuss the staff recommended projects at its September 13 meeting. The proposals under consideration for funding and their scores are as follows:

**Staff Recommendation for the Commuter Choice on the I-66 Corridor
Supplemental Round Four (FY 2022) Program**

Applicant	Project	Funding Request
OmniRide	TDM Strategy – I-66 Corridor Vanpool Parking Benefit	\$85,000
Fairfax County	New Bus Service from Reston South to Crystal City	\$5,110,800
Fairfax County	TDM Strategy – Fare Buy Down on Bus Service from Reston North to Crystal City	\$154,500
NVTC	<i>I-66 Corridor Program Administration and Oversight for FY 2022</i>	\$400,000
	TOTAL PROPOSED FOR AWARD	\$5,750,300

Mr. Owen stated that the three projects will move over 250 additional people through the I-66 Inside the Beltway Corridor each morning upon full implementation and as travel patterns in the corridor revert to more typical conditions. The proposals would also expand the options and incentives for commuters to return to transit and vanpooling.

Mr. Owen stated that the public comment period on the projects under consideration for Supplemental Round Four (FY 2022) funding will be open from September 3 through September 17. NVTC will promote the comment period, abbreviated because of the small number of projects under consideration, through social media and regional partners. A virtual town hall meeting will take place at noon on Wednesday, September 8, for members of the public to learn more about the proposed projects. The Commission will be asked to take action on the recommended Program of Projects at the October 7 meeting.

Transit Technology Program

Chair Cristol announced that today NVTC released its *Zero-Fare and Reduced-Fare Options for Northern Virginia Transit Providers* white paper, which provides Commissioners and policy makers a high-level overview of options and summarizes considerations when evaluating potential zero- or reduced-fare programs. Commissioners were provided with a copy of the executive summary. Staff will follow up with providing Commissioners with an electronic copy of the report.

Mr. Fye stated that staff has shared this report with transit colleagues across the Northern Virginia, the Washington, D.C. area and the Commonwealth. Staff is actively sharing this research across the US transit industry.

Mr. Fye noted that fare policy, rates and rules are made at the local level and the Commission is not endorsing any particular option that is laid out in the white paper. This white paper is a resource for transit providers in Northern Virginia. Staff will continue to identify opportunities for additional research and analysis on this topic. Last but not least, he acknowledged the NVTC

team, particularly Patricia Happ, and the consultant team, Kimley-Horn and IBI Group, for their work on this report.

Mr. Walkinshaw asked if staff was able to quantify the federal transit benefit. Chair Cristol noted that the report shows that for Northern Virginia transit operators, SmartBenefits make up 40% of total fare revenue. For VRE the percentage is much higher. Mr. Walkinshaw observed that transit operators in the outlying jurisdictions also take in a greater percentage. He asked if fares were eliminated on these systems, would this be telling the federal governments we don't want your federal money.

Mr. Bell asked if there is any research of what happens if a zero-fare program has to be reversed. Mr. Fye stated that zero-fare is a fairly new concept, so for this region staff is watching closely DASH as they implement zero-fares.

Mr. Aguirre suggested the Commission pass this over to the Legislative and Policy Committee to discuss so the region does not leave any federal money on the table, as well as consider support or advocating for potential funding sources in the next General Assembly Session. Chair Cristol agreed this is an excellent idea.

Mr. Turner commended staff on the report and noted that it is concise and easy to read. Loudoun County is trying to retrofit an auto-centric mentality with a multi-modal mentality, and it is a difficult thing to do. This white paper will be helpful as the county looks at different options.

Commissioners provided staff with valuable subjects to continue to research, such as rethinking peak/off-peak fares, monthly and annual fare pass programs, targeting geographical areas, cash-less payment options, etc.

Chair Cristol stated that she is struck by the fact that 40% of the fares are being paid by federal benefits, but also the point of where riders are coming from. Some of the goals of transit are emission reductions, climate action and supporting more density, so it's interesting to note that these types of reduced-fare and zero-fare programs are not resulting in people sacrificing a car trip for transit, which is what the goal is. It leads her to think about the "compared to what" question and where can the region most effectively spend funds. However, another major goal of fare reduction is equity.

Mr. Snyder stated that the white paper illustrates that these are fairly complicated issues. It's also the case that one approach may not fit every transit system. It is worthwhile to continue to study these issues, but the bottom line is that is a complicated issue and worthy of more study.

Virginia Railway Express

VRE CEO Report. Mr. Dalton gave a recap of VRE service during the summer. On-time performance was around 82% systemwide primarily due to rail congestion, weather and other issues. Overall ridership is down 85% compared to pre-COVID-19 levels. However, ridership does

continue to increase each month, but VRE anticipates ridership will rebound at a much slower rate that originally predicted.

Authorization to Amend the Norfolk Southern Operating Access and Amtrak Access and Storage Agreements. Ms. Bennett-Parker stated that the Commission is asked to approve Resolution #2456, which would authorize the VRE Chief Executive Officer to amend the Norfolk Southern Operating Access and Amtrak Access and Storage agreements to reflect the Transforming Rail in Virginia (TRV) Service Plan. The resolution attachment was amended to remove Service Plan 6.0 and keep Service Plan 6.1 (which supersedes the 6.0 version). The Service Plan includes post-acquisition train schedule changes for the VRE Manassas Line and Fredericksburg Line trains anticipated in September of 2021 or soon thereafter. This action will incorporate the post-acquisition schedule from the TRV Service Plan as an exhibit to the existing agreements similar to previous actions taken by the Commissions for the Passenger Rail Operations and Access Agreement with Virginia Passenger Rail Authority (VPRA) and the Amended and Restated Operating Access Agreement with CSX Transportation.

Mr. Dalton stated that the post-acquisition schedule includes two additional train slots, but VRE staff is not proposing additional service at this time. Any new service will be brought back to the Commissions for future approval.

Ms. Bennett-Parker moved, with a second by Mr. Meyer, to approve Resolution #2456 (copy attached). The vote in favor was cast by Commissioners Aguirre, Alcorn, Bell, Bennett-Parker, Cristol, de Ferranti, Ebbin, Filler-Corn, Foust, Garvey, Krizek, Meyer, Palchik, Reid, Storck, Sullivan, Turner and Walkinshaw. A roll call vote followed for those Commissioners participating electronically. Commissioners Letourneau and Snyder cast affirmative votes. (Mr. Smedberg did not participate in the vote.) The motion passed.

Authorization to Amend Agreements with the Virginia Passenger Rail Authority and with CSXT to include the Potomac Shores Station. Ms. Bennett-Parker stated that the Commission is asked to approve Resolution #2457, which would authorize the VRE CEO to execute amendments with the Virginia Passenger Rail Authority and with CSXT to include the Potomac Shores Station. Construction of the Potomac Shores Station is anticipated to begin soon. The location of the new station will become part of the above-mentioned amended agreements.

The approval of the proposed amendments will have no immediate fiscal impact for VRE. All capital costs incurred by VRE for the design and construction of the Potomac Shores Station will be reimbursed by the developer, Harbor Station Communities, LLC. Any additional operating costs associated with providing rail service to the Potomac Shores Station upon its completion will be identified in future VRE budgets and subject to the approval of the Operations Board and the Commissions.

Ms. Bennett-Parker moved, with a second by Ms. Filler-Corn, to approve Resolution #2457 (copy attached). The vote in favor was cast by Commissioners Aguirre, Alcorn, Bell, Bennett-Parker, Cristol, de Ferranti, Ebbin, Filler-Corn, Foust, Garvey, Krizek, Meyer, Palchik, Reid, Storck, Sullivan, Turner and Walkinshaw. A roll call vote followed for those Commissioners participating

electronically. Commissioners Letourneau and Snyder cast affirmative votes. (Mr. Smedberg did not participate in the vote.) The motion passed.

Authorization to Execute a Purchase Agreement and a Memorandum of Understanding with the Department of the Navy. Ms. Bennett-Parker stated that the Commission is asked to approve Resolution #2458, which would authorize the VRE Chief Executive Officer to execute a Purchase Agreement and a Memorandum of Understanding (MOU) with the Department of the Navy for property in the vicinity of VRE Quantico Station. To facilitate construction for both VRE's Quantico Station Improvements and Marine Corps Base Quantico's Parking Garage Facility, a property purchase and property exchange is required. VRE has negotiated a Purchase Agreement with the Department of Navy for small parcel (0.12-acre) to be purchased by the Department from the Commissions. In addition, VRE has negotiated an MOU for future exchange of property between the two parties.

Ms. Bennett-Parker explained that VRE staff has determined that the property is not necessary for VRE purposes and can be conveyed without adversely impacting VRE interests. The Department of the Navy has offered to pay \$18,000 for the property, which is the value based on a fair market appraisal obtained by VRE.

Ms. Bennett-Parker moved, with a second by Ms. Filler-Corn, to approve Resolution #2458 (copy attached). The vote in favor was cast by Commissioners Aguirre, Alcorn, Bell, Bennett-Parker, Cristol, de Ferranti, Ebbin, Filler-Corn, Foust, Garvey, Krizek, Meyer, Palchik, Reid, Storck, Sullivan, Turner and Walkinshaw. A roll call vote followed for those Commissioners participating electronically. Commissioners Letourneau and Snyder cast affirmative votes. (Mr. Smedberg did not participate in the vote.) The motion passed.

Authorization to Approve the Amended VRE Financial and Debt Management Principles. Ms. Bennett-Parker stated that the Commission is asked to approve Resolution #2459, which would approve the amended VRE Financial and Debt Management Principles. VRE has initiated the financial planning process for an issuance of debt backed by the Commuter Rail Operating and Capital (CROC) Fund. The first step in this process is to update VRE's Financial and Debt Management Principles that were originally adopted by the Operations Board and the Commissions in 2013. The amended principles will serve as a policy guide for the planned future issuance of CROC-backed debt.

Ms. Bennett-Parker stated that the objectives for updating and amending the VRE Financial and Debt Management Principles include aligning with the authorizing elements of the CROC statutes; reflecting the key provisions of the Funding Agreement with DRPT; identifying parameters and guidelines for debt issuance; setting thresholds for affordability, such as debt service coverage; and ultimately supporting investment grade credit ratings.

Ms. Bennett-Parker explained that at the end of this financial planning phase, which is anticipated for the fall of 2021, staff will return to the Operations Board and the Commissions with recommendations regarding the preferred path forward for issuance of CROC-backed debt. At that time, with the approval of the Operations Board and Commissions, the second phase of implementing the transaction will commence.

Ms. Bennett-Parker moved, with a second by Mr. Aguirre, to approve Resolution #2459 (copy attached). The vote in favor was cast by Commissioners Aguirre, Alcorn, Bell, Bennett-Parker, Cristol, de Ferranti, Ebbin, Filler-Corn, Foust, Garvey, Krizek, Meyer, Palchik, Reid, Storck, Sullivan, Turner and Walkinshaw. A roll call vote followed for those Commissioners participating electronically. Commissioners Letourneau and Snyder cast affirmative votes. (Mr. Smedberg did not participate in the vote.) The motion passed.

Department of Rail and Public Transportation

DRPT Director Mitchell reported that DRPT opened the Transit Ridership Incentive Program (TRIP) application period on August 1 with applications due on September 17. Applicants have until October 1 to submit applicable letters of support and board approvals. DRPT plans to make recommendations for awards to the CTB later in 2021. Ms. Mitchell also provided some information about DRPT's Springfield to Quantico Enhanced Public Transportation Feasibility Study and the Transit Equity Modernization Study.

Executive Director Report

Ms. Mattice encouraged Commissioners to read her Executive Director Newsletter. She reported that over the summer NVTC saw some staff departures. NVTC's two transit fellows, Nneoma Ugwu and Marco Viola, spent the summer working alongside staff. They both presented the results of their research projects for the Management Advisory Committee before they left. Their topics included bus lane enforcement and micro transit. This research is really helpful as NVTC is looking into ways we can be a resource for Northern Virginia jurisdictions and transit operators. Ms. Mattice noted that the transit fellow program is supported by the Department of Rail and Public Transportation grant funding.

Ms. Mattice also stated that NVTC said goodbye to NVTC's Commuter Choice Marketing and Outreach Manager Jae Watkins, who has joined the Capital Bikeshare team as the Regional Marketing Manager for the system. NVTC is immensely grateful for Jae's contributions in her nearly three years with the organization. She will be missed for her keen eye for graphics, overall creativity and fondness for events. NVTC also said goodbye to Program Analyst Zach Smith who left in August to join the D.C. Department of Transportation to develop and support the District's efforts related to transportation equity. Zach joined NVTC in 2019 and spent the last two years supporting NVTC's WMATA program and the development of NVTC's annual legislative agenda. Zach also led the General Assembly-mandated report on the 3% cap on WMATA, which was completed within a very tight timeframe and delivered on time. Mr. Smith's excellent writing and diplomatic demeanor will be greatly missed.

Ms. Mattice stated that although these staff members will be missed, she is excited to announce that on August 30 two new program analysts join NVTC's team. She introduced Sophie Spiliotopoulos, who recently received her Masters of Geographic Information Sciences from Clark University. Prior to joining NVTC, Ms. Spiliotopoulos worked as a GIS Planning Intern at the

Downtown Worcester Business Improvement District in Worcester, Massachusetts. Her technical background and experience with GIS and data analysis will support NVTC's ability to effectively visualize and communicate data and support NVTC's ongoing programs.

Ms. Mattice also introduced Ronnetta Zack-Williams, who recently received her Masters of Community Planning with a specialization in transportation from the University of Maryland. Prior to joining NVTC, she worked as a Graduate Assistant at the Maryland-National Capital Park and Planning Commission in Upper Marlboro, Maryland. Her background in GIS, research and analysis, project management and community outreach will support NVTC's ongoing programs.

Ms. Mattice announced the promotion of Tenley O'Hara to Legislative and Administrative Assistant as she takes on the role of supporting NVTC's legislative activities in addition to keeping NVTC's administrative activities running smoothly.

Ms. Mattice then reviewed several upcoming meetings, including the Program Advisory Committee meeting in NVTC's Conference Room on September 13 at 4:00 p.m.; NVTC's WMATA Committee meeting in NVTC's Conference Room on September 16 at 6:00 p.m.; and the Legislative and Policy Committee meeting on October 7 at 6:00 p.m. prior to the Commission meeting. The Executive Committee will not meet that night.

Ms. Mattice noted that the Financial Reports for June and July 2021 were provided to Commissioners in their meeting materials. There were no questions from Commissioners.

Adjournment

Without objection, Chair Cristol adjourned the meeting at 8:36 p.m.

Approved this 7th day of October 2021.

Katie Cristol
Chair

Dalia Palchik
Secretary-Treasurer



RESOLUTION #2454

SUBJECT: Authorize the NVTC Executive Director to Sign Non-Disclosure Agreements on Behalf of NVTC

WHEREAS: NVTC periodically engages with local jurisdiction(s) and regional agencies to advance programs and projects related to NVTC's core mission;

WHEREAS: NVTC plays a vital role in representing and/or supporting NVTC member jurisdictions during the development of projects and programs and the procurement of professional and/or technical services;

WHEREAS: Engagement in certain programs and projects often requires the execution of a non-disclosure agreement (NDA) before NVTC staff and its contractors may review proprietary, trade secret, and other confidential information relevant to the program or project; and

WHEREAS: NVTC must ensure that the organization and its staff are sufficiently protected through the execution of an NDA(s).

NOW, THEREFORE, BE IT RESOLVED that the Northern Virginia Transportation Commission hereby authorizes the executive director to sign non-disclosure agreements on behalf of the Commission that are relevant to the day-to-day operation of NVTC-related programs and projects and that contain the standard provisions listed in Attachment A and exclude provisions that waive NVTC's legal rights, commit NVTC to financial or other obligations, or are detrimental to NVTC's interests, as determined by the NVTC executive director in consultation with NVTC legal counsel.

Approved this 2nd day of September 2021.


Dalia Palchik
Secretary-Treasurer


Katie Cristol
Chair

ATTACHMENT A
STANDARD NON-DISCLOSURE AGREEMENT PROVISIONS

September 2021

1. Confidential information – generally, proprietary information and software, trade secrets
 - a. Exceptions: information that already is, or becomes, public; information ordered to be released by court or other authority
2. Limitation on use – only for purposes related to the stated purpose, i.e., the project or other defined work effort
3. Limitation on further disclosure – only to employees working on project and to contractors who agree to be bound by NDA terms
4. Notice of unauthorized disclosure
5. Remedies – owner of information may seek court remedies including injunctive relief for unauthorized release
6. Return or destruction of confidential information once no longer needed and upon owner's request
7. Subject to Virginia Freedom of Information Act – NVTC will cooperate with owner's efforts to prevent release of confidential information
8. No indemnification
9. No liquidated damages
10. No waiver of sovereign immunity



RESOLUTION #2455

SUBJECT: Approve a Memorandum of Agreement Pertaining to NVTC General Counsel Services

WHEREAS: At their meetings on May 6, 2021, the Northern Virginia Transportation Commission ("NVTC") and the Potomac and Rappahannock Transportation Commission ("PRTC") each adopted resolutions appointing Stephen A. MacIsaac ("MacIsaac") as general counsel and chief legal officer for the Commissions for all VRE matters, and approving an employment agreement between the Commissions and MacIsaac;

WHEREAS: In its May 6, 2021 resolution, NVTC also authorized the continuation of MacIsaac's services as counsel to NVTC in all NVTC legal matters and authorized the Executive Director to contribute to the VRE budget on the same financial terms as existed on May 6, 2021; and


WHEREAS: A Memorandum of Agreement between NVTC and MacIsaac has been prepared detailing MacIsaac's duties as general counsel to NVTC and the financial arrangements related thereto.

NOW, THEREFORE, BE IT RESOLVED that the Northern Virginia Transportation Commission hereby approves the attached Memorandum of Agreement Pertaining to NVTC General Counsel Services and authorizes the Executive Director to execute the agreement on behalf of the Commission.

BE IT FURTHER RESOLVED that NVTC hereby requests the concurrence of the Potomac and Rappahannock Transportation Commission in this action as an approved supplemental activity under the employment agreement between the Commissions and MacIsaac.

Approved this 2nd day of September 2021.


Katie Cristol
Chair


Dalia Palchik
Secretary-Treasurer

MEMORANDUM OF AGREEMENT
PERTAINING TO NVTC GENERAL COUNSEL SERVICES

This Memorandum of Agreement, effective May 31, 2021, is by and between the Northern Virginia Transportation Commission (“NVTC”) and Stephen A. MacIsaac (“MacIsaac”).

WITNESSETH:

WHEREAS, the Northern Virginia Transportation Commission (“NVTC”) is a political subdivision of the Commonwealth of Virginia established in accordance with the Transportation District Act of 1964, §§ 33.2-1900 et seq. of the Code of Virginia, 1950, as amended; and

WHEREAS, the Virginia Railway Express (“VRE”) is the name of a commuter rail service owned and operated by NVTC and the Potomac and Rappahannock Transportation Commission, also a political subdivision of the Commonwealth of Virginia established in accordance with the Transportation District Act of 1964, (“PRTC”); and

WHEREAS, PRTC and NVTC entered into a contract of employment with MacIsaac, effective May 31, 2021, (the “May 31, 2021 Employment Agreement”) for the provision of general counsel services to both in all matters pertaining to VRE; and

WHEREAS, NVTC has also used MacIsaac’s services for a variety of legal matters in addition to VRE matters and, in May 2014, formally appointed him as legal counsel in all NVTC matters; and

WHEREAS, in its May 6, 2021 resolution approving the May 21, 2021 Employment Agreement with MacIsaac, NVTC authorized continuation of MacIsaac’s legal services in all NVTC matters, and authorized the NVTC Executive Director to contribute to the VRE operating budget on the same financial terms as had been in place with Arlington County through May 31, 2021; and

WHEREAS, NVTC and MacIsaac have determined that details associated with implementation of NVTC’s approval of the continued use of MacIsaac as legal counsel in all NVTC matters should be provided for in a Memorandum of Agreement, as such terms as hereafter set forth:

NOW, THEREFORE, in consideration of the foregoing, and the mutual promises and obligations hereafter set forth, NVTC and MacIsaac agree as follows:

1. In addition to the services detailed in the May 31, 2021 Employment Agreement pertaining to VRE legal matters, MacIsaac shall provide legal services in all NVTC matters as provided for herein and as may be requested by the NVTC or the NVTC Executive Director. The legal services provided by MacIsaac shall be those typical of

a general counsel for a governmental entity and shall include, but not be limited to, those identified in the list attached as Exhibit A.

2. In consideration of the services provided to NVTC by MacIsaac, and as prescribed by NVTC in its May 6, 2021 resolution, the NVTC Executive Director shall pay, on a fiscal year basis, the annual sum of thirty thousand dollars (\$30,000) to the Virginia Railway Express, as a revenue to the VRE budget and an offset against the compensation paid to MacIsaac under the May 31, 2021 Employment Agreement.
3. NVTC and MacIsaac may, by written amendment, modify the terms and conditions of this Agreement.
4. This Agreement shall be terminated upon termination of the May 31, 2021 Employment Agreement with MacIsaac pertaining to VRE matters, or upon such other action by NVTC to terminate, with or without cause, MacIsaac's role as legal counsel in all NVTC matters.

IN WITNESS WHEREOF, the parties hereto have executed this Memorandum of Agreement as of the date aforesaid.

NORTHERN VIRGINIA TRANSPORTATION
COMMISSION

Katherine A. Mattice

Date: _____

STEPHEN A. MacISAAC

Date: _____

EXHIBIT A
NVTC GENERAL COUNSEL DUTIES

The following summarizes the typical duties and responsibilities of the General Counsel to NVTC. The list is intended as illustrative and not exhaustive.

1. Meeting procedures based on State law including Virginia Freedom of Information Act (FOIA), by-laws, Roberts Rules, and other agreements and policy guidance of NVTC
2. FOIA inquiries and information requests
3. Personnel, purchasing, and other policies
4. Legislation – federal and state, including regulations
5. Electronic meetings
6. Closed session motions and certifications
7. Conflict of Interest Act requirements for annual disclosures, contracts, and transactions
8. Procurements (requests for proposal, invitations to bid and public private partnerships) and protests
9. Contract formation and administration; dispute resolution
10. Real estate matters, e.g., office lease
11. Equal Employment Opportunity (EEO) matters – discrimination, harassment, ADA accommodations, Equal Employment Opportunity Commission charges
12. Personnel issues – hiring, termination, grievances
13. Insurance and liability matters
14. Federal, State (e.g. DRPT), Regional (e.g. NVTA), and jurisdictional grant agreements and requirements
15. I-66 and I-395 Toll Revenue grant program matters
16. Washington Metropolitan Area Transit Authority (WMATA) related matters
17. Debt financings



RESOLUTION #2456

SUBJECT: Authorize the VRE CEO to Amend the Norfolk Southern Operating Access and Amtrak Access and Storage Agreements

WHEREAS: VRE has an Operating Access Agreement with Norfolk Southern Railway Company effective April 2014;

WHEREAS: VRE has an Access and Storage Agreement with Amtrak effective July 2020;

WHEREAS: The Operating Access Agreement and Access and Storage Agreement, in part, identify train schedules for the VRE Manassas and Fredericksburg line trains as exhibits;

WHEREAS: As part of the Passenger Rail Operations and Access Agreement with the Virginia Passenger Rail Authority, the parties agreed to an enhanced service plan affecting VRE and Amtrak trains as part of Transforming Rail in Virginia;

WHEREAS: This action will incorporate the post-acquisition train schedules as exhibits to the respective agreements;


WHEREAS: Implementation of the post-acquisitions schedules is anticipated to occur in September of 2021 or soon thereafter; 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 an Amendment to the Operating Access Agreement with Norfolk Southern Railway Company to modify the VRE Manassas Line train schedules (included in the attached Service Plan) in a form approved by legal counsel.

BE IT FURTHER RESOLVED that NVTC that hereby authorize the VRE Chief Executive Officer to execute an Amendment to the Access and Storage Agreement with Amtrak to modify the VRE Manassas and Fredericksburg Line train schedules (included in the attached Service Plan) in a form approved by legal counsel.

Approved this 2nd day of September 2021.


Dalia Palchik
Secretary-Treasurer


Katie Cristol
Chair



RESOLUTION #2457

SUBJECT: Authorize the VRE CEO to Amend Agreements with the Virginia Passenger Rail Authority and with CSXT to Include the Potomac Shores Station

WHEREAS: Prince William County accepted a proffer from Harbor Station Communities, LLC (Developer) on July 15, 2013, for the Potomac Shores Development, which includes provision of a new VRE station on the CSX Transportation (CSXT) RF&P Subdivision;

WHEREAS: The Second Amendment to the Memorandum of Understanding pertaining to the Corridor Improvement Project, between CSXT, the Virginia Department of Rail and Public Transportation, and the Commissions, dated August 2014, allows for the addition of a new VRE station at Potomac Shores;

WHEREAS: On December 3, 2020, the Commissions authorized execution of a Passenger Rail Operations and Access Agreement with the Virginia Passenger Rail Authority (VPRA) which included Exhibit D, a Passenger Station Ground Lease Agreement;

WHEREAS: On May 6, 2021, the Commissions authorized execution of an Amended and Restated Operating Access Agreement with CSXT and a Third Amendment of the Master Lease Agreement with CSXT, originally approved in 2013;

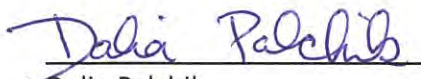
WHEREAS: The foregoing agreements with VPRA and CSXT must be amended to include the Potomac Shores Station; and

WHEREAS: The VRE Operations Board recommends the following action.

NOW, THEREFORE, BE IT RESOLVED that the Northern Virginia Transportation Commission hereby approves and authorize the VRE Chief Executive Officer to execute an amendment to the Passenger Station Ground Lease Agreement with the Virginia Passenger Rail Authority (VPRA), which Lease Agreement is Exhibit D to the Passenger Rail Operations and Access Agreement with VPRA, to include Potomac Shores Station as described in the attached Exhibit A and Appendix A.

BE IT FURTHER RESOLVED that NVTC hereby approves and authorize the VRE Chief Executive Officer to execute amendments to the Amended and Restated Operating Access Agreement with CSXT and the Master Lease Agreement with CSXT to include Potomac Shores Station as described in the attached Exhibit A and Appendix A.

Approved this 2nd day of September 2021.


Dalia Palchik
Secretary-Treasurer


Katie Cristol
Chair



RESOLUTION #2458

SUBJECT: Authorize the VRE CEO to Execute Purchase Agreement and Memorandum of Understanding with the Department of the Navy

WHEREAS: The Department of the Navy/Marine Corps Base Quantico requires a 0.12-acre parcel of Commission owned land for construction of a new facility adjacent to the VRE Quantico Station and has offered to purchase the parcel for its fair market value;

WHEREAS: VRE has negotiated a Purchase Agreement with the Department of the Navy ("Department") for property to be purchased by the Department from the Commissions;

WHEREAS: VRE's Quantico Station Improvements project requires several small parcels of land owned by the Department for permanent infrastructure as part of the station improvements, and the Department is interested in acquiring additional Commission owned property for purposes related to Base operations and the new facility being constructed;

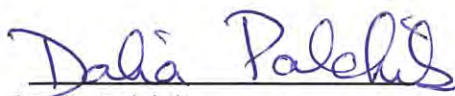
WHEREAS: VRE has negotiated a Memorandum of Understanding regarding exchange of property between VRE and the Department of the Navy; and

WHEREAS: The VRE Operations Board recommends the following action.

NOW, THEREFORE, BE IT RESOLVED that the Northern Virginia Transportation Commission hereby approves and authorizes the VRE Chief Executive Officer to execute a Purchase Agreement with the Department of the Navy for the sale of 0.12 acres of Commission owned property in the vicinity of the VRE Quantico Station in accordance with the terms of the Purchase Agreement, and to execute a deed and other documents necessary to meet the terms of the Purchase Agreement.

BE IT FURTHER RESOLVED that NVTC hereby approves and authorizes the VRE Chief Executive Officer to execute a Memorandum of Understanding with the Department of the Navy regarding an exchange of Commission owned property and Department owned property in the vicinity of the VRE Quantico Station in accordance with the terms of the Memorandum of Understanding.

Approved this 2nd day of September 2021.


Dalia Palchik
Secretary-Treasurer


Katie Cristol
Chair



RESOLUTION #2459

SUBJECT: Approve the Amended VRE Financial and Debt Management Principles

WHEREAS: In November 2013 VRE adopted Financial and Debt Management Principles as a best financial management practice to ensure long term affordability of debt and adequate liquidity;

WHEREAS: In March 2021 VRE entered into a Funding Agreement with the Virginia Department of Rail and Public Transportation that includes the issuance of debt backed by the Commuter Rail Operating and Capital Fund and the contribution of those debt issuance proceeds to the Transforming Rail in Virginia program;

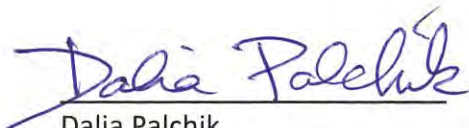
WHEREAS: The creation of the new Commuter Rail Operating and Capital Fund (CROC) and the authorization for debt issuance backed by the Fund warrants a review and amendment of the original Principles, which did not contemplate such debt;

WHEREAS: The amended VRE Financial and Debt Management Principles will guide the credit and financial analysis for the debt issuance called for in the Funding Agreement; and

WHEREAS: The VRE Operations Board recommends the following action.

NOW, THEREFORE, BE IT RESOLVED that the Northern Virginia Transportation Commission hereby approves the amended VRE Financial and Debt Management Principles.

Approved this 2nd day of September 2021


Dalia Palchik
Secretary-Treasurer


Katie Cristol
Chair

TO: Chair Cristol and NVTC Commissioners
FROM: Kate Mattice, Scott Kalkwarf and Allan Fye
DATE: September 30, 2021
SUBJECT: Consent Agenda (subject to approval of chair)

At the October meeting the Commission will be asked to approve the Consent Agenda, which includes three actions.

ACTION ITEM: Approve the CONSENT AGENDA

A. Authorize the Notice of Direct Contributions to the Jurisdictions

The Commission is asked to authorize staff to provide notice of the FY 2023 direct contributions to NVTC's member jurisdictions for planning purposes. Each fall, NVTC staff proposes a preliminary General and Administrative (G&A) budget for the next fiscal year to be used by its member jurisdictions in planning their own budgets. The NVTC jurisdiction funding is provided to NVTC through direct payments from the member jurisdictions, as well as an amount taken off the top of state aid received by NVTC on behalf of its member jurisdictions. While the direct contributions are fixed in total, each jurisdiction is assigned a share based on its percentage of state aid and gas tax received and administered by NVTC during the previous year.

NORTHERN VIRGINIA TRANSPORTATION COMMISSION PRELIMINARY FY2023 DIRECT G&A JURISDICTION CONTRIBUTIONS				
	FY 2021 Actual	Approved Budget FY 2022	Preliminary Budget FY 2023	FY 2023-2022 Budget Increase (Decrease)
City of Alexandria	\$ 39,567	\$ 41,964	\$ 44,387	\$ 2,423
Arlington County	64,369	66,434	66,211	(223)
City of Fairfax	4,651	4,453	4,788	335
Fairfax County	163,471	160,006	160,532	526
City of Falls Church	2,099	2,064	2,067	3
Loudoun County	10,090	9,325	6,262	(3,064)
TOTAL	\$ 284,247	\$ 284,247	\$ 284,247	\$ -

B. Approve Resolution #2460: Authorize the Executive Director to Apply for the Department of Rail and Public Transportation's Transit Recovery Marketing Initiative

The Commission is asked to approve Resolution #2460 to authorize the executive director, or her designee, to submit a grant application to the Department of Rail and Public Transportation (DRPT) for a Transit Recovery Marketing Initiative campaign to encourage riders to return to Metrorail and other local public transportation. The resolution would also provide authority to execute the associated funding agreement from DRPT and a Memorandum of Agreement (MOA) with local jurisdictions and transit agencies to provide the required 20% local match to the DRPT grant.

DRPT's Transit Recovery Marketing Initiative is a statewide plan to bring back transit riders who stopped using transit or are hesitant to use transit because of COVID-19 and its variants. The Transit Recovery Marketing Initiative, funded by a grant to DRPT from the Federal Transit Administration, consists of a statewide marketing campaign and grant program to fund regional and local marketing efforts. Under this opportunity, NVTC will seek a grant from DRPT to provide 80% of the proposed \$500,000 project cost, requiring a local match of \$100,000. NVTC will seek matching funds from the cities of Alexandria and Fairfax, the counties of Arlington, Fairfax and Loudoun, the Virginia Railway Express and OmniRide. This effort will be done in concert with planned WMATA and other local transit systems focused marketing efforts, with a specific emphasis on targeting Northern Virginia communities. The grant application includes scoring based on coordination with other agencies. Staff believe NVTC is uniquely positioned to lead a regional marketing campaign.

Similar to the successful marketing campaigns following the 2019 shutdown of the Blue and Yellow Line Metrorail stations and the 2020 shutdown of the Orange and Silver Line Metrorail stations, NVTC will implement a multi-pronged marketing effort that will include radio and audio streaming; geo-targeted social media ads and website banner ads; and YouTube and streaming video ads. NVTC jurisdictions and transit agencies will amplify the messaging via their websites and social media. Fresh messaging for this new campaign will be developed in concert with jurisdictional staff, DRPT and the Federal Transit Administration. Staff will also pursue opportunities to advertise to non-English speakers, especially Spanish speakers.

Following execution of the funding agreement by DRPT, NVTC will return to the Commission (if needed) to seek authorization to enter into agreements and contracts necessary to carry out the work.

The 2021-2022 campaign will build on the success of the 2019 and 2021 campaigns, which exceeded expectations. The analyses show that both campaigns outperformed national benchmarks. NVTC created the novarides.org website in 2019 and redesigned it in 2021 as a one-stop place for riders to explore transit options from across the region. This proposed campaign would again encourage riders to visit the site.

C. Authorize the Chair to Sign a Letter of Endorsement of Fairfax County's Application to the Transit Ridership Incentive Program (TRIP)

The Commission is asked to authorize the chair to sign a letter of endorsement of Fairfax County's application to the Transit Ridership Incentive Program (TRIP) for \$3,232,200 to implement the Fairfax Connector Subsidized SmarTrip Card for Low-Income Residents program for one year.

The Fairfax Connector program will establish a half-fare subsidy for residents that qualify for other Fairfax County assistance programs. Fairfax County will work with WMATA to design, develop, test, and produce half-fare SmarTrip cards. Additional project tasks include determining and finalizing internal processes for qualifying applicants and verifying documentation, determining renewal, loss/stolen card replacement, and fraud procedures, inventorying, securing, auditing, and accounting of SmarTrip cards, outlining reporting needs and expectations for all project partners, developing and executing public-facing project components, marketing and outreach to both current and prospective Connector riders, and training bus operators, field supervisors and customer service personnel on card functionality and policies.

RESOLUTION #2460

SUBJECT: Authorize the Executive Director to Apply to DRPT for Transit Recovery Marketing Initiative Funds and to Execute a Memorandum of Agreement with Local Jurisdictions for the Local Match

WHEREAS: The Department of Rail and Public Transportation (DRPT) identified a need to conduct a statewide marketing plan to bring back transit riders who stopped using transit or are hesitant to use transit because of COVID-19 and its variants;

WHEREAS: DRPT is accepting proposals for marketing campaigns to improve the public's confidence in transit services in order to increase ridership on Virginia's transit services from public transportation service providers, planning district commissions, regional planning commissions, metropolitan planning organizations, local governments and transportation management associations through November 1, 2021;

WHEREAS: The Federal Transit Administration (FTA) has allocated funding from the COVID Research Demonstration Grant program to conduct research and develop messaging and marketing tools and has provided DRPT with \$2 million available for funding throughout the Commonwealth;

WHEREAS: NVTC will request \$500,000 to develop and implement a marketing effort to bring back riders who stopped using transit or are hesitant to use transit because of COVID-19 or its variants;

WHEREAS: Application requirements favor coordination with other agencies;

WHEREAS: The funding requires a local match of 20% (\$100,000) and NVTC will seek matching funds from the cities of Alexandria, Falls Church and Fairfax, the counties of Arlington, Fairfax and Loudoun, the Virginia Railway Express and OmniRide; and

WHEREAS: The Commission has consistently supported efforts to improve Metrorail and transit ridership.

NOW, THEREFORE, BE IT RESOLVED that the Northern Virginia Transportation Commission hereby authorizes the executive director, or her designee, to apply to the Department of Rail and Public Transportation for Transit Recovery Marketing Initiative Funds, to execute the associated funding agreement with DRPT, and to execute a Memorandum of Agreement with local jurisdictions and transit agencies to provide the 20% local match required for the grant.

Approved this 7th day of October 2021.

Katie Cristol
Chair

Dalia Palchik
Secretary-Treasurer



Chair
Hon. Katie Cristol

October 8, 2021

Vice Chair
Hon. Canek Aguirre

Secretary-Treasurer
Hon. Dalia A. Palchik

City of Alexandria
Hon. Canek Aguirre
Hon. Elizabeth B. Bennett-Parker

Arlington County
Hon. Katie Cristol
Hon. Matt de Ferranti
Hon. Libby Garvey

Fairfax County
Hon. Walter L. Alcorn
Hon. John Foust
Hon. Jeffrey C. McKay
Hon. Dalia A. Palchik
Hon. James R. Walkinshaw

City of Fairfax
Hon. David Meyer

City of Falls Church
Hon. David F. Snyder

Loudoun County
Hon. Matthew Letourneau
Hon. Michael R. Turner

Commonwealth of Virginia
Hon. Paul C. Smedberg

Virginia General Assembly

Senate
Hon. John J. Bell
Hon. Adam Ebbin

House of Delegates
Hon. Eileen Filler-Corn
Hon. Paul Krizek
Hon. David Reid
Hon. Richard "Rip" Sullivan, Jr.

Executive Director
Katherine A. Mattice

The Honorable Shannon Valentine
Secretary of Transportation
Commonwealth of Virginia
P.O. Box 1475
Richmond, Virginia 23218

RE: Fairfax County's Application for TRIP Funding to Implement the Fairfax
Connector Subsidized SmarTrip Card for Low-Income Residents Program

Dear Secretary Valentine:

On behalf of the Northern Virginia Transportation Commission (NVTC), I am writing to express support for Fairfax County's application for \$3,232,200 in Transit Ridership Incentive Program (TRIP) funding to implement the Fairfax Connector Subsidized SmarTrip Card for Low-Income Residents program for one year.

The program will establish a half-fare subsidy for residents that qualify for other Fairfax County assistance programs. Fairfax County will work with WMATA to design, develop, test, and produce half-fare SmarTrip cards. Additional project tasks include determining and finalizing internal processes for qualifying applicants and verifying documentation, determining renewal, loss/stolen card replacement, and fraud procedures, inventorying, securing, auditing, and accounting of SmarTrip cards, outlining reporting needs and expectations for all project partners, developing and executing public-facing project components, marketing and outreach to both current and prospective Connector riders, and training bus operators, field supervisors and customer service personnel on card functionality and policies.

Thank you for your consideration of this application.

Best Regards,

Katie Cristol
NVTC Chair

TO: Chair Cristol and NVTC Commissioners
FROM: Kate Mattice, Dan Goldfarb, PE and Ben Owen
DATE: September 30, 2021
SUBJECT: Report from the Chair of the Program Advisory Committee

At the October meeting the chair of the Program Advisory Committee (PAC) will provide an update from the September 13 PAC meeting and introduce three action items related to the ongoing Envision Route 7 Bus Rapid Transit (BRT) project and the Commuter Choice program.

A. Envision Route 7 Phase IV-1 Mobility Study

- **ACTION: Authorize the Executive Director to Execute a Contract with Kittelson & Associates, Inc. for the Envision Route 7 Phase IV-1 Mobility Study**

The Commission will be asked to authorize the executive director to execute an 18-month contract with Kittelson & Associates, Inc. for the Envision Route 7 Phase IV-1 Mobility Study at a cost not to exceed \$516,800. The funding is provided by the Virginia Department of Rail and Public Transportation (DRPT), the City of Alexandria, Arlington County, the City of Falls Church and Fairfax County.

The Envision Route 7 Phase IV-1 Mobility Study will evaluate and determine the mobility benefits and impacts resulting from the proposed Bus Rapid Transit (BRT) from Tysons to Seven Corners. The overall study objectives for this effort for the section of Route 7 from Tysons to Seven Corners are:

- To determine the mobility benefits of BRT along Route 7;
- To gain a better appreciation of the traffic impacts of BRT along Route 7;
- To gain an understanding of the traffic operational issues with a BRT operating along Route 7; and,
- To facilitate the public understanding of how a BRT would operate along Route 7.

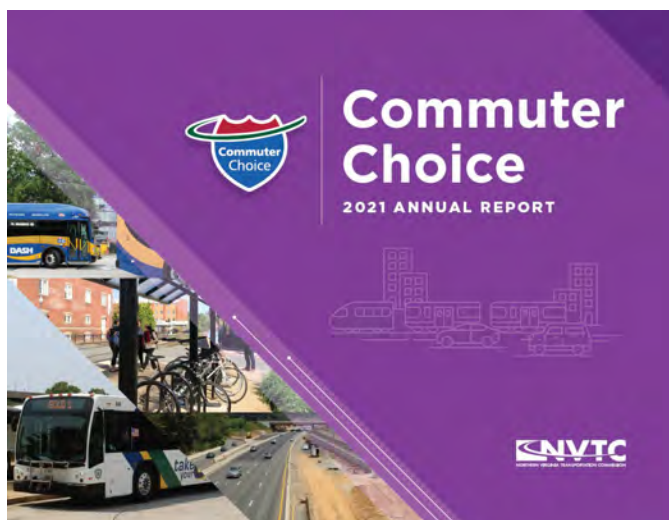
On June 4, 2021, NVTC issued a Request for Proposals to perform the defined scope of work for the Phase IV-1 Mobility Study, with proposals due on July 30, 2021. NVTC received seven proposals, which were evaluated by a technical review subcommittee comprised of NVTC and jurisdictional staff. Following in-person presentations by the top three ranked firms, the technical review subcommittee selected Kittelson & Associates, Inc. Following Commission approval, staff anticipates issuing a notice to proceed by October 31, 2021. Staff anticipates that Phase IV-1 Mobility Study will conclude by April 30, 2023.

B. Commuter Choice Program At Large

- **ACTION ITEM: Authorize the Executive Director to Submit the NVTC Commuter Choice Program FY 2021 Annual Report to the Commonwealth Transportation Board**

The Commission will be asked to authorize the executive director to submit the [NVTC Commuter Choice Program FY 2021 Annual Report](#) to the Commonwealth Transportation Board (CTB). As with last year's report, the FY 2021 report includes a look-back on the performance of projects funded under the program since its inception in 2015, as required per the respective [I-395/95](#) and [I-66 Inside the Beltway](#) Memoranda of Agreements (MOA) with the Commonwealth. The report again comprises a summary of the Commuter Choice program during FY 2021 and a website, which will be live by the end of October, details the projects funded under the program. The website feature allows NVTC to share Commuter Choice program news with more stakeholders efficiently in a visually appealing, easy to navigate format.

Figure 1: Commuter Choice 2021 Annual Report Cover Page



Highlights of this year's report include:

- NVTC awarded \$27 million to 19 multimodal transportation improvements across the two corridors in FY 2021. These projects will move about 4,000 more people each weekday upon full implementation and as commute travel volumes increase.
- NVTC permitted grant recipients to adjust transit service levels and project implementation approaches in response to changes in demand caused by the continued COVID-19 public health emergency. These flexibilities supported efficient use and good stewardship of limited funds while ensuring that grant recipients could continue to serve critical needs for essential trips around the region.
- NVTC continues work to ensure that projects funded under the program have measurable outcomes. Further, the Commuter Choice team is encouraging applicants to pursue funding for capital improvements that can benefit commuters for many years and whose overall benefits are less susceptible to fluctuations from year to year.

Figure 2: Preview of the Performance Look Back from the Commuter Choice 2021 Annual Report

PROJECT PERFORMANCE

In this disruptive and hopefully atypical year, we focus on the performance of our projects relative to broader travel trends in the region. We continue to provide flexibility to grant recipients as they respond to changes in travel demand and will help them be ready when commuters return in greater volumes. Going forward, we'll continue to work with applicants to foster innovative proposals that respond to changing travel needs — and that are measurable and provide tangible benefits to the region's toll road users.

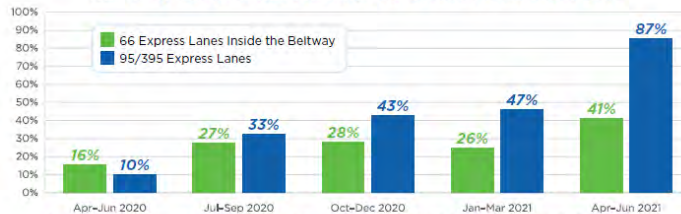


Corridor Travel Trends During FY 2021

The continued impacts of the COVID-19 public health emergency during FY 2021 affected Commuter Choice's two corridors differently. Traffic volumes more rapidly rebounded and transit ridership was more resilient in the I-395/95 corridor than in the I-66 corridor. Many commute trips in the I-395/95 corridor are bound for Department of Defense facilities, which more quickly began to resume in-person work.



Quarterly Toll Revenues Relative to October–December 2019



Sources: Virginia Department of Transportation quarterly revenue reports to NVTC (66 Express Lanes Inside the Beltway), Transurban first-half and fiscal-year investor reports (95/395 Express Lanes)

IN A CHALLENGING YEAR

The Rise of Telecommuting

Many workers in the metropolitan D.C. area began to telecommute full-time during the COVID-19 public health emergency — which initially led to much less driving and transit use across the region, including in the I-66 Inside the Beltway and I-395/95 corridors. Although many employers are now considering formal return-to-office plans, telecommuting will likely remain at higher levels indefinitely. Commuter Choice grant recipients will need to respond to more varied, dynamic commute patterns — and NVTC will support them in doing so.

Of surveyed regional workers

60%

telecommuted during the peak of the COVID-19 public health emergency.

91%

would like to continue telecommuting at least some of the time.

Source: National Capital Region Transportation Planning Board's Voices of the Region 2020 Survey

Bright Spots in FY 2021

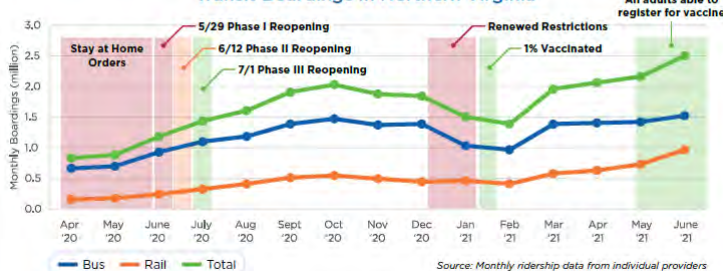
Commuter Choice-supported point-to-point express bus services to the Pentagon achieved 37% of their ridership targets in FY 2021, compared to 15% on Downtown D.C. express routes.

The relative success of Pentagon routes was a function of early return-to-work orders at the Department of Defense and growing traffic congestion, particularly in the I-395/95 corridor.

Transit Ridership in Northern Virginia: On an Upswing

Overall transit boardings in Northern Virginia nearly tripled from spring 2020 to June 2021. Bus ridership — which tends to support more essential trips — has been relatively steady during the pandemic, while rail ridership is beginning to show a gradual but steady rebound.

Transit Boardings in Northern Virginia



All-day, every-day service improvements funded by Commuter Choice on the I-395/95 Corridor on DASH's AT-1 and AT-9 local routes in Alexandria helped the routes retain most of their riders relative to pre-improvement service. The routes significantly outperformed the overall DASH system.

AT-1 90% **AT-9 98%**

DASH SYSTEM 40%

% of Annual FY 2019 Ridership Achieved During FY 2021

Performance highlights from this year's report include (Figure 2):

- As of this spring, 18 operational Commuter Choice-supported transit and access to transit projects were moving 750 people in the I-66 and I-395/95 Corridors each weekday.
- The COVID-19 public health emergency continued to impact all means of travel around the region – with sharp increases in telecommuting overall and decreases in toll revenue in the I-66 Corridor especially. While total transit ridership in Northern Virginia continues a gradual rebound, some services kept riders. Commuter Choice-funded express routes to the Pentagon achieved 37% of their ridership targets, compared to 15% for downtown D.C. express routes. And two DASH local routes with Commuter Choice-funded service enhancements retained almost all of their ridership relative to pre-improvement service, significantly outperforming the overall DASH network.
- While the performance of Commuter Choice projects was lower this year, so were service levels. In the I-66 Corridor, only two of 14 transit services that were anticipated to operate during FY 2021 provided full service all year. In the I-395/95 Corridor, which had more resilient travel demand overall, five of eight provided full service all year.

Staff obtained the performance data from annual project-specific data from funding recipients, as required per each project's Standard Project Agreement. As in prior years, the annual report also includes information about the projects selected for funding and the benefits that were the basis for evaluation and selection of each project. Next year's report will present an expanded performance section that includes analysis of the next set of biennial traffic and transit ridership counts that will be conducted this fall in the I-66 Inside the Beltway and I-395/95 Corridors.

The annual report is due to the CTB by October 31 each year (within 120 days of the end of NVTC's fiscal year). For the I-395/95 Corridor program, the MOA requires that the report be submitted jointly by NVTC and the Potomac and Rappahannock Transportation Commission (PRTC), which has joint approval authority with NVTC over the program. As NVTC manages the program on the two Commissions' behalf per the [MOA with PRTC](#), NVTC staff have prepared the report and PRTC will also take action on October 7 to authorize its submittal to the CTB.

C. Commuter Choice on the I-66 Corridor

- **ACTION ITEM: Approve Resolution #2461: Approve the Commuter Choice on the I-66 Corridor Round Four Supplemental 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 #2461](#), which will adopt the \$5.8 million Commuter Choice on the I-66 Corridor Supplemental Round Four (FY 2022) Program of Projects, as shown in Table 1, and refer it to the Commonwealth Transportation Board (CTB) for consideration and final action later in October. The proposed program includes three of the four outstanding proposals for new transit services, new commuter incentives and larger capital efforts that were submitted to NVTC's Round Four call for projects in January 2020, as well as NVTC's program administration and oversight activities for the overall I-66 Corridor program for FY 2022. The resolution will also authorize the executive director to execute the Standard Project Agreements for the selected projects following the CTB's action.

The Supplemental Round Four (FY 2022) program addresses [the Commission's October 2020 Initial Round Four \(FY 2021\) resolution](#) to select a supplemental program of proposals submitted to the Round Four call for projects as funding allows. Per that resolution, the program is to be based on outstanding proposals' application scores and subject to public comment.

The proposed program fits within the \$7 million in revenue that is now available for programming. The \$7 million comprises \$5 million in new I-66 Corridor revenue that NVTC recently received from the Commonwealth and \$2 million from de-obligations of funds from projects completed under budget. Any leftover funds would be applied to the upcoming Round Five (FY 2023-FY 2024) call for projects.

Table 1: Recommended Commuter Choice on the I-66 Corridor Supplemental Round Four (FY 2022) Program

	Commuter Choice on the I-66 Corridor Round Four Project Name	Applicant	Funding Request
1	TDM Strategy – I-66 Corridor Vanpool Parking Benefit	OmniRide	\$85,000
2	New Bus Service from Reston South to Crystal City	Fairfax County	\$5,110,800
3	TDM Strategy – Fare Buy Down on Bus Service from Reston North to Crystal City	Fairfax County	\$154,500
	<i>Program Administration and Oversight for FY 2022</i>	NVTC	<i>\$400,000</i>
		TOTAL	\$5,750,300

NVTC staff briefed the Commission on the recommended program at the September meeting and subsequently presented it to the Program Advisory Committee (PAC) on September 13 for consideration and discussion. The PAC asked NVTC staff to inquire with Fairfax County on the feasibility of acquiring six electric buses rather than clean diesel buses as part of the proposed Reston South to Crystal City bus service project. Fairfax County staff notified NVTC staff that the cost estimate provided in the application had not anticipated electric buses or the necessary charging infrastructure to operate electric buses along this route. County staff did share that it is developing a plan to transition its public transportation fleets from clean diesel buses to electric buses. Further, in the coming months, the county will [begin a pilot deployment of four electric buses in the I-66 Corridor](#) that will help the county understand how these buses can be most efficiently and reliably deployed. The transition is a substantial undertaking due to the size of the Fairfax Connector fleet and the complexity and cost of transitioning these buses and related infrastructure, but Fairfax County is committed to moving to zero- and low-emission buses as part of its environmental stewardship efforts.

Based on the explanation provided by Fairfax County staff, NVTC staff recommend that the Commission approve the program as previously presented to the Commission and PAC. Staff will discuss policy options to begin to foster a shift to zero- and low-emission buses under Commuter Choice as part of the update on the Round Five (FY 2023-FY 2024) call for projects.

Benefits of the Recommended Supplemental Round Four (FY 2022) Program

Collectively, the recommended Supplemental Round Four (FY 2022) Program will achieve the following benefits upon full implementation and as commute travel volumes continue to increase:

- ✓ Moves an additional 500 people through the corridor each weekday.
- ✓ Improves connections between five activity centers in Virginia and the District of Columbia.
- ✓ Expands the options and incentives for commuters into and through the I-66 Inside the Beltway Corridor to return to transit and vanpooling.

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

NVTC solicited public comment on the proposals under consideration for Supplemental Round Four (FY 2022) funding from September 3 through September 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-66 Corridor and the proposed projects, NVTC held a virtual town hall meeting via YouTube at noon on Wednesday, September 8 that was also [available for subsequent viewing](#).

NVTC received a total of 30 responses during this period, all 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-66](#)

[Corridor Supplemental Round Four \(FY 2022\)](#) provides a detailed overview of the feedback received during the public comment period.

Project Summaries for the Recommended Supplemental Round Four (FY 2022) Program

The following projects are recommended for funding under the Supplemental Round Four (FY 2022) program. Project profiles with maps are available on the [Commuter Choice website](#).

TDM Strategy – I-66 Corridor Vanpool Parking Benefit

OmniRide (\$85,000)

This project supports a new transportation demand management (TDM) strategy to encourage vanpooling by offsetting expensive parking rates in major employment areas. The Vanpool Alliance plans to provide a \$200 a month incentive payment to newly formed, eligible vanpools that travel along the I-66 Corridor into Arlington and Washington, D.C. The grant would support the TDM strategy for up to two years.

New Bus Service from Reston South to Crystal City

Fairfax County (\$5,110,800)

Commuter Choice funding would support two years of operating costs for express bus service between the Reston South Park and Ride lot and employment areas in Arlington, namely the Pentagon, Pentagon City and Crystal City. Funds would also support the purchase of six buses to operate the 10 morning and 10 evening peak direction trips.

TDM Strategy – Fare Buy Down on Bus Service from Reston North to Crystal City

Fairfax County (\$154,500)

This project supports a TDM strategy to subsidize the fare of the Fairfax Connector express bus service between the Reston North Park and Ride and several stops in Arlington County, including the Pentagon, Pentagon City and Crystal City. The fare for this route is currently \$7.50. Commuter Choice funds would reduce the fare to \$4.25, aligning the value with other express bus services offered by Fairfax Connector.

Program Administration and Oversight for FY 2022

NVTC (\$400,000)

With the addition of these three new projects, NVTC is actively administering and providing oversight for 44 funding awards totaling \$51.1 million under Commuter Choice on the I-66 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-66 Corridor.

▪ I-66 Round Five Call for Projects Update

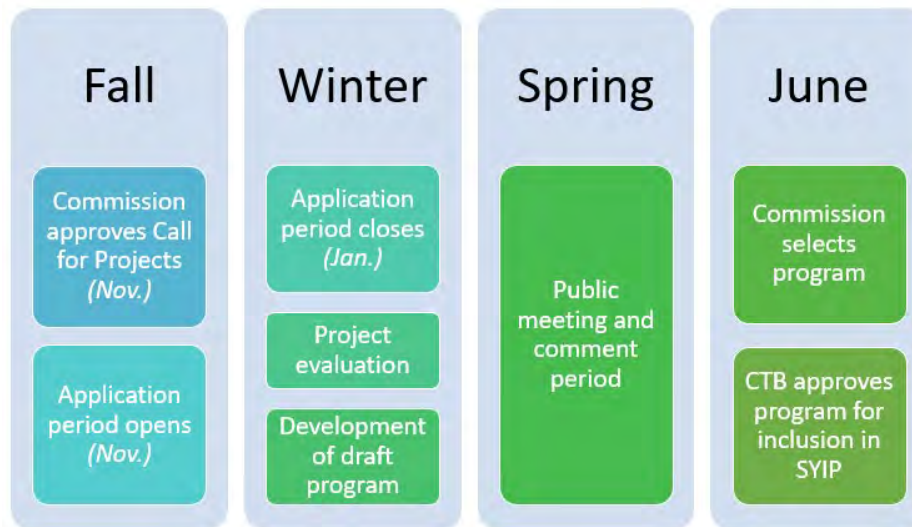
At the November meeting the Commission will be asked to authorize a call for projects for [Commuter Choice on the I-66 Corridor](#) Round Five (FY 2023-FY 2024). Projects selected for funding will be included in the Commonwealth's FY 2023 to FY 2028 Six-Year Improvement Program (SYIP). The Commuter Choice program follows the selection process prescribed in the MOA, whereby staff evaluate eligible projects and develop a proposed Program of Projects for the PAC to consider. The PAC recommends a Program of Projects to the full Commission, which then adopts a program and refers it to the CTB for final approval and adoption into the SYIP. NVTC staff will conduct a public comment period and share comments with the PAC and Commission prior to any action to adopt a Program of Projects.

The PAC, at its September 13 meeting, tasked staff with amending Commuter Choice program policy to help foster a rapid shift from diesel to zero- and low-emission buses. Staff will present policy options at the October meeting to begin to encourage this shift, recognizing that most Northern Virginia transit operators are in the early stages of exploring and deploying such technologies. To support those efforts, NVTC will host a zero-emission bus symposium for the region's transit operators later in October. Any proposed changes to the Commuter Choice technical evaluation process would be presented to the Commission for approval in November along with the request to open the Round Five call for projects.

NVTC staff are working with Commonwealth partners to understand the amount of revenue that will likely be available for the Round Five (FY 2023-FY 2024) program, as I-66 Inside the Beltway toll revenues remain well below pre-COVID-19 levels. NVTC anticipates a minimum of about \$12 million in funding over the two-year period, which comprises transit payments from the I-66 Outside the Beltway Express Lanes concessionaire that are stipulated in the [I-66 Corridor Memorandum of Agreement](#), as well as carryover balances and de-obligations from projects that are expected to close out under budget. Any I-66 Inside the Beltway payments from the Virginia Department of Transportation would increase the available amount.

The call for projects notice, which will include information about how to apply for funds, will be issued to eligible applicants following approval by the Commission in November. Online applications will be accepted via the NVTC website from November 8, 2021 until January 28, 2022. The proposed schedule for the Round Five call for projects is shown in Figure 3.

**Figure 3: Proposed Schedule for the Commuter Choice on the I-66 Corridor
Round Five Call for Projects**



NVTC staff will begin applicant engagement around the Round Five call for projects with an introductory webinar for all eligible applicants about the program and call for projects at 2:30 p.m. on Tuesday, October 5. Staff will thereafter request more information from potential applicants about their project ideas and will review these in terms of alignment with program eligibility and goals with each eligible applicant at one-on-one workshop sessions after the call for projects opens. The one-on-one workshops will also provide an opportunity for NVTC and applicant staff to review the application form and other required materials in detail.

Policy Refinements for the Round Five (FY 2023-FY 2024) Call for Projects

NVTC staff are not proposing further substantive policy changes to the program for the upcoming call for projects. Staff will implement a refinement to the definition of standalone transportation demand management (TDM) projects that the Commission adopted last year, to reinforce the intent of the definition. The definition requires any standalone TDM projects to be targeted exclusively to toll payers and have directly measurable usage or ridership outcomes. To ensure that such strategies are the focus of any proposed project, staff will require that direct incentives form at least two-thirds of the cost of any standalone TDM project. Staffing and/or marketing expenses may constitute the remainder.



Commuter Choice

2021 ANNUAL REPORT



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Annual Report Fiscal Year 2021



Commuter Choice, a trailblazing, innovative and competitive grant program, invests toll revenues in public transit and other multimodal projects along two expressway corridors in Northern Virginia.

A partnership between the Northern Virginia Transportation Commission (NVTC) and the Commonwealth of Virginia, Commuter Choice improves the reliability and efficiency of commuting along some of the most congested interstate corridors in the nation. By offering more options, toll road users and transit riders can choose the mode that gets them to the places that they want to go. Projects are selected through a competitive process that considers each project's ability to: move more people, support diverse travel choices and enhance mobility, transportation safety and travel reliability.

By moving people more efficiently, congestion is lessened, and toll road users experience more consistent travel speeds. Access to transit, roadway operations, transportation demand management (TDM) and other multimodal projects encourage different travel modes and add resources for commuters who seek alternatives to driving alone.





Letter from the Executive Director

Fiscal Year 2021 required a new level of flexibility and adaptation for NVTC's Commuter Choice team — much as it did for all our grant recipients and regional transportation peers. Despite challenges around program revenue and decreased demand for commuter-focused transportation, we awarded \$27 million for 19 multimodal transportation improvements across our two Commuter Choice corridors, I-66 Inside the Beltway and I-395/95, that collectively will move 4,000 more people each weekday upon full implementation of the projects and as overall commute travel volumes increase. The exciting slates of new projects include capital improvements that will benefit the corridors' commuters for years to come as well as a range of transit service improvements that will provide continuity for commuters and, particularly in the I-395/95 corridor, benefit both peak and off-peak commuters.

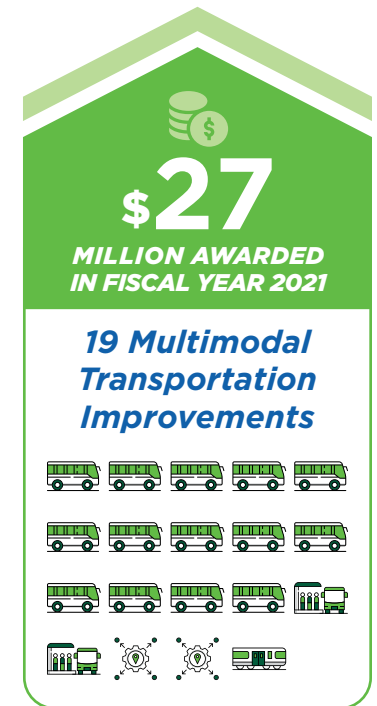
The continuing repercussions of the COVID-19 public health emergency affected our two program corridors differently. In the I-66 Inside the Beltway corridor, we saw a steep and sustained decrease in peak-period, peak-direction travel that also curtailed the revenue available for new projects. We therefore focused our limited revenue during FY 2021 on a \$4 million program of low-cost, high-return projects and are preparing to advance a more substantial supplemental program in this corridor given upturns in travel and revenue. In the I-395/95 corridor, we were fortunate for relatively resilient revenue availability as well as transit ridership — partly a function of the high travel volumes to and from the Pentagon and other military facilities, where personnel returned to in-person work relatively early, but also the travel-time advantages of the 95 and 395 Express Lanes as traffic volumes rebounded.

While project performance has ebbed in the last year, we also provided more flexibility to our grant recipients to adjust both transit service levels and project implementation approaches in response to changes in demand. All of our grant recipients that operate transit service temporarily reduced or suspended service on some of their Commuter Choice-funded bus services in the last year. Overall, these flexibilities supported efficient use and good stewardship of limited funds, while also ensuring that grant recipients could continue to serve critical needs for essential trips around the region. And many of the transit services we're supporting are rebounding and, in some cases, nearing or exceeding their original ridership targets.

As FY 2022 begins, we're excited to support our grant recipients as they prepare for commuters to return in greater volumes — and to highlight the great work they're doing to expand transportation options and move more people along the I-66 Inside the Beltway and I-395/95 corridors. And we'll be encouraging our eligible applicants to consider diverse strategies that meet the goals of the program, including a greater focus on capital improvements whose overall benefits will stretch over decades.



Kate Mattice
Executive Director





NVTC pivoted its Round Four (FY 2021-FY 2022) programming approach due to reduced revenues

Commuter Choice on the I-66 corridor in FY 2021

When the Round Four (FY 2021-FY 2022) call for projects closed in January 2020, NVTC anticipated enough new revenue to support a \$25 million program of projects that would receive final approvals in June 2020. The sharp and sustained drop in toll-paying peak-period, peak-direction traffic along I-66 Inside the Beltway brought about by the COVID-19 public health emergency required NVTC to pause the process and rethink the programming approach. NVTC fortunately had enough carryover funding from prior years to advance a \$3.8 million Initial Round Four (FY 2021) program that is sustaining the operation of three express bus services in the corridor and supporting three low-cost capital projects that will benefit commuters for many years to come. This Initial Round Four program received Commonwealth Transportation Board approval in December 2020 and implementation of the selected projects is beginning.

Given that I-66 corridor revenue is beginning to rebound, NVTC is advancing a Supplemental Round Four (FY 2022) program that will draw from the transit service expansions, new commuter incentives and larger capital efforts submitted to the Round Four call for projects. The Supplemental Round Four program will be advanced for approvals this October, prior to the opening of the Round Five (FY 2023-FY 2024) call for projects in November.



Round Two (FY 2022-FY 2023) program supports popular bus services, addresses expected future commute patterns

Commuter Choice on the I-395/95 corridor in FY 2021

The Commonwealth Transportation Board approved a robust \$22.7 million Round Two (FY 2022-FY 2023) program of 13 multimodal strategies in June, a product of relatively resilient toll revenue in the I-395/95 corridor and the strong partnership between NVTC, the Potomac and Rappahannock Transportation Commission (PRTC), the Commonwealth of Virginia and Transurban, the Express Lanes operator. NVTC advanced the program in coordination with PRTC, which has joint approval authority with NVTC over the I-395/95 corridor program. The projects in the Round Two program include all-day improvements to three popular local bus routes serving the I-395/95 corridor in Alexandria and Fairfax County; strategies to rebuild transit and vanpool ridership and meet expected future park-and-ride demand; and continuations of six new and enhanced bus services funded in the Round One (FY 2020-FY 2021) program.

While NVTC has been pleased with the performance of bus service improvements funded under the program to date, Commuter Choice is limited in the overall share of funds that can be allocated to transit operations in each corridor and is nearing this cap for the I-395/95 corridor program. NVTC will engage with applicants to help foster a capital-focused set of multimodal proposals for the next call for projects, for Round Three (FY 2024-FY 2025) in late 2022.

COMMUTER CHOICE:

A Vital Resource during COVID-19

As we explore throughout this year's report, the COVID-19 public health emergency led to significant changes in travel patterns across our region.

NVTC's Commuter Choice team provided grant recipients flexibility during this unusual and challenging year to respond to sharp changes in demand for travel. All transit operators temporarily reduced or suspended some of their bus service improvements funded by the program, while in the case of transportation demand management campaigns, agencies adjusted their engagement approaches in response to a large proportion of the area's workforce suddenly working from home.

Commuter Choice has continued to reimburse actual expenses incurred in carrying out each project — for instance, reimbursing the costs associated with operating the reduced bus service provided on a route — thus ensuring that the funds are still accessible to grant recipients and that they are only supporting approved activities that benefit toll payers.

Particularly during the peak of the public health emergency, the overall profile of continued public transit customers across the region (and country) shifted significantly away from a commuter-based model. In addition, many of the people continuing to ride transit were lower-income, non-white and traveling to employment, health care and other essential needs.

Commuter Choice funding afforded grant recipients the opportunity to keep services in operation at levels that helped to meet these critical travel needs while also ensuring safe onboard spacing for customers.

Northern Virginia's transit providers kept services rolling during the COVID-19 public health emergency — including many commuter routes such as those supported by Commuter Choice — to support essential trips.

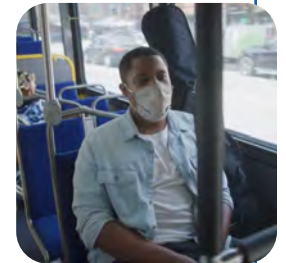
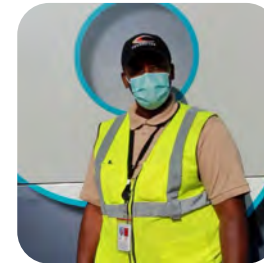


Image sources: Instagram @DASHBus_, Twitter @FfxConnector, Facebook @MetroForward

24%

of regional transit users reported continuing to use transit similarly or more often during the peak of the public health emergency last year.

92%

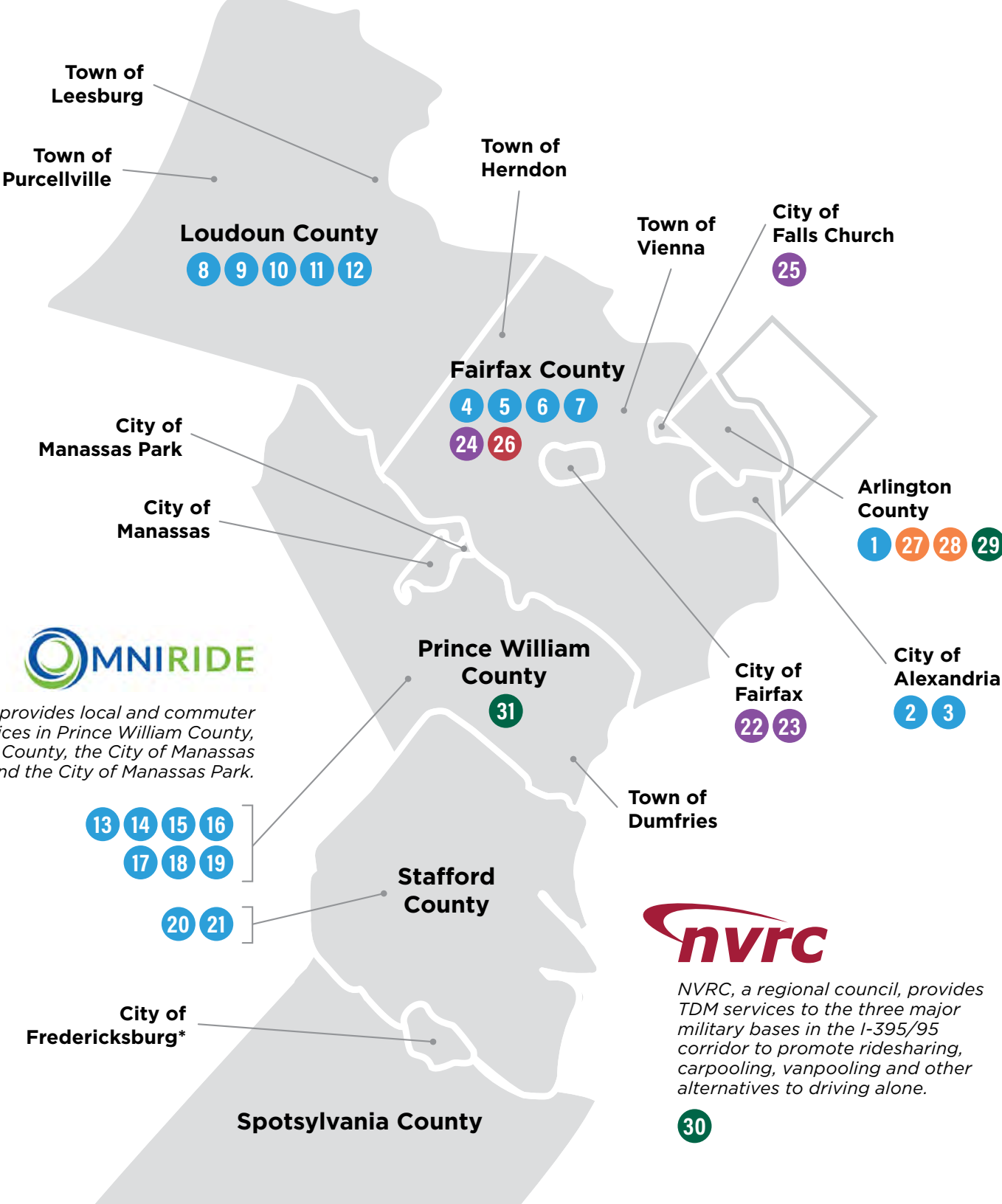
of continued transit riders reported using service to get to and from work — particularly food service and healthcare jobs.

Sources: National Capital Region Transportation Planning Board's Voices of the Region 2020 survey, Transit App March-April 2020 national survey of continuing riders

Active Projects

Project Type

- Bus Service
- Access to Transit
- Roadway Operations
- TDM
- Rail Capital



OmniRide provides local and commuter transit services in Prince William County, Stafford County, the City of Manassas and the City of Manassas Park.



NVRC, a regional council, provides TDM services to the three major military bases in the I-395/95 corridor to promote ridesharing, carpooling, vanpooling and other alternatives to driving alone.

NEW OR ENHANCED BUS SERVICE PROJECTS

- 1 **Arlington County - Enhanced Bus Service on Metrobus 3Y: Lee Highway-Farragut Square** I-66
Funding: \$1,040,000
- 2 **City of Alexandria/DASH - Enhanced Bus Service on AT-1 Plus: West End to Van Dorn Metro** I-395
Funding: \$3,040,000
- 3 **City of Alexandria/DASH - Enhanced Bus Service on AT-9: Mark Center to Potomac Yard** I-395
Funding: \$1,949,000
- 4 **Fairfax County - New Bus Service from Stringfellow to L'Enfant Plaza** I-66
Funding: \$4,326,000
- 5 **Fairfax County - New Bus Service to the Pentagon with Gambrill and Backlick North Park and Ride Improvements** I-395
Funding: \$3,540,903
- 6 **Fairfax County - Fairfax Connector Express Bus Service between Vienna/Fairfax-GMU and Pentagon Metrorail Stations** I-66
Funding: \$3,452,618
- 7 **Fairfax County - Fairfax Connector Government Center—Downtown DC, Route 699** I-66
Funding: \$5,276,336*

- 8 **Loudoun County - Loudoun County Transit Metro Connection from New Purcellville Park and Ride** I-66
Funding: \$1,774,990*
- 9 **Loudoun County - Loudoun County Transit Metro Connection Route 88X Extension to Dulles South** I-66
Funding: \$1,706,040
- 10 **Loudoun County - Stone Ridge Enhanced Transit** I-66
Funding: \$2,472,970*
- 11 **Loudoun County - New Bus Service from Purcellville to DC** I-66
Funding: \$949,482
- 12 **Loudoun County - New Bus Service from Stone Ridge to Pentagon** I-66
Funding: \$1,257,226
- 13 **OmniRide - Gainesville to Pentagon Commuter Service** I-66
Funding: \$6,020,700*
- 14 **OmniRide - OmniRide Linton Hall Metro Direct Bus Service Enhancement** I-66
Funding: \$134,200
- 15 **OmniRide - Enhanced Bus Service from Gainesville to DC** I-66
Funding: \$1,519,100
- 16 **OmniRide - New Bus Service from Haymarket to Rosslyn** I-66
Funding: \$913,800*

- 17 **OmniRide - Enhanced Bus Service from Dale City to Ballston** I-395
Funding: \$251,600
- 18 **OmniRide - Enhanced Bus Service on Prince William Metro Express** I-395
Funding: \$562,400
- 19 **OmniRide - Enhanced Bus Service on Route 1 Local** I-395
Funding: \$1,133,500
- 20 **OmniRide - New Bus Service from Staffordboro to Downtown D.C.** I-395
Funding: \$3,569,200
- 21 **OmniRide - New Bus Service from Staffordboro to the Pentagon** I-395
Funding: \$3,495,300

ACCESS TO TRANSIT PROJECTS

- 22 **City of Fairfax - Bike Share Implementation** I-66
Funding: \$460,000
- 23 **City of Fairfax - CUE Access and Technology Improvements** I-66
Funding: \$965,000
- 24 **Fairfax County - I-66 Corridor Vienna/Merrifield Bike Share Expansion** I-66
Funding: \$497,100
- 25 **City of Falls Church - Expanded Transit Access, Bike Share** I-66
Funding: \$500,000

RAIL CAPITAL PROJECTS

- 26 **Fairfax County - McLean Metro Station North Entrance** I-66
Funding: \$1,000,000

ROADWAY OPERATIONS PROJECTS

- 27 **Arlington County - Lee Highway HOV and Bus-Only Lane in Rosslyn** I-66
Funding: \$710,000
- 28 **Arlington County - Traffic Management Center** I-66
Funding: \$400,000

TDM PROJECTS

- 29 **Arlington County - Expanded TDM Outreach to the I-66 Corridor** I-66
Funding: \$2,050,000*
- 30 **NVRC - New TDM Outreach Campaign for Military Facilities** I-395
Funding: \$396,184
- 31 **Prince William County - New TDM Outreach to the I-66 Corridor** I-66
Funding: \$200,000

**denotes the total funded amount for projects funded in multiple rounds*

PROJECT PERFORMANCE

In this disruptive and hopefully atypical year, we focus on the performance of our projects relative to broader travel trends in the region. We continue to provide flexibility to grant recipients as they respond to changes in travel demand and will help them be ready when commuters return in greater volumes. Going forward, we'll continue to work with applicants to foster innovative proposals that respond to changing travel needs — and that are measurable and provide tangible benefits to the region's toll road users.



18

**Transit & Access To
Transit Projects in Service
in Spring 2021**

750

PEOPLE moved each weekday



300

PEOPLE

10 Projects



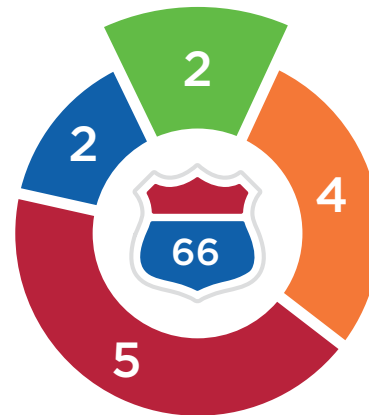
450

PEOPLE

8 Projects

Corridor Travel Trends During FY 2021

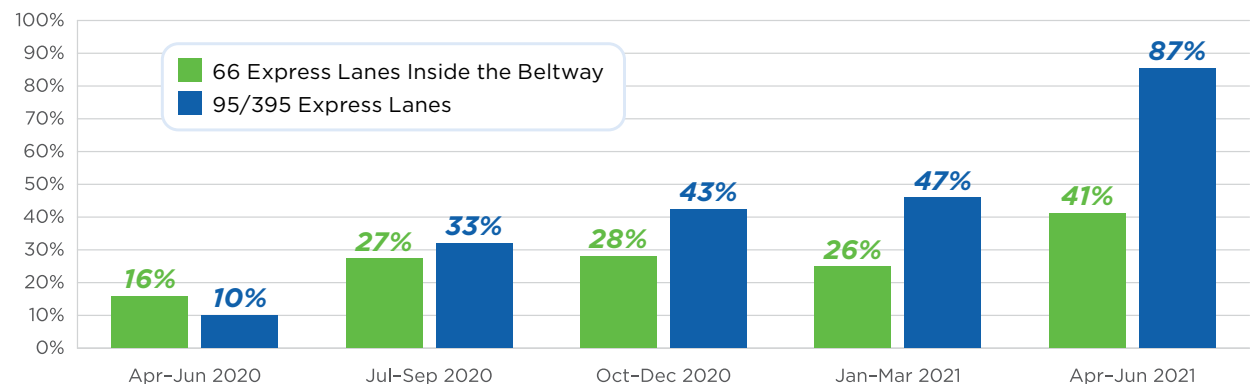
The continued impacts of the COVID-19 public health emergency during FY 2021 affected Commuter Choice's two corridors differently. Traffic volumes more rapidly rebounded and transit ridership was more resilient in the I-395/95 corridor than in the I-66 corridor. Many commute trips in the I-395/95 corridor are bound for Department of Defense facilities, which more quickly began to resume in-person work.



Status of Commuter Choice-supported transit services slated to operate during FY 2021

- Full service all year
- Suspended for part of or all year
- Reduced for part of or all year
- Start of service postponed

Quarterly Toll Revenues Relative to October-December 2019



Sources: Virginia Department of Transportation quarterly revenue reports to NVTC (66 Express Lanes Inside the Beltway), Transurban first-half and fiscal-year investor reports (95/395 Express Lanes)

IN A CHALLENGING YEAR

The Rise of Telecommuting

Many workers in the metropolitan D.C. area began to telecommute full-time during the COVID-19 public health emergency — which initially led to much less driving and transit use across the region, including in the I-66 Inside the Beltway and I-395/95 corridors. Although many employers are now considering formal return-to-office plans, telecommuting will likely remain at higher levels indefinitely. Commuter Choice grant recipients will need to respond to more varied, dynamic commute patterns — and NVTC will support them in doing so.

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Source: National Capital Region Transportation Planning Board's Voices of the Region 2020 Survey

Bright Spots in FY 2021

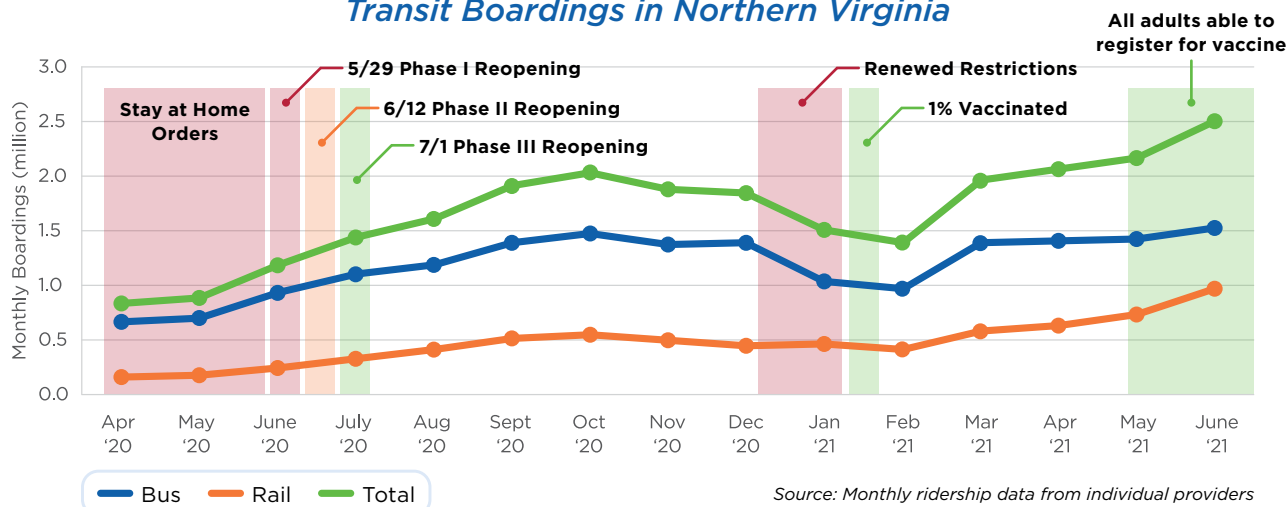
Commuter Choice-supported point-to-point express bus services to the Pentagon achieved 37% of their ridership targets in FY 2021, compared to 15% on Downtown D.C. express routes.

The relative success of Pentagon routes was a function of early return-to-work orders at the Department of Defense and growing traffic congestion, particularly in the I-395/95 corridor.

Transit Ridership in Northern Virginia: On an Upswing

Overall transit boardings in Northern Virginia nearly tripled from spring 2020 to June 2021. Bus ridership — which tends to support more essential trips — has been relatively steady during the pandemic, while rail ridership is beginning to show a gradual but steady rebound.

Transit Boardings in Northern Virginia



All-day, every-day service improvements funded by Commuter Choice on the I-395/95 Corridor on DASH's AT-1 and AT-9

local routes in Alexandria helped the routes retain most of their riders relative to pre-improvement service. The routes significantly outperformed the overall DASH system.

AT-1 90% **AT-9 98%**

DASH SYSTEM 40%

% of Annual FY 2019 Ridership Achieved During FY 2021

The Year Ahead

Commuter Choice will support our grant recipients as they prepare for commuters to return to worksites, providing flexibility as demands change.

How Our Funding is Helping Our Grant Recipients Prepare



OmniRide recently took delivery of four new motor coaches for the Commuter Choice-funded Gainesville-Pentagon route that are outfitted with onboard air ionizers to help provide a safe and comfortable environment.



Fairfax County installed a billboard at their Stringfellow Park & Ride lot to advertise their new express bus service to downtown D.C., funded by Commuter Choice.

Sustain&Save
by Commute66

Arlington County is introducing a new Commuter Choice-supported incentive program to attract commuters to transit and shared rides as they return to workplaces.



Loudoun County is responding to commuters' requests for service to return by launching new Commuter Choice-funded commuter bus trips to downtown D.C. and the Pentagon from the Purcellville and Stone Ridge park and ride lots in August.

Supporting Services that Commuters Want

Regional commuters indicated that they are most likely to use buses that arrive reliably (40%) and travel faster (26%).

Commuter Choice-funded routes — particularly those that benefit from the reliability and speed advantages of the 66 Inside the Beltway or 95 and 395 Express Lanes — are poised to attract riders returning to transit.

Source: National Capital Region Transportation Planning Board's Voices of the Region 2020 survey

Buses on a Reliable Schedule

35%

57%

Buses Traveling More Quickly

23%

34%

■ Non-Regular Transit User
■ Regular Transit User

... And Beyond

The Commuter Choice team is encouraging applicants to pursue program funding for capital improvements that can benefit commuters for many years to come. We look to support more such projects — whose overall benefits are less susceptible to fluctuations from year to year — in future funding rounds.



McLean Silver Line Metrorail Second Entrance

Work will soon begin on a second entrance to the McLean Silver Line Metrorail station in Fairfax County. The entrance will provide more convenient access to a new large-scale mixed-use development just to the north of the station that includes almost 2,000 residential units, many of whose residents are anticipated to use Metrorail to travel into the I-66 Inside the Beltway corridor.



U.S. 29 Bus- and High Occupancy Vehicle-Only Lane

Arlington County is preparing to construct a dedicated bus- and high occupancy vehicle-only lane along U.S. 29 near Rosslyn. The lane will provide several minutes of travel time savings in and out of the congested Rosslyn area for peak-period I-66 corridor buses as traffic volumes return.



Massaponax 700-Space Park-and-Ride Lot

Also beginning construction is a new 700-space park-and-ride lot in the Massaponax area of Spotsylvania County. A \$1.1 million Commuter Choice award is completing the funding commitments for this \$18 million project. Commuters from the lot will be able to take advantage of the full length of the 95 and 395 Express Lanes, which will be extended to Fredericksburg in 2022.

Eligible Applicants

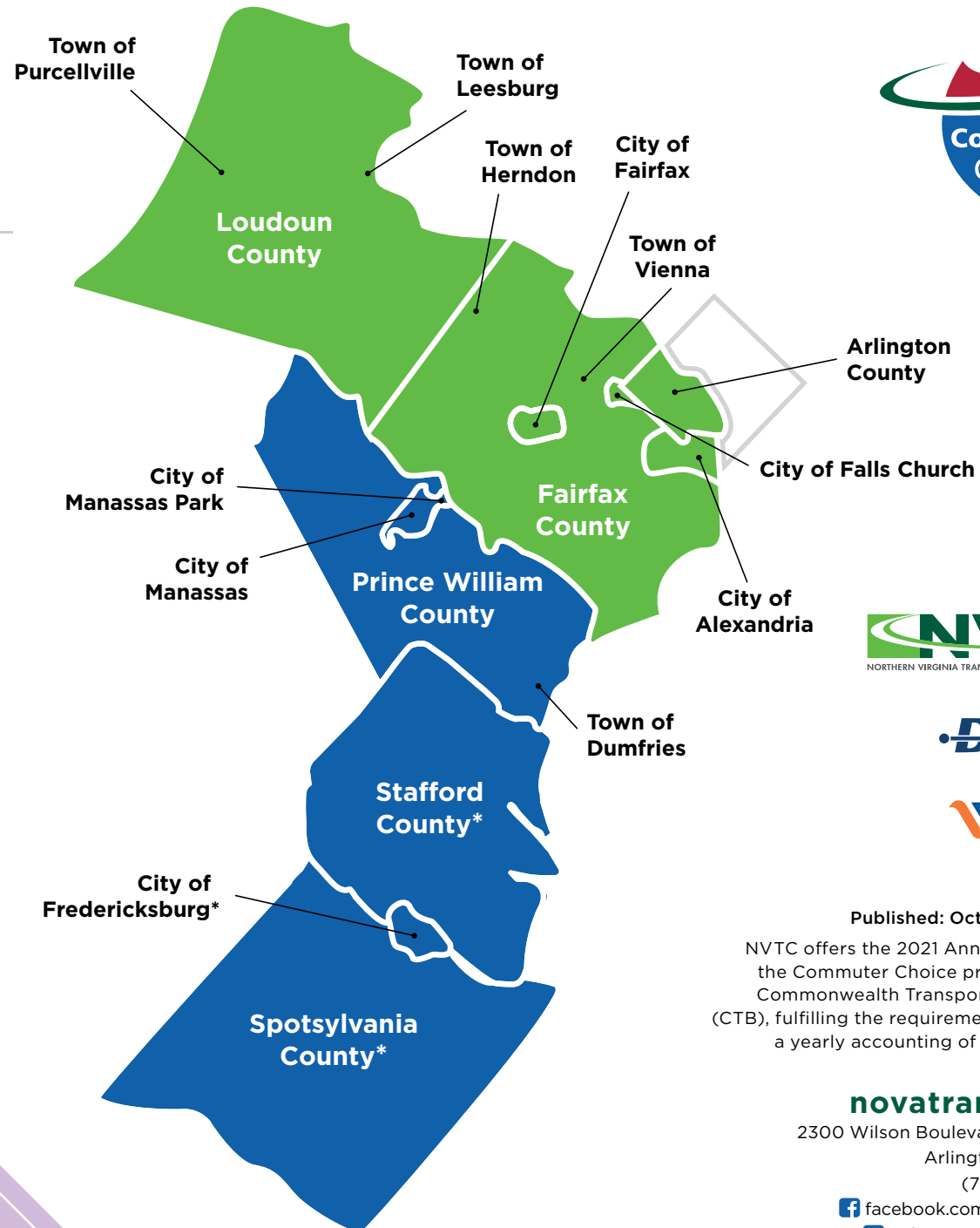
Transit Agencies



 NVTC Jurisdiction

 PRTC Jurisdiction

**denotes jurisdiction eligible for Commuter Choice on the I-395/95 corridor only*



Published: October 31, 2021

NVTC offers the 2021 Annual Report of the Commuter Choice program to the Commonwealth Transportation Board (CTB), fulfilling the requirement to provide a yearly accounting of the program.

novatransit.org

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RESOLUTION #2461

- SUBJECT:** Approve the Commuter Choice on the I-66 Corridor Supplemental Round Four (FY 2022) Program of Projects for Submission to the Commonwealth Transportation Board and Authorize the Executive Director to Execute the Standard Project Agreements
- WHEREAS:** Under the *Second Amended and Restated Memorandum of Agreement Transform66: Inside the Beltway Project* (MOA), NVTC is responsible for selecting and administering multimodal projects under Commuter Choice on the I-66 Corridor that allow more people to travel faster and more reliably through the I-66 Inside the Beltway corridor;
- WHEREAS:** The principal objective of the Commuter Choice program is to select 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:** NVTC is responsible for Commuter Choice project selection; financing and financial management; compliance, including evaluation, reporting, and quality assurance; and providing information to the public;
- WHEREAS:** From November 2019 to January 2020, NVTC conducted a Commuter Choice on the I-66 Corridor Round Four call for projects for a two-year program that yielded 14 eligible applications with a total funding request of \$36.8 million;
- WHEREAS:** The MOA projected that, under typical traffic conditions, NVTC would receive \$10 million in FY 2021 and \$15 million in FY 2022 for its Commuter Choice on the I-66 Corridor program, for a total of \$25 million for a two-year program;
- WHEREAS:** Traffic impacts of the COVID-19 public health emergency sharply reduced I-66 inside the Beltway toll revenue collections, such that NVTC conservatively advanced a limited \$3.8 million Commuter Choice on the I-66 Corridor Initial Round Four (FY 2021) program of six low-cost, low-risk projects last year;
- WHEREAS:** The Commission resolved with the approval of the Initial Round Four program to select a Supplemental Round Four (FY 2022) Program sourced from remaining Round Four proposals, based upon each project's application score and subject to public comment, with the expectation that more funding would become available;
- WHEREAS:** A total of \$7 million in new and de-obligated I-66 corridor revenue is now available for programming to new projects;

WHEREAS: Four proposals with a total funding request of \$10.4 million remain under consideration for funding, following applicants' deferrals and withdrawals of further proposals since the call for projects closed; and

WHEREAS: NVTC staff recommends approval of the Commuter Choice on the I-66 Corridor Supplemental Round Four (FY 2022) Program of Projects that includes three projects and NVTC's administrative costs, totaling \$5,750,300 (Table 1).

NOW, THEREFORE, BE IT RESOLVED that the Northern Virginia Transportation Commission hereby approves the Commuter Choice on the I-66 Corridor Supplemental Round Four (FY 2022) Program and authorizes staff to submit the Program of Projects to the Commonwealth Transportation Board for action.

BE IT FURTHER RESOLVED that NVTC authorizes the executive director, or her designee, to execute the Standard Project Agreements for the Commuter Choice on the I-66 Corridor Supplemental Round Four (FY 2022) Program following approval by the Commonwealth Transportation Board.

Approved this 7th day of October 2021.

Katie Cristol
Chair

Dalia Palchik
Secretary-Treasurer

**Table 1: Recommended Commuter Choice on the I-66 Corridor
Supplemental Round Four (FY 2022) Program**

	Commuter Choice on the I-66 Corridor Round Four Project Name	Applicant	Funding Request
1	TDM Strategy – I-66 Corridor Vanpool Parking Benefit	OmniRide	\$85,000
2	New Bus Service from Reston South to Crystal City	Fairfax County	\$5,110,800
3	TDM Strategy – Fare Buy Down on Bus Service from Reston North to Crystal City	Fairfax County	\$154,500
	<i>Program Administration and Oversight for FY 2022</i>	<i>NVTC</i>	<i>\$400,000</i>
		TOTAL	\$5,750,300



Summary of Public Comments

NVTC staff collected 30 responses during the Public Comment period for the Supplemental Round Four (FY 2022) program of Commuter Choice on the I-66 Corridor, open from September 3-17, 2021. The targeted outreach strategy to increase public engagement included hosting a virtual town hall event, asking jurisdictional partners to promote the comment period and using social media and web channels to spread the message. We received all 30 responses via web survey form hosted at www.novatransit.org, though commenters could also submit their responses via email or voicemail.¹

This document lists the comments in the following order:

- Comments on the overall Commuter Choice program
- Comments specific to the Commuter Choice program on the I-395/95 Corridor
- Comments specific to the Commuter Choice program on the I-66 Corridor
- Comments about Projects Under Consideration for Supplemental Round Four (FY 2022) Funding

Note: All comments are provided exactly as they were submitted to NVTC.

¹ Some web form submittals only included responses to upfront questions on respondents' typical commute travel patterns and did not include feedback on Commuter Choice or proposed projects.



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

- There are no alternative options to personal driving to Reston from Gainesville
- Not in favor in adding express buses from Reston, when we have an operating metro system.
- There are no options for commuters who are not on the interstate freeway. what about folks who work in population and business centers?
- Please provide an E-Z Pass discount to those who frequent Interstate 66 and I-395/95 on a daily basis.

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

- There are no alternative options to personal driving to Reston from Gainesville
- The idea of funding a new Fairfax County express bus route from Reston to Arlington when we just spend billions on the silver line to do the exact same thing makes no sense. As such we strongly OPPOSE this project. The best way to encourage public transport use is not to replicate services with high fixed and ongoing costs, but increase the reliability and reduce the cost of existing resources. Redundancy is wasteful and does little to serve those who may need to use public transport services.
- Please provide Metro Service, Weekend VRE, and bus service.

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

- Please provide bus, Metro, and Weekend VRE Service.

Comments about Projects Under Consideration for Supplemental Round Four (FY 2022) Funding

OmniRide: TDM Strategy – I-66 Corridor Vanpool Parking Benefit

- I don't think \$200 is enough incentive when you're probably going to adopt the faulty method of basing the toll off of congestion.
- Good to try to revive the vanpool market.
- How many people will this move, and what is cost per rider per year?

Fairfax County: New Bus Service from Reston South to Crystal City

- Add a bus service but Metro needs to expand. We don't just need tolls and buses.
- Has a survey been done to determine if there is a preference for this ridership to take an express bus vs Metro?
- This is absolutely needed to help residents move more easily between Reston/Fairfax County and Arlington. With Amazon's new campus, this can help traffic dramatically, especially with employees who may need to



travel between Herndon offices and Loudoun data centers to the new headquarters in Arlington. The 559 doesn't seem like a viable option for many due to the parking situation.

- Would the only Arlington stops be Crystal City & Pentagon, or is it possible to add at least one stop along the Rosslyn-Ballston corridor, which also has many employers, including higher education employers?
- Why? Isn't that what Silver Line does?
- YES! Been asking FFX Connector for service from Reston South to Arlington or DC for years. Prior to pandemic parking at Reston North for Pentagon Bus fills up fast. Have to walk from Wiehle parking because bus won't drive over and pickup at metro station. This new bus would be better than WMATA 5A from Herndon Monroe. Thanks!
- Did Fairfax forget we opened a fantastically expensive metro rail line, or are we trying to shut down the miserly empty trains and replace with bus? It makes no sense to put new bus resources in competition with a new metro line unless this is an admission silver line is a bust. Also this route isn't even on 66 outside beltway, so it appears to be a slush fund project, not a serious transportation effort to reduce 66 demand and provide options.
- No. Do not support this redundant, wasteful, not needed replication of what the silver line does.
- Please provide bus service to Great Falls, VA.

Town of Vienna: New Park and Ride at Patrick Henry Library

- We don't need any more park and rides. It's wasted space.
- This is not necessary! Metro is only about a mile from the Library and there are connector busses. The Town of Vienna is congested already, and we do not need more traffic coming here to catch a bus. Town Leaders have approved much more construction in the town and I fear no one will be able to go anywhere!
- Parking was originally slated for library users and town visitors only not as a park and ride.
- TOV is already facing extreme traffic from cut through commuters as well as the development in Tysons. Encouraging drivers to meet in the middle of the town as a commuter lot is unbelievable. On top of the current traffic there are multiple mixed-use developments going up around the town which will increase the amount of residents, cars, retail visitors, and we already have a lack of public parking for town in general. Adding a commuter allowance is absurd.
- This is a bad idea. I think this will add more traffic in Vienna because the library is a small lot and not near 66
- Low transit demand in this area
- I'm very concerned: I thought the parking would be for around town. This lot is in the center of town and we need space to go to the library and to park and drop off books and then walk around to stores around town. Not for cars to sit in the prime real estate all day long. While we aren't even guaranteed library access during the construction time (need at least holds and drop offs while under construction at an alternate Vienna site)
- I think this is the best option
- The Patrick Henry Library should not become a public transit parking lot. There is still available land in and around the immediate Vienna Metro area that can be earmarked for commuter parking.



- Why would you think about a park and ride at the library. That makes no sense: Drive through maple avenue to take a bus in maple avenue? Did Fairfax further there is a large train station in Vienna for park and ride? My goodness.
- Please provide another bus stop at the Park and Ride

Fairfax County: TDM Strategy – Fare Buy Down on Bus Service from Reston North to Crystal City

- Just cut the rate, and you'll hook more riders. You're simply delaying when riders will get upset that their fare has doubled. You'll see it as going to its normal rate. But that's not the way the ridership will see it.
- has a survey been done to determine the demographics of the ridership on this line? Most Federal employees already receive a transit subsidy so if the overwhelming majority of riders are federal employees, the buy-down may not be necessary.
- Provide incentive to ride Silver line
- Nice option but higher priority is bus from Reston South to Arlington
- Why would you reduce fares for well-paid crystal city/ Amazon web services employees and Discriminate against all other bus riders going elsewhere. This is discriminatory and makes no logical sense.
- Please provide a discount for senior citizens and people with disabilities.

TO: Chair Cristol and NVTC Commissioners
FROM: Kate Mattice
DATE: September 30, 2021
SUBJECT: Report from the Chair of the Legislative and Policy Committee

At the October meeting the chair of NVTC's Legislative and Policy Committee will provide the Commission with an update on the development of NVTC's 2022 Legislative and Policy Agenda, recent legislative progress in Congress and a reminder for the upcoming Joint Legislative Briefing scheduled for December.

A. NVTC's 2022 Legislative and Policy Agenda

Staff are in the process of developing NVTC's 2022 Legislative and Policy Agenda that will articulate NVTC's priorities for both state and federal legislative activities in the coming year. The draft 2022 Legislative and Policy Agenda will be presented to the Commission for review and consideration at its November meeting with final approval requested in December.

B. Federal Update

The U.S. House of Representatives and U.S. Senate continue to negotiate on the final passage of two major infrastructure packages: one in the form of authorizing legislation that includes federal surface transportation reauthorization and new transportation funding programs, and the other in the form of a budget reconciliation package that includes broader "human infrastructure" funding ranging from childcare, affordable housing and health care initiatives. Action on these legislative actions was pending as of this publication.

The House-passed transportation infrastructure title would provide:

- \$10 billion for a new, innovative program providing competitive grants for public transit access to affordable housing and to enhance mobility for low-income riders and residents of disadvantaged communities;
- \$10 billion for the planning and development of public high-speed rail projects;
- \$150 million to finance the credit risk premium of Railroad Rehabilitation and Improvement Financing (RRIF) loans and loan guarantees; and
- Additional investments in local transportation priorities, climate incentive grants, and neighborhood access, and equity grants.

C. Annual Joint NVTC-PRTC Legislative Briefing

The annual Joint NVTC-PRTC Legislative Briefing will be held on Monday, December 6 at 8:30 a.m. at the Embassy Suites by Hilton Springfield (8100 Loisdale Road, Springfield, VA). The event will provide an overview of federal and state issues affecting transit in Northern Virginia. In addition to a special keynote speaker to be announced, NVTC staff has invited WMATA General Manager Paul Wiedefeld, and VRE Chief Executive Officer Rich Dalton, to join NVTC Executive Director Kate Mattice and PRTC Executive Director Bob Schneider, to preview the policy issues and concerns of transit in Northern Virginia.

TO: Chair Cristol and NVTC Commissioners
FROM: Kate Mattice and Andrew D’huyvetter
DATE: September 30, 2021
SUBJECT: Washington Metropolitan Area Transportation Authority (WMATA)

At the October 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 passage of three federal relief bills provided WMATA with the funding to address immediate needs related to the pandemic, providing necessary funding to avoid layoffs and service cuts, increase employee and rider protections, and maintain a basic level of transit service. These funds have also enabled WMATA to support longer term relief and recovery.

As part of the region’s recovery, the WMATA Board approved several changes to bus and rail service to attract riders in 2021 which were implemented in early September. WMATA expanded frequent all-day service on weekdays and weekends on rail and improve late night service and hours. On Metrobus, WMATA is now operating 20 bus lines every 12 minutes or better and 16 bus lines every 20 minutes or better, seven days a week. WMATA also temporarily lowered the price of the 1-day, 3-day and 7-day unlimited bus and rail passes as well as the 7-day short-trip unlimited passes to increase ridership. The WMATA Board is anticipated to begin to discuss other potential changes to fares and service in the fall as part of the FY 2023 budget process.

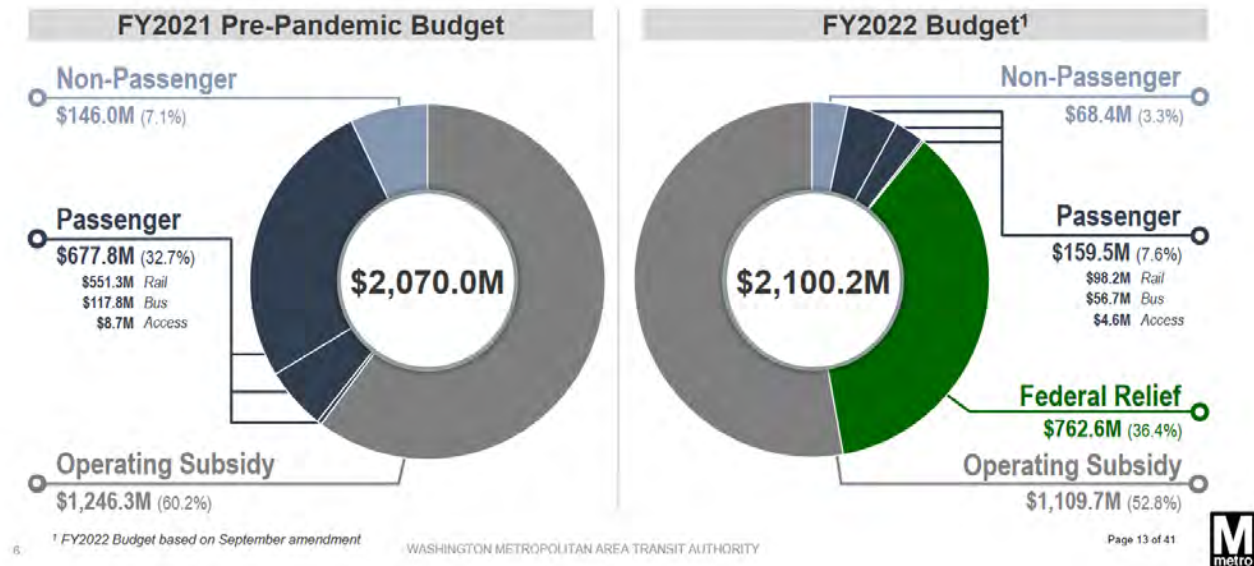
B. Report from the Virginia WMATA Board Members

- Fare Policy Principles and Strategy

On September 23 the WMATA Finance and Capital Committee conducted a [work session on fare policy and fare concepts](#). Staff reviewed draft fare principles to emphasize that WMATA’s fare should be customer-focused, simple and convenient, equitable, seamless and built to driver ridership. WMATA’s fare policy principles were last updated in 2010. Fare drives both ridership and revenue, and balancing these needs is a critical policy question in front of the Board. Fare revenue is a critical component of WMATA’s operating revenues. Pre-pandemic, passenger revenues were 32.7% of the operating budget in FY 2021. In the FY 2022 budget, fare revenues dropped to 7.6% of the budget, with federal relief forming 36.4% of the budget. WMATA’s post

pandemic recovery will determine the extent that passengers' revenues can replace federal aid when it expires or is exhausted.

Figure 1: WMATA's FY 2021 (Pre-Pandemic Budget) and FY 2022 Operating Revenue Sources



Source: [WMATA's September 23, 2021 Finance and Capital Committee Meeting](#)

WMATA staff also presented a number of fare policy concepts for the Board's deliberations:

- ***\$1 Metrobus Fares***
 - o Replace \$2 bus fare with \$1 bus fare. This would provide cheaper fares for a mode with a higher share of price sensitive individuals but would lose revenue that could support service and the price differential may incentivize using bus over equivalent rail trips.
- ***Discounted Parking***
 - o Because parking utilization is low, reduce parking rates to make use of available capacity and encourage more rail ridership. This would encourage transit ridership by reducing the cost of accessing transit but may reduce parking revenue and result in different parking rates across facilities.
- ***Low Income Discounts***
 - o Provide eligible low-income riders with discounted fares. This could be accomplished through jurisdictional reimbursement or a general subsidy from all funding jurisdictions. This would target discounts to the most price sensitive and cost burdened riders and would likely have positive impacts for ridership, fare evasion, and the long-term ability to raise general fares but may reduce near-term revenue. The District of Columbia is piloting a low-income fare product in 2022.
- ***MetroAccess Flat Fare***
 - o This would provide a lower and simpler flat fare for MetroAccess customers but would have a significant operating cost impact and lower MetroAccess farebox recovery.

- *\$2 Late Night Rail Fares*
 - o Lower rail fares after 9:30 p.m. to \$2. This would benefit late-night workers and encourage use of the system during less busy hours, but it would reduce revenue and add an additional fare period to weekdays making the fare structure more complicated.
- *Consolidate Peak and Off-Peak Fares*
 - o Simplify the rail fare structure on weekdays (the weekend is now a flat fare of \$2) by eliminating the peak/off-peak fare differential. Peak fares currently vary between \$2.25 and \$6.00 and off-peak fares vary between \$2.00 and \$3.85. This would simplify the fare structure and encourage more ridership but would result in significant revenue loss that could support service, would create fares that were less tailored to riders' higher willingness to pay during rush hour periods, and may generate crowding.
- *Updated Pass Offerings*
 - o Adapt to new ridership patterns to encourage more pass sales. Passes encourage more ridership by committing customers to transit and reducing the marginal cost of each trip to zero. For example, this concept could reduce the price of the monthly pass to be equivalent to a four-day work week. This would better align monthly pass offerings with evolving ridership patterns and has the potential to increase revenue by encouraging more customers to commit to transit and rider more but may cause a reduction in revenue from existing pass users.

WMATA staff also updated the Board on fare system modernization capital investments that will restore the fare payment system to state of good repair and improve the customer experience. WMATA launched mobile fare payment in FY 2021 and is currently replacing Metrorail faregates. Metrobus fareboxes will begin to be replaced and WMATA plans to pilot rear-door payment targets in Metrobus in 2022. WMATA has also begun planning for modernizing the back-office fare system which will provide the technological platform to allow additional fare payment capabilities. At a future meeting, the WMATA Board will be asked to consider the new fare principles and will further develop fare concepts. Fare concepts may be proposed as part of the general manager's proposed FY 2023 budget.

▪ FY 2021 Metro Annual Performance Report

On September 23 WMATA staff briefed the Safety and Operations Committee on the [FY 2021 Metro Annual Performance Report](#). This report highlights Metro's performance on a suite of key performance indicators that evaluate how well the agency is delivering its mission to provide safe, equitable, reliable and cost-effective public transit. Given the effect of the pandemic on ridership and service, several performance indicator goals have been readjusted to better reflect current conditions.

Metrorail and Metrobus are currently meeting agency goals for on-time performance, at 91% for Metrorail and 75% for Metrobus. For rail, this is driven by state of good repair efforts and increases in fleet reliability. Metrorail fleet reliability is at a record level, mainly due to the strong performance of the 7000 series railcars. Metrobus fleet reliability is also meeting target and has shown continuous improvement in all bus sub-fleets. These improvements were partially due to

the pandemic, which allowed WMATA to keep its most reliable buses on the road and focus more time on maintaining older buses.

WMATA saw a 45% decrease in crimes between FY 2020 and FY 2021, however this is mostly due to lower ridership due to the pandemic. During the same time period, there was a 55% increase in the crime rate, which is attributed to lower ridership and fewer “eyes” in the system. This is consistent with regional and national trends.

WMATA also saw a notable 50% decrease in fire incidents, mostly due to drain cleaning and the strategic installation of new thermoplastic insulators. There were also fewer rail and bus collisions year over year. For bus, this was mostly due to less vehicular traffic due to the pandemic. For rail, this mainly due to less service being provided – when accounting for lower service levels the per capita collision rate is stable.

▪ Draft Metrobus Fleet Plan

On September 23 the WMATA Board’s Safety and Operations Committee received a briefing on the [Draft Metrobus Fleet Plan](#). This update follows the WMATA Board’s June 2021 adoption of Sustainability Vision and Principles and Zero Emission Vehicles goals. These goals call for:

- Purchase only lower-emission and electric buses in the next bus procurement.
- Transition to 100% zero-emission bus purchases by 2030.
- Fleet 100% zero-emission by 2045.

The fleet plan proposes that Metrobus maintain a fleet of 1,593 buses, which is about the size of the current Metrobus fleet. Of this fleet, the percentage of buses which are articulated would increase from 4% to 12% by 2028 to accommodate crowding, capacity, and respond to anticipated ridership demand growth. This increase in articulated buses is coordinated with capital improvements at bus garages and other facilities. The fleet plan also proposes increasing the spare ratio from 18.5% to 19.5% to support the transition to new bus propulsion technologies, capital work that may require shutdowns, and the proposed increase in articulated buses. The fleet plan’s conversion of the Metrobus fleet to zero-emission technologies is consistent with the WMATA Board’s approval of zero-emission goals earlier this year.

▪ FY 2022 Operating Budget Amendments

On September 23 the WMATA Board approved a [budget amendment to increase the FY2022 operating budget](#) by \$25.4 million which will be offset by additional utilization of federal aid. Three unplanned items have resulted in changes to the FY 2022 operating budget:

- Higher than anticipated inflation has resulted in collective bargaining agreement cost adjustments to increase expenses by \$23.4 million.
- Recognition of the new Juneteenth holiday incurs additional expenses of \$2.5 million.
- The delay of the opening of the Potomac Yard station reduces expenses by \$474,000.

- Blue, Orange, Silver Capacity and Reliability Update

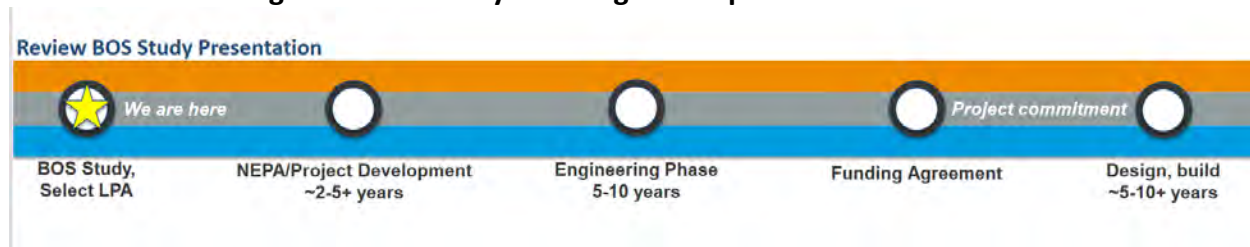
On September 9 the WMATA Board's Finance and Capital Committee received an update on the [Blue/Orange/Silver \(BOS\) Reliability and Capacity Study](#). In 2019, WMATA launched the BOS study to identify a project or package of projects to address constraints and crowding, reliability concerns, a lack of operational flexibility, and threats to sustainability in the corridor. The study's approach aligns with federal process requirements in anticipation of eventually seeking federal funding. The time horizon (Figure 3) of any of these options is still far in the future and will be subject to the availability of funding at that time.

Figure 2: Blue/Orange/Silver Reliability and Capacity Study Area



Source: [WMATA's September 9, 2021 Finance and Capital Committee Meeting](#)

Figure 3: BOS Study Planning and Implementation Horizon



Source: [WMATA's September 9, 2021 Finance and Capital Committee Meeting](#)

The jurisdictions forecast that the corridor will add 37% more people and 30% more jobs by 2040, which is likely to increase ridership. Running three lines through one tunnel and set of tracks creates challenges for WMATA and its customers. The study's goals included capacity, reliability, flexibility, and sustainability, which were weighted equally by the project team. WMATA generated several concepts and engaged in significant stakeholder outreach, and study team developed six alternatives.

No-Build Scenario

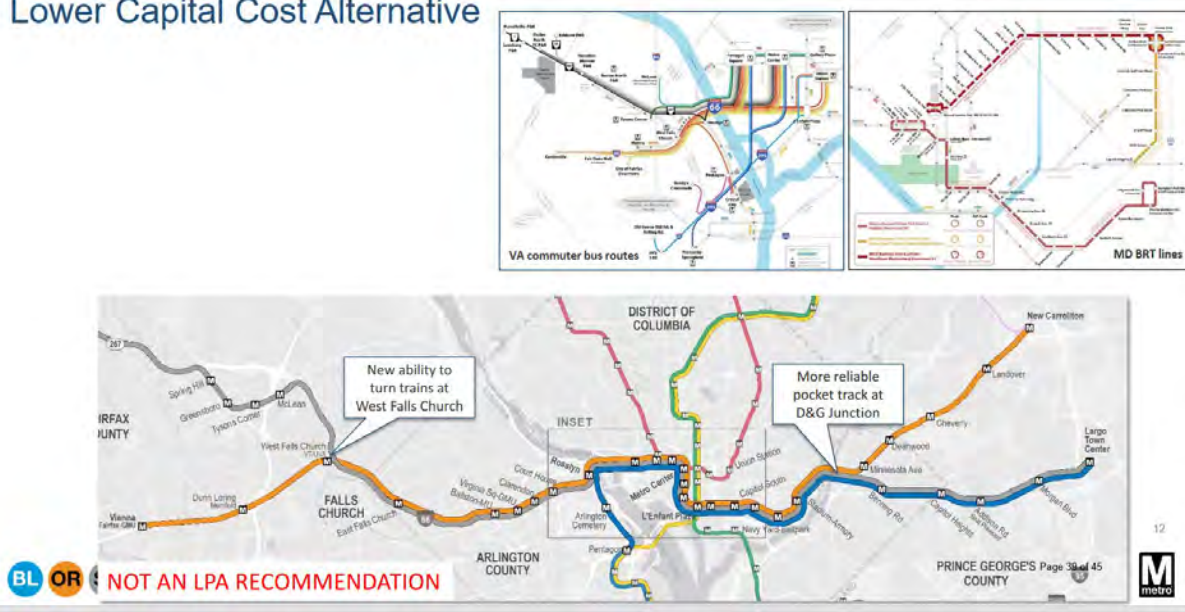
This alternative includes the investments already planned and funded, including Silver Line Phase 2, the Potomac Yard Station, WMATA's state of good repair and modernization projects, the Purple Line in Maryland and various bus rapid transit projects.

Lower Cost Capital Alternative

This alternative includes a network of enhanced commuter and BRT service, dynamic rail scheduling, increased railcar capacity, expanded capacity at core stations, and infrastructure needed at West Falls Church and the D&G junction (near Stadium-Armory Station) that can support train turnbacks. The infrastructure to support turnbacks would deliver three general functions: varying service patterns to reflect demand; swapping trains slots through the interlined portion between lines more easily; and reducing the geographic extent and customer impacts of work zones and single-tracking events. The cost benefit analysis for this alternative assumes Silver Line turnback operations in 2040. Future rail service patterns, including deploying turnback operations, are policy decisions of the WMATA Board of Directors that are separate from this study. This alternative would create no new rail capacity but would use bus options as a means to address capacity issues.

Figure 4: BOS Study Lower Cost Capital Alternative

Lower Capital Cost Alternative

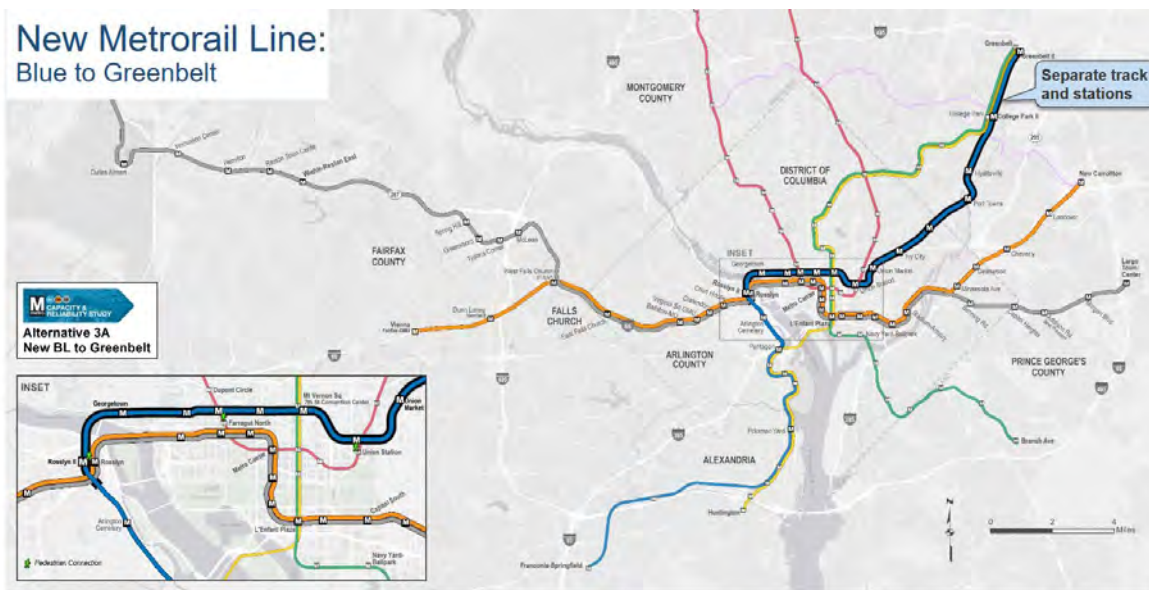


Source: [WMATA's September 9, 2021 Finance and Capital Committee Meeting](#)

Blue Line to Greenbelt

This alternative would realign the existing Blue Line from Arlington Cemetery to a new, second Rosslyn Station, which would run thru a new, separate tunnel into Georgetown. It would then connect to Union Station and thru Northeast DC to Greenbelt. This alignment would operate on a separate track from the existing Green and Yellow Lines to avoid re-interlining. This scenario would create a net new rail capacity of 16 trains per hour per direction.

Figure 5: BOS Study Blue Line to Greenbelt Alternative

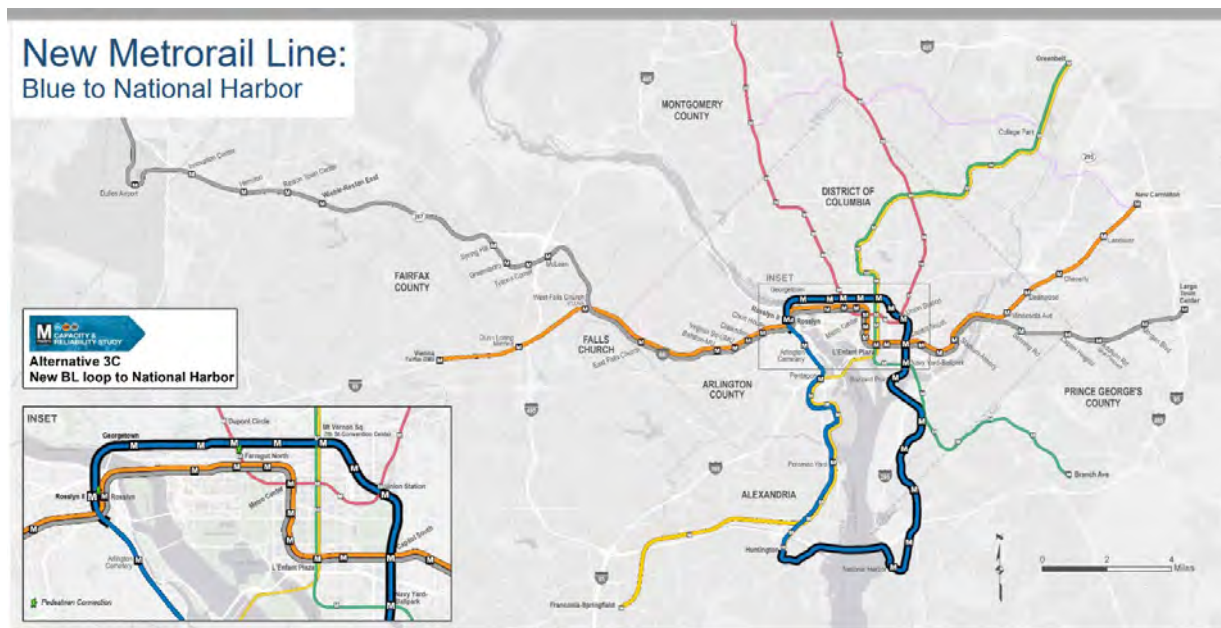


Source: [WMATA's September 9, 2021 Finance and Capital Committee Meeting](#)

Blue Line to National Harbor

This alternative would also realign the existing Blue Line from Arlington Cemetery Station to a new second Rosslyn station, continuing to Georgetown and along to Union Station. It would then turn south and connect to the Waterfront and Navy Yard continuing to Buzzard Point, St. Elizabeth's and National Harbor. It would then cross the Woodrow Wilson Bridge into Alexandria. This alternative would create a net new rail capacity of 16 trains per hour per direction.

Figure 6: BOS Study Blue Line to National Harbor Alternative

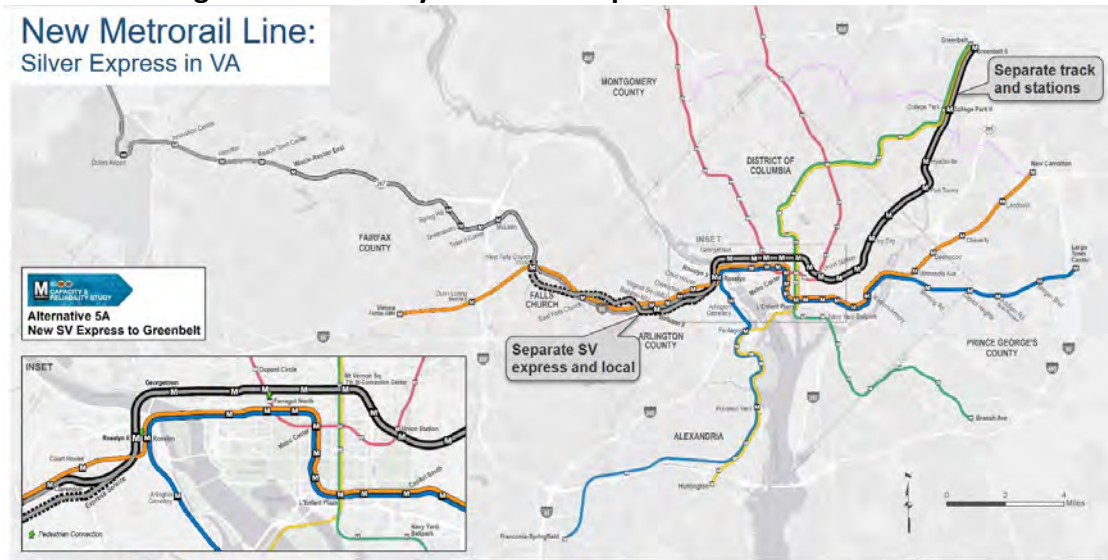


Source: [WMATA's September 9, 2021 Finance and Capital Committee Meeting](#)

Silver Line Express in Northern Virginia

This alternative creates a separate tunnel and tracks for the Silver Line starting in West Falls Church to a new Rosslyn station, supporting express, local, or a mix of express and local service. After the second Rosslyn station, the line would connect to Georgetown, Union Station, and thru to Greenbelt. This alternative would create a net new rail capacity of 26 trains per hour per direction.

Figure 7: BOS Study Silver Line Express in NoVa Alternative

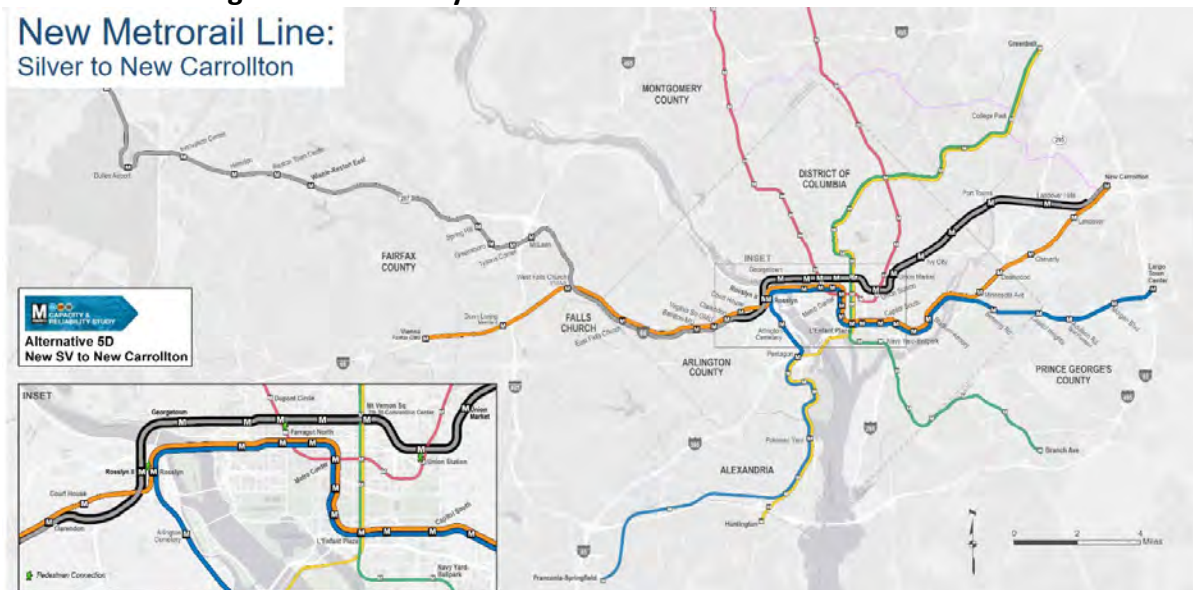


Source: [WMATA's September 9, 2021 Finance and Capital Committee Meeting](#)

Silver Line to New Carrollton

This alternative would separate the Silver Line from the Orange Line at Clarendon Station, creating a new connection at a second Rosslyn Station and continuing to Georgetown. It would then travel to Union Station and connect to New Carrollton Station thru Prince George's County. This alternative would create a net new rail capacity of 16 trains per hour per direction.

Figure 8: BOS Study Silver Line to New Carrollton Alternative



Source: [WMATA's September 9, 2021 Finance and Capital Committee Meeting](#)

Each alternative was evaluated in a Cost Benefit Analysis and initial ridership and cost estimates were generated.

Figure 9: BOS Study Cost-Benefit Analysis Results

BOS Study CBA Results – Performance Rankings		
Alternative	Benefits Rank	Cost-Effectiveness Rank
Blue Line to National Harbor	Highest	Medium-High
Silver Line Express in Virginia	Medium-High	Lowest
Silver Line to New Carrollton	Medium	Medium-Low
Blue Line to Greenbelt	Medium-Low	Medium
Lower Capital Cost	Lowest	Highest

Source: [WMATA's September 9, 2021 Finance and Capital Committee Meeting](#)

Figure 10: BOS Study Performance Results for Alternatives

Selected Metrics				
Alternative	New weekday trips	New annual fare revenue (\$M)	Capital cost (\$B)	Annual O&M cost (\$M)
Blue Line to Natl. Harbor	180K	\$154.2	\$20-25	\$175-200
Silver Line Express in VA	139K	\$119.4	\$20-25	\$150-175
Silver Line to New Carrollton	94K	\$80.4	\$15-20	\$100-125
Blue Line to Greenbelt	92K	\$79.1	\$15-20	\$100-125
Lower Capital Cost	16K	\$33.9	\$0-5	\$75-100

Source: [WMATA's September 9, 2021 Finance and Capital Committee Meeting](#)

The study's goal is for the WMATA Board to select a locally preferred alternative. This alternative could be one of the above six alternatives or a combination of components from different alternatives. The study team acknowledges that the pandemic has changed ridership patterns making it much more challenging to forecast transportation demand. As an effective solution to the challenges in the corridor could take 10 to 20 years or more to deliver, WMATA staff will continue to work on an LPA unless it becomes clear improvements will not be necessary. WMATA will begin engaging elected officials in the coming months, and the project team has been invited to brief Commissioners at the October 21 NVTC WMATA Committee meeting.

- Silver Line Phase 2 Update

On September 9 the WMATA Board received an [update on the Silver Line Phase 2](#) project. Of 14 issues previously identified to the WMATA Board, two have been resolved, 11 are currently being remediated, and two remain. The unresolved issues are non-compliant clearance in the yard elevator machine room and turntable deficiencies in the yard. WMATA continues discussions with the Metropolitan Washington Airports Authority (MWAA) regarding funding for future maintenance/replacement costs on issues where accepting “as is” or remediation is not fully compliant with the approved design specifications or performance requirements. WMATA determines when the conditions necessary for WMATA acceptance of the project have been satisfied, and WMATA will establish a revenue service date after all identified deficiencies have been resolved to meet acceptance standards.

C. Other WMATA News

- WMATA Announces First All-Electric Bus Garage to be Built at Northern Bus Facility

WMATA announced it will build its first all-electric bus garage, with infrastructure and equipment needed to run 100% electric vehicles, at the [Northern Bus Garage](#) in Washington, D.C. The facility is currently planned to be rebuilt and it is planned to open with a mix of the current Metrobus fleet and new battery-electric vehicles. WMATA is planning an Electric Bus Test and Evaluation Program, which includes the procurement of approximately 12 electric buses. This program will provide data and experience to inform the future acquisition of electric buses and facility and other capital improvements needed to operate them.

D. Report from the Chair of the NVTC WMATA Committee

The NVTC WMATA Committee met on September 16 and [discussed the 2021 Annual Report, WMATA fare policy and received updates from NVTC staff](#). NVTC staff presented proposed strategies to reduce the growth in costs and improve efficiency at WMATA. Staff will integrate feedback from the committee and is preparing a draft strategies chapter for the October 21 NVTC WMATA Committee meeting.

The committee also received a presentation from NVTC staff providing an overview and background of WMATA’s fare policy and structure and current conversations at the WMATA Board about potential changes. WMATA has largely has the same basic fare structure (distance-based fares that vary for peak versus off peak) in place since its inception. This structure was linked to a financial model that generated high rates of farebox recovery and was dependent on traditional commuting patterns and a reliance on peak hour fares. The pandemic has altered travel patterns and traditional ridership in such a way that the WMATA Board has indicated an interest in discussion alternative fare concepts.

NVTC staff introduced WMATA’s Blue/Orange/Silver Line Capacity and Reliability Study to the committee for initial feedback and direction about how the WMATA Committee or Commission wants to engage in that project. NVTC staff have invited WMATA staff to brief the committee on the Blue/Orange/Silver Line Capacity & Reliability Study.

The next NVTC WMATA Committee meeting is scheduled for October 21 at 6:00 p.m. The meeting will be in person at NVTC's offices at 2300 Wilson Blvd.

TO: Chair Cristol and NVTC Commissioners
FROM: Kate Mattice
DATE: September 30, 2021
SUBJECT: Virginia Railway Express (VRE)

At the October 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 two actions, which include the referral of the preliminary FY 2023 VRE Operating and Capital Budget and an amendment to a Site License Agreement with GTP Towers LLC for a communications tower at VRE's Leeland Road Station.

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. VRE resumed its full-service schedule on June 1, 2021 increasing commuting options for passengers. Under the full-service schedule, VRE operates 32 daily trains on its two lines. Both the enhanced twice daily cleaning of railcars and federal and state face mask requirements remain in place. At the same time VRE implemented 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 October meeting VRE CEO Rich Dalton will provide his report. The [Minutes of the September 17, 2021 VRE Operations Board meeting](#) and the [VRE CEO Report for September 2021](#) are attached.

C. ACTION ITEM: Approve [Resolution #2462](#): Authorize the VRE CEO to Refer the Preliminary FY 2023 VRE Operating and Capital Budget to the Jurisdictions

As recommended by the VRE Operations Board, the Commission is asked to approve [Resolution #2462](#), which authorize the VRE CEO to refer the preliminary FY 2023 VRE Operating and Capital Budget to the jurisdictions for review and comment. VRE's preliminary FY 2023 operating budget totals \$96.7 million, which includes operations, maintenance, and existing debt service. This preliminary budget represents an increase of 7.8% over the approved FY 2022 operating budget of \$89.7 million, and VRE staff are continuing to closely review departmental budgets to identify potential expense reductions. The preliminary operating deficit for the FY 2023 budget is \$22.5

million but does not include the use of any available federal pandemic relief funds to replace lost passenger revenue.

VRE's preliminary FY 2023 capital budget includes commitments of \$86.3 million from federal, state, regional and local funding sources towards the Capital Improvement Program (CIP). VRE continues to work closely with the Department of Rail and Public Transportation (DRPT) and the Virginia Passenger Rail Authority (VPRA) to advance capital projects that are critical to the Transforming Rail in Virginia (TRV) program and to expanding commuter and intercity rail across the Commonwealth.

A final balanced FY 2023 budget will be submitted in December for the Operations Board's consideration and referral to the Commissions for final approval in January 2022. Projections of both revenues and expenses are still under review by VRE staff and may change materially as the COVID-19 pandemic progresses. The final FY 2023 budget (which will include an amended FY 2022 budget) will ensure VRE can continue to provide safe and reliable commuter rail service as Virginians return to work while equitably and strategically sharing the cost of that service across riders, local jurisdictions, the Commonwealth, and VRE's available federal pandemic relief funds. The [attached VRE memorandum](#) provides more information on the budget process and key budget assumptions.

D. ACTION ITEM: Approve [Resolution #2463](#): Authorize the VRE CEO to Execute an Amendment to a Site License Agreement with GTP Towers LLC

As recommended by the VRE Operations Board, the Commission is asked to approve [Resolution #2463](#), which would authorize the VRE CEO to execute an [amendment to a Site License Agreement \(hereafter "Lease"\) with GTP Towers I, LLC, of Delaware](#) (formerly Mid-Atlantic Tower Holding Company) for property used for a communications tower at VRE's Leeland Road station to provide the option to extend the Lease for each of six (6) additional five (5) year renewal terms and reduce the annual rent amount payable to VRE to \$25,847 (reduced from the current rent of \$32,254) subject to an annual escalation of 3%.

VRE operates a VHF two-way radio communications system for communication between VRE trains and the VRE Headquarters. The radio system required a communications tower be built at Leeland Road Station. Mid-Atlantic (now GTP-Towers I, LLC) constructed the tower at no expense to VRE. VRE owns the tower and GTP-Towers pays VRE rent which allows GTP-Towers to locate its own facilities on the tower and also allows VRE space on the tower to support the VHF radio project per the Lease. GTP-Towers proposed to remove its facilities from the tower and terminate the Lease which would leave VRE without someone to maintain the tower. As an alternative to termination, GTP-Towers and VRE negotiated a continuation of the Lease with revised terms.

There is no expenditure for VRE associated with the proposed amendment of this agreement. The proposed reduction in annual lease revenue of approximately \$7,000 is not material to VRE's operating budget and is outweighed by the importance of maintaining the two-way radio system. The attached [VRE memorandum](#) provides more background information.



MINUTES

VIRGINIA RAILWAY EXPRESS

OPERATIONS BOARD MEETING

September 17, 2021

14700 Potomac Mills Road, Woodbridge, VA 22192

Members Present

*Walter Alcorn (NVTC)
 *Andrea Bailey (PRTC)
 *Preston Banks (PRTC)
 *Elizabeth Bennett-Parker (NVTC)
 *Meg Bohmke (PRTC)
 *Katie Cristol (NVTC)
 *Margaret Franklin (PRTC) **
 *Matt Kelly (PRTC)
 *Cindy Lamb (PRTC)
 *Jeanine Lawson (PRTC)
 *Jennifer Mitchell (DRPT)**
 *Ralph Smith (PRTC)
 *Dan Storck (NVTC) **
 *James Walkinshaw (NVTC)

Jurisdiction

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

Members Absent

Gary Skinner (PRTC)

Spotsylvania County

Alternates Present

Alternates Absent

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

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

*Voting Member

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

‡ Indicates Member participated remotely

Staff and General Public

Cindy Bullock – VRE
Rich Dalton – VRE
John Duque – VRE
Anna Gotthardt – VRE
Christine Hoeffner - VRE
Robert Hostelka – VRE
Lezlie Lamb – VRE

Steve MacIsaac – VRE
Kate Mattice – NVTC
Ian Ollis – FAMPO
Nick Ruiz – VRE
Bob Schneider – PRTC
Mark Schofield – VRE
Joe Swartz – VRE

Chair Bennett-Parker called the meeting to order at 9:00 A. M. The Pledge of Allegiance and Roll Call followed.

Safety Moment – 3

VRE Chief Executive Officer opened the meeting with a Safety Briefing.

Approval of the Agenda – 4

Ms. Bailey moved, with a second by Ms. Lamb, to approve the Agenda. The vote in favor was cast by Members Alcorn, Bailey, Banks, Bennett-Parker, Bohmke, Cristol, Kelly, Lamb, Lawson, Mitchell, Smith, Storck and Walkinshaw.

Approval of the Minutes of the July 16, 2021 VRE Operations Board Meeting – 5

Mr. Alcorn moved, with a second by Ms. Cristol, to approve the Minutes from the July 16, 2021 VRE Operations Board meeting. The vote in favor was cast by Members Alcorn, Bailey, Banks, Bennett-Parker, Bohmke, Cristol, Kelly, Lamb, Lawson, Mitchell, Smith, Storck and Walkinshaw.

Chair's Comments – 6

Chair Bennett-Parker welcomed everyone and reminded Board Members that the meeting is being live-streamed and asked that Member keep side conversations to a minimum and, conversely, to speak up when recognized.

[Ms. Franklin arrived at 9:08 a.m.]

Chief Executive Officer's Report – 7

VRE CEO, Rich Dalton, briefed the Operations Board on the following topics:

- Safety Update – Rail Safety Week
- Ridership
- Performance
- Project Spotlight – Crystal City Station

Public Comment Time –8

Chair Bennett-Parker stated the public was encouraged to use the electronic means of submitting Public Comments and stated that any written Comments would be provided to the Board and attached to the Minutes of this meeting. She then inquired if there were any members of the public present who wanted to make Public Comments. There were no in-person Public Comments. One written comment was submitted online and is attached.

Action Items - 9

Authorization to Issue a General Engineering Consulting Services Task Order for Construction Administration Services for the Fredericksburg Station Rehabilitation Project -9A

Mr. Kelly moved, with a second by Ms. Lamb, to authorize the CEO to issue a GEC VIII task order for construction administration services for the Fredericksburg Station Rehabilitation project. The vote in favor was cast by Members Alcorn, Bailey, Banks, Bennett-Parker, Bohmke, Cristol, Franklin, Kelly, Lamb, Lawson, Mitchell, Smith, Storck and Walkinshaw.

Authorization to Execute a Contract Amendment for Design Services for the Lifecycle Overhaul and Upgrade Facility – 9B

Ms. Bailey moved, with a second by Ms. Lawson, to authorize the CEO to execute a contract amendment for design services for the Lifecycle Overhaul and Upgrade facility. The vote in favor was cast by Members Alcorn, Bailey, Banks, Bennett-Parker, Bohmke, Cristol, Franklin, Kelly, Lamb, Lawson, Mitchell, Smith, Storck and Walkinshaw.

Recommend Authorization to Amend a Site License Agreement for Real Property at Leeland Road Station – 9D

Ms. Lawson moved, with a second by Ms. Bailey, to recommend the Commissions authorize the CEO amend a site license agreement for real property at Leeland Road station. The vote in favor was cast by Members Alcorn, Bailey, Banks, Bennett-Parker, Bohmke, Cristol, Franklin, Kelly, Lamb, Lawson, Mitchell, Smith, Storck and Walkinshaw.

Referral of the Preliminary FY 2023 VRE Operating and Capital Budget to the Commissions – 9E

Ms. Cristol moved, with a second by Ms. Franklin, to refer the Preliminary FY 2023 VRE Operating and Capital Budget to the Commissions, with direction to staff to discuss opportunities to use available train slots for service expansion. Mr. Alcorn offered a friendly amendment to direct staff to develop options for the use of pandemic relief funds to offset jurisdictional subsidies. Ms. Cristol moved, with a second by Ms. Franklin, to accept Mr. Alcorn's amendment. The vote in favor was cast by Members Alcorn, Bailey, Banks, Bennett-Parker, Bohmke, Cristol, Franklin, Kelly, Lamb, Lawson, Mitchell, Smith, Storck and Walkinshaw.

Motion to Amend the Agenda

Ms. Lawson moved, with a second by Mr. Alcorn, to Amend the Agenda to move Agenda Item 11 up and enter into Closed Session.

Closed Session – 11

Vice-Chair Lawson moved, with a second by Ms. Franklin, that pursuant to the Virginia Freedom of Information Act (Sections 2.2-3711.A(1), (3), (6) and (8) of the Code of Virginia), I move that the VRE Operations Board convene a closed meeting for the purpose of discussing (1) one personnel matter relating to the performance of the Chief Executive Officer; (2) one matter involving the acquisition of real property for public purposes including rail operations and rail equipment storage where discussion in public would adversely affect the bargaining position and negotiating strategy of the Commissions; (3) the investment of public funds related to the provision of commuter rail service where competition or bargaining is involved, where, if made public initially, the financial interest of the Commissions would be adversely affected; and (4) consultation with legal counsel concerning the terms and conditions of an agreement for the investment of such public funds.

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

[Mr. Storck left the meeting at 11:00 a.m.]

[Ms. Mitchell left the meeting at 11:15 a.m.]

Ms. Lawson moved, with a second by Mr. Walkinshaw, that The VRE Operations Board 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 in favor was cast by Members Alcorn, Bailey, Banks, Bennett-Parker, Bohmke, Cristol, Franklin, Kelly, Lamb, Lawson, Smith, and Walkinshaw.

Information Items - 10

Spending Authority Report – 10A

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

- On July 19, 2021, VRE issued a Task Order in the amount of \$72,912 to NVE, Inc. under the Maintenance Services for VRE Facilities contract to complete pavement repairs in Parking Lot G on Prince Edward Street at the Fredericksburg Station. On July 19, 2021, VRE issued a Task Order in the amount of \$165,719 to NVE, Inc. under the Maintenance Services for VRE Facilities contract to complete pavement repairs at the Leeland Road Station.
- On July 19, 2021, VRE issued a Purchase Order in the amount of \$50,000 to RJD ED Solutions LLC (DBA Davis & Associates) to provide Diversity, Equity, and Inclusion consulting services. Davis & Associates will be responsible for conducting an analysis and developing a baseline assessment report of VRE's current organizational policies, practices, training opportunities and level of diversity, equity, and inclusion awareness and competency.

- On August 3, 2021, VRE issued a Task Order in the amount of \$197,895.76 to Keolis Rail Services Virginia, LLC, under the Maintenance Services for Commuter Rail Operations contract, to replace worn, torn and damaged signs on VRE passenger railcars. On August 3, 2021, VRE issued a Purchase Order to Powersolv, Inc. in the amount of \$100,000. The services to be provided shall be continued support of the entire e-Builder system, ensuring that the software is properly configured, the data is accurate and inclusive of current projects and training is provided to new and existing users.
- On August 25, 2021, VRE issued a Task Order in the amount of \$78,401 to STV, Inc. under the General Engineering Consultant contract to provide Construction Administration Services for the VRE Headquarters Renovations Project. On August 26, 2021, VRE issued a Purchase Order to Staples Advantage, in the amount of \$95,676.97 for the purchase of office furniture for VRE's Headquarters Office.
- On August 28, 2021, VRE issued a Purchase Order Computer Aid, Inc. in the amount of \$103,660.80 to provide ERP Administration support for VRE's Munis-Tyler ERP Software, which is scheduled to "go- live" September 1, 2021.

VRE System Plan 2040 Update – 10B

This information will be presented at the October 15, 2021 VRE Operations Board meeting.

Board Members' Time – 12

Chair Bennett-Parker asked if Members had any additional business.

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

The vote in favor was cast by Members Alcorn, Bailey, Banks, Bennett-Parker, Cristol, Franklin, Kelly, Lamb, Lawson, Smith, and Walkinshaw.

Approved this 15th day of October 2021

Elizabeth Bennett-Parker
Chair

James Walkinshaw
Secretary

CERTIFICATION

This certification hereby acknowledges the minutes for the September 17, 2021 Virginia Railway Express Operations Board Meeting have been recorded to the best of my ability.



Lezlie M. Lamb

CEO REPORT

SEPTEMBER 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 | SEPTEMBER 2021

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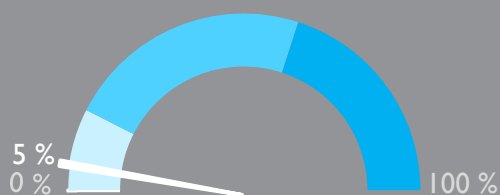
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VIRGINIA RAILWAY EXPRESS
A better way. A better life.

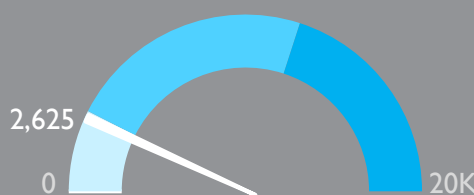


PERFORMANCE AT A GLANCE



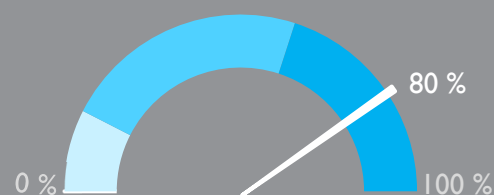
**PARKING
UTILIZATION**

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



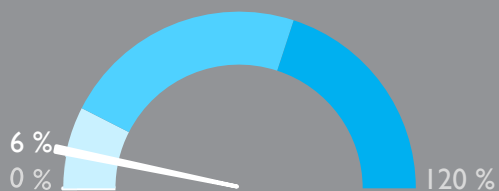
**AVERAGE DAILY
RIDERSHIP**

The average number of boardings each operating day inclusive of Amtrak Step-Up boardings and reduced, "S" schedule, service.
Same month, previous year: 1,177



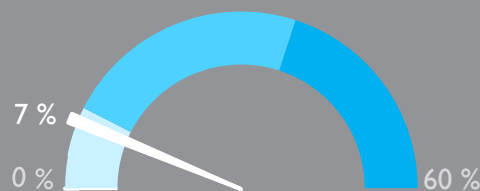
**ON-TIME
PERFORMANCE**

Percent of trains arriving at their destination within 5 minutes of the schedule.
Same month, previous year: 90%



SYSTEM CAPACITY

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



OPERATING RATIO

Through June 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%

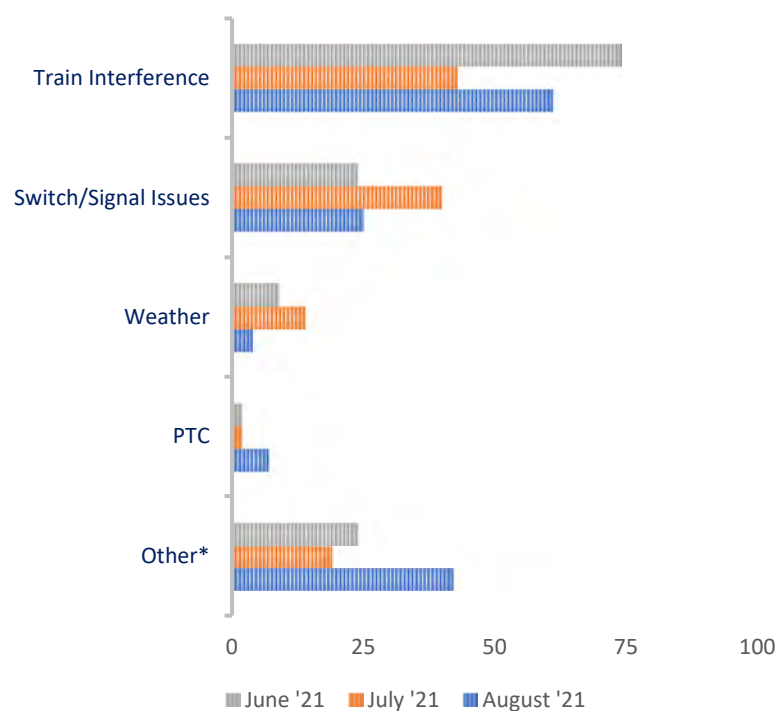
August 2021

ON-TIME PERFORMANCE

OUR RECORD

	August 2021	July 2021	August 2020
Manassas Line	78%	79%	90%
Fredericksburg Line	82%	85%	91%
Systemwide	80%	82%	90%

PRIMARY REASON FOR DELAY



VRE operated 704 trains in August. Our on-time rate for August was 80 percent.

One hundred thirty-nine trains arrived more than 5 minutes late to their final destinations. Of those late trains, 77 were on the Manassas Line (55 percent), and 62 were on the Fredericksburg Line (45 percent).

Though down slightly from June's numbers, delays due to train interference jumped following July's reduction. Signal issues in Washington Union Terminal continued to cause significant delays as did various isolated causes in the "other" category.

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

LATE TRAINS

	System Wide			Fredericksburg Line			Manassas Line		
	June	July	August	June	July	August	June	July	August
Total late trains	133	119	139	52	50	62	81	69	77
Average minutes late	17	23	14	16	27	15	18	20	13
Number over 30 minutes	18	18	11	7	10	7	11	8	4
Heat restrictions	11	18	14	11	18	14	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 August was 2,625.
During August, we ran a full-service schedule with 32 trains daily.

	August 2021	July 2021	August 2020
Monthly Ridership	57,758	54,379	22,716
Average Daily Ridership	2,625	2,589	1,177
Full Service Days	22	21	22
"S" Service Days	0	0	0

SUMMONSES ISSUED

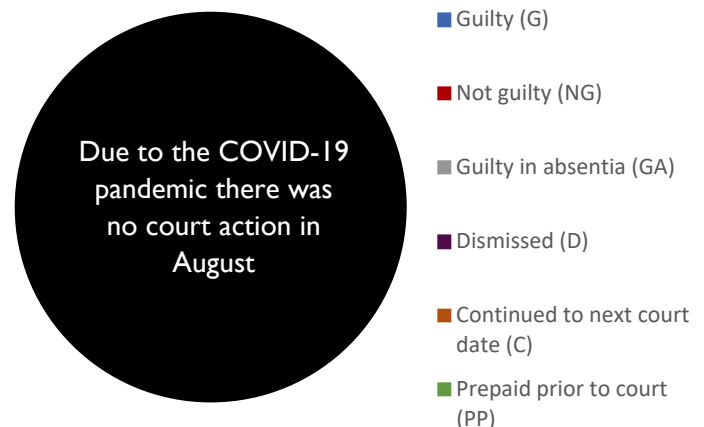
VRE SYSTEM



SUMMONSES WAIVED OUTSIDE OF COURT

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

MONTHLY SUMMONSES COURT ACTION

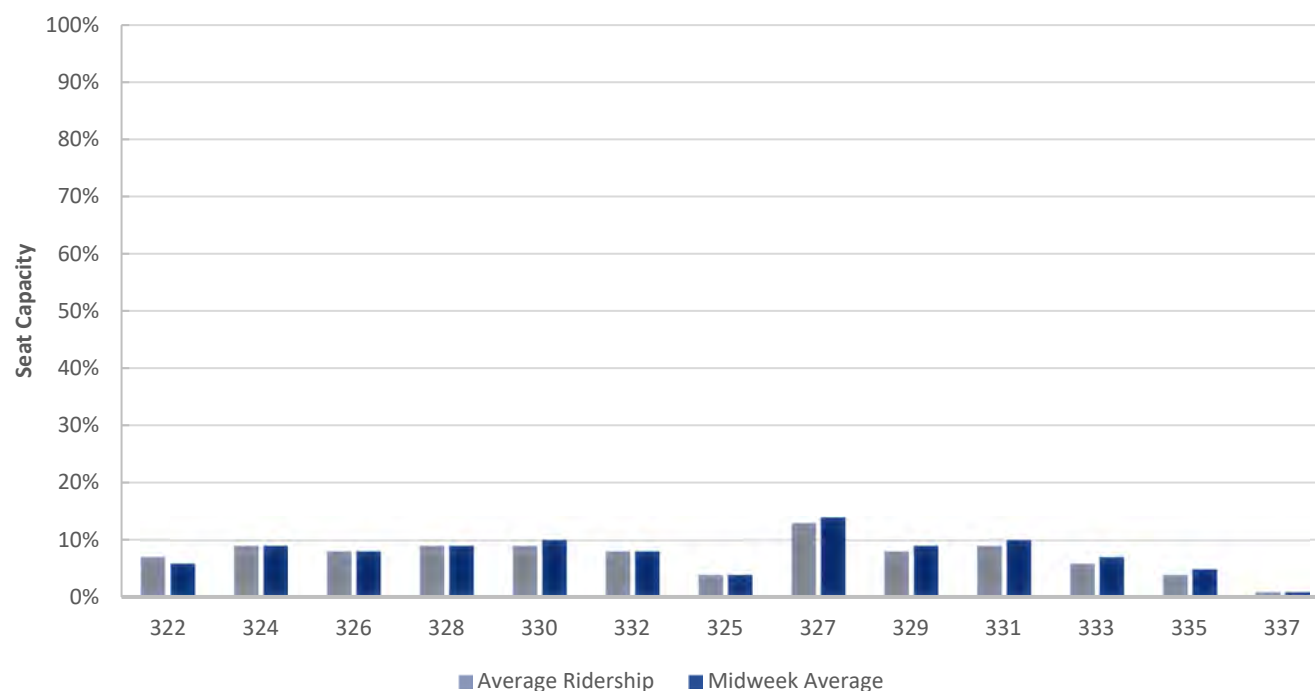


TRAIN UTILIZATION

FREDERICKSBURG LINE

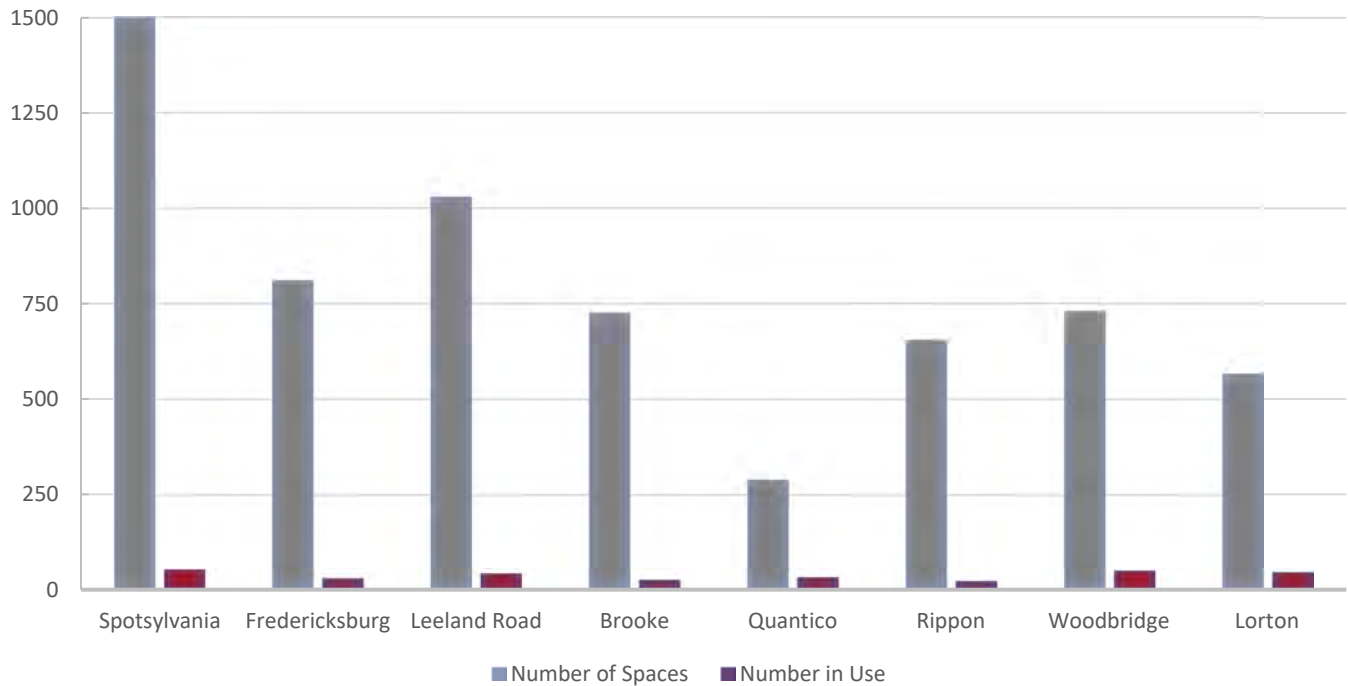


MANASSAS LINE

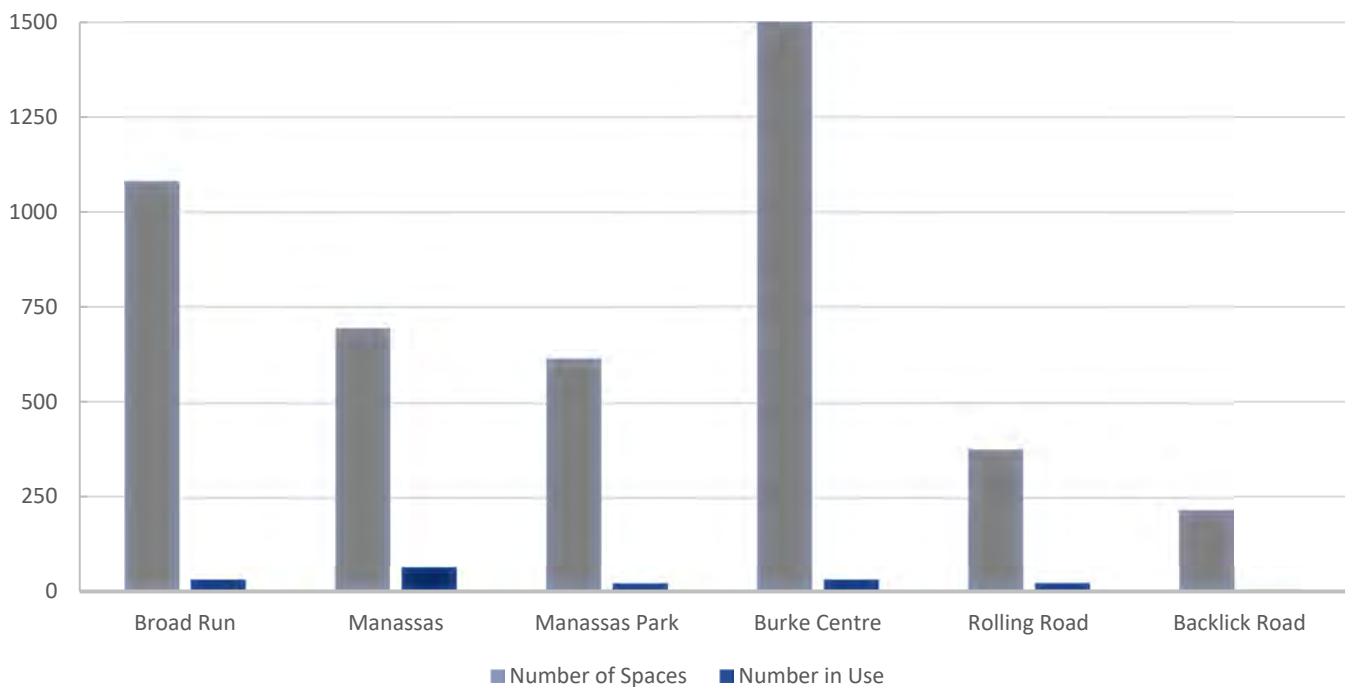


PARKING UTILIZATION

FREDERICKSBURG LINE



MANASSAS LINE



FACILITIES UPDATE

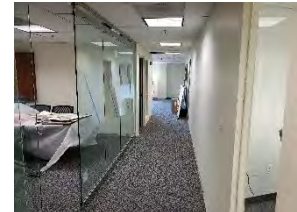
The following is a status update of VRE facilities projects.

Completed projects:

1. Replacement of signage at Woodbridge station
2. Concrete stair repairs at Manassas Park station

Projects scheduled to be completed this quarter:

1. Minor stair steel repairs and caulking at Franconia-Springfield station
2. Repair of platform sealant at Rippon station
3. Replacement of west platform and canopy lighting at Woodbridge station
4. Pavement repairs and restriping at Leeland Road station
5. Pavement repairs and restriping at Fredericksburg Lot G
6. Construction of final phases of renovations to Alexandria headquarters



HQ conference room glass wall



HQ kitchen cabinets

Projects scheduled to be initiated this quarter:

1. Painting of Franconia-Springfield station
2. Minor structural repairs at Woodbridge parking garage
3. Repairs and testing of dry standpipes at Woodbridge and Manassas parking garages
4. Minor concrete repairs at Rippon and Brooke stations
5. Repair of platform sealer delamination at Spotsylvania station
6. Replacement of lighting at Manassas station parking garage
7. Issuance of general signage services request for quotes

Ongoing projects:

1. Design of waiting area at L'Enfant station
2. Overhaul of emergency generators at Woodbridge and Manassas stations, Alexandria headquarters and Fredericksburg office

UPCOMING PROCUREMENTS

- Locomotive Master Controller
- Renewal of locomotive head end power engine systems
- Program management consulting services
- 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
- Construction Manager / General Contractor for the Alexandria Station improvements project
- General planning consulting services

CAPITAL PROJECTS UPDATES

The following is a status update of VRE capital projects.

Completed projects or major project milestones:

1. Construction initiated on Rolling Road station improvements
2. Construction initiated on Lifecycle Overhaul & Upgrade Facility (LOU)
3. Construction initiated on Quantico station improvements

Projects or project phases scheduled to be completed this quarter:

4. Franconia-Springfield Station Improvements draft 100% plans and specifications
5. Broad Run Expansion (BRX) Section 106 Consultation
6. 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:

7. Manassas Park parking expansion 60% relocation design
8. Potomac Shores 100% design (design by others)

Ongoing projects:

9. Broad Run Expansion (BRX)
10. Manassas Park Parking Improvements
11. Rolling Road Station Improvements
12. Crossroads Maintenance and Storage Facility (MSF)
13. Lifecycle Overhaul & Upgrade Facility (LOU)
14. Quantico Station Improvements
15. Franconia-Springfield Station Improvements
16. Alexandria Station Improvements
17. Alexandria Station Track 1 Access (Slaters Lane)
18. Crystal City Station Improvements
19. L'Enfant Train Storage Track - South
20. L'Enfant Station Improvements

- 21. New York Avenue Midday Storage Facility
- 22. Potomac Shores VRE Station – *design by others*
- 23. Washington Union Station Improvements Environmental Impact Statement – *study by others*
- 24. DC2RVA Environmental Impact Statement – *study by others*
- 25. 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		

MAINTENANCE AND STORAGE FACILITIES

Lifecycle Overhaul & Upgrade Facility	New LOU facility to be added to the Crossroads MSF.	◆	◆	◆	N/A	◆	●
New York Avenue Midday Storage Replacement Facility	Midday storage facility replacement for Ivy City storage facility.	◆	●	●	●		

PLANNING, COMMUNICATIONS AND IT

Broad Run Expansion (was Gainesville-Haymarket Extension)	NEPA and PE for expanding commuter rail service capacity in Prince William County	◆	●	●	-	-	-
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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 ¹	Funded	Unfunded	Authorized	Expended ²	Percent Complete ¹	Project Completion Date		
31,875,014	31,875,014	0	2382759	2193257	90%	2nd QTR 2023		Getting ready for alternate delivery CMGC procurement. CSX and City of Alexandria reviewing.
13,000,000	13,000,000	0	*	940,681	35%	4th QTR 2023		FD underway with anticipated completion 3rd QTR 2021. Ongoing coordination with DRPT projects.
No costs for VRE. Private developer providing station.					40%	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		Construction notice to proceed issued
25,983,000	25,983,000	0	2,238,144	670,225	30%	4th QTR 2022		60% design under review by VRE
5,000,000	2,000,000	3,000,000	640,503	418,887	70%	4th QTR 2021		Construction notice to proceed issued
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.
38,183,632	38,183,632	-	48,342,297	5,888,376	10%	3rd QTR 2023		Construction notice to proceed issued.
89,666,508	89,666,508	-	3,588,305	2,257,455	90%	4th QTR 2021		Preliminary design has been completed and continuing to collaborate with Amtrak on agreements.
110,700,000	82,526,398	28,173,602	5,855,650	4,539,446	80%	4th QTR 2024		Final 30% design plans complete.



VIRGINIA RAILWAY EXPRESS

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VRE.ORG



RESOLUTION #2462

SUBJECT: Authorize the VRE CEO to Refer the Preliminary FY 2023 VRE Operating and Capital Budget to the Jurisdictions

WHEREAS: The VRE Master Agreement required the VRE Operations Board to submit to the Commissions a preliminary fiscal year budget by September 30 each year;

WHEREAS: The VRE Chief Executive Officer has provided the VRE Operations Board with the preliminary FY 2023 VRE Operating and Capital Budget;

WHEREAS: The preliminary FY 2023 budget proposes no increase in passenger fares and a return to the prior total annual jurisdictional subsidy level of FY 2021; 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 CEO to forward the budget to the jurisdictions for further formal review and comment.

BE IT FURTHER RESOLVED that NVTC that hereby directs VRE staff to consider and address comments by the jurisdictions and to forward a final recommended budget to the VRE Operations Board at the December 2021 meeting for consideration and referral to the Commissions for adoption in January 2022.

Approved this 7th day of October 2021.

Katie Cristol
Chair

Dalia Palchik
Secretary-Treasurer



VIRGINIA RAILWAY EXPRESS
OPERATIONS BOARD

Agenda Item 9-E
Action Item

To: Chair Bennett-Parker and the VRE Operations Board

From: Rich Dalton

Date: September 17, 2021

Re: Referral of the Preliminary FY 2023 VRE Operating and Capital Budget to the Commissions

Recommendation:

The VRE Operations Board is asked to refer the preliminary FY 2023 VRE Operating and Capital Budget to the Commissions for their consideration, so the Commissions, in turn, can refer their preliminary budget recommendations to the jurisdictions for review and comment.

Summary:

VRE's preliminary FY 2023 operating budget totals \$96.7 million, which includes operations, maintenance, and existing debt service. This preliminary budget represents an increase of 7.8% over the approved FY 2022 operating budget of \$89.7 million, and staff are continuing to closely review departmental budgets to identify potential expense reductions. The preliminary operating deficit for the FY 2023 budget is \$22.5 million, but this figure does not include the use of any available federal pandemic relief funds to replace lost passenger revenue.

VRE's preliminary FY 2023 capital budget includes commitments of \$86.3 million from federal, state, regional, and local funding sources towards the Capital Improvement Program (CIP). VRE continues to work closely with the Department of Rail and Public Transportation (DRPT) and the Virginia Passenger Rail Authority (VPRA) to advance capital projects that are critical to the Transforming Rail in Virginia (TRV) program and to expanding commuter and intercity rail across the Commonwealth.



Northern Virginia
Transportation Commission
2300 Wilson Blvd., Suite 230
Arlington, VA 22201
703-524-3322



Virginia Railway Express
1500 King Street, Suite 202
Alexandria, VA 22314
703-684-1001
VRE.org



Potomac and Rappahannock
Transportation Commission
14700 Potomac Mills Road
Woodbridge, VA 22192
703-580-6121

A final balanced FY 2023 budget will be submitted in December for the Operations Board's consideration and referral to the Commissions for final approval. Projections of both revenues and expenses are still under review by VRE staff and may change materially as the COVID-19 pandemic progresses. The final FY 2023 budget (which will include an amended FY 2022 budget) will ensure VRE can continue to provide safe and reliable commuter rail service as Virginians return to work while equitably and strategically sharing the cost of that service across riders, local jurisdictions, the Commonwealth, and VRE's available federal pandemic relief funds.

Background:

In accordance with the VRE Master Agreement, which outlines the process for annual budget approval, the preliminary FY 2023 VRE Operating and Capital Budget is attached for the Operations Board's review.

As noted during the discussion of "key issues" at the July 2021 Operations Board meeting, the COVID-19 pandemic and its associated economic impacts and uncertainty remain the primary consideration in developing the FY 2023 budget. This uncertainty exists at both the macro level (e.g., population and job growth in the nation and the Washington region, inflation trends as the economy recovers, etc.) and the micro level (e.g., changes to specific commuting patterns and telework options for federal government employees and contractors, which will impact the demand for VRE service). As with the FY 2022 budget, accurately forecasting ridership and revenue will be difficult in this environment, and significant amendments to the FY 2022 budget are expected as part of the FY 2023 budget adoption in December, as the path of the recovery becomes clearer.

Key Operating Budget Assumptions:

VRE's preliminary operating budget totals \$96.7 million. This includes \$90.4 million for daily operations and maintenance (as compared to \$83.4 million in the approved FY 2022 budget) and \$6.2 million for existing debt service (the same as FY 2022). As noted above, both revenues and expenses continue to be reviewed and may change materially before adoption of the final budget depending on the evolution of the COVID-19 pandemic over the next few months. The key assumptions used in preparing the preliminary operating budget are summarized below:

1. Federal Pandemic Relief Funding

Through the June 30th end of FY 2021, VRE has drawn approximately \$32 million in relief funding from the CARES Act to replace lost passenger revenue during the pandemic. The current FY 2022 budget anticipates approximately \$54 million of relief funding will be used on a combination of passenger revenue backfill, jurisdictional subsidy relief, and non-reimbursement of track access fees. After accounting for planned strategic investments and required safety and security set-asides (currently programmed for expansion and improvement of VRE's security camera network), VRE will still have approximately \$70

million in funding remaining to support the operating budget if needed in FY 2023 and beyond if passenger revenue is still recovering.

The preliminary FY 2023 budget currently shows an operating deficit of approximately \$22.5 million, but does not yet include the application of any pandemic relief funds. This deficit is primarily due to reduced ridership and fare revenue (see below), and VRE has sufficient relief funds to close this deficit.

2. Return of Ridership

Due to a number of factors, including the spread of the delta variant over the summer, ridership and fare revenue have been slower to return than was originally projected in the FY 2022 budget. Daily ridership remains in the 2500-3000 range as of early September, and the previously anticipated “bump” in ridership after Labor Day is now expected to be muted, with many organizations now targeting a return of employees to the office later in 2021 or early 2022.

Significant uncertainty also remains about potential long-term changes in organizations’ telework policies and resulting changes in commuting patterns that may impact all modes of transportation, including VRE. VRE already has a history of higher midweek ridership (Tue/Wed/Thu) and lower ridership on Mondays and Fridays, and it seems likely that greater use of telework will further magnify this pattern. Changes in commuting patterns will show up in both the average daily ridership (ADR) figures and the average fare paid, which is directly related to the type of ticket purchased.

The preliminary FY 2023 budget assumes average daily ridership of 8,000 trips across the fiscal year. This is only slightly more than the 6,000 daily riders that were assumed in the FY 2022 budget, and it reflects that we are essentially “a year behind” where we hoped to be with respect to recovery from the pandemic. These 8,000 average daily trips are projected to generate approximately \$25.3 million in passenger fares in FY 2023.

3. Fares and Jurisdictional Subsidy

Many agencies across the region are considering both permanent and temporary or promotional fare changes in response to the reduced ridership levels of the pandemic. VRE will explore a wide range of options to attract riders, but ultimately passenger fare revenues are critical to VRE’s long-term sustainability and prudent financial management.

The preliminary budget for FY 2023 maintains fares at their current levels. As noted in the FY 2022 budget, raising fares is unlikely to have a materially positive impact on total revenue while potentially generating negative publicity and rider sentiment. At the same time, the primary factor driving the current low ridership is the ability to work from home rather than at the office, not the level of the fare (particularly given the availability of the transit benefit for many riders). Lowering fares is thus unlikely to drive significant new ridership in the short term and would only increase the operating deficit.

Given the uncertainty of ridership recovery, it is also expected that the Operations Board will also be asked in December to waive the 50 percent farebox recovery requirement, as was done for the FY 2022 budget.

Using federal pandemic relief funds, VRE was able to provide relief for local jurisdictions on their VRE subsidy in FY 2022. However, the local revenue picture in most of the jurisdictions continues to improve, and it is not clear that such relief is needed again in FY 2023. The preliminary budget prioritizes VRE's pandemic relief funds to backfill uncertain passenger revenues and returns to a pre-pandemic total subsidy level of \$18.3 million in FY 2023.

4. Transforming Rail in Virginia (TRV)

VRE's first opportunity to increase service frequency will arrive in FY 2023 as part of TRV through the "Post Acquisition Planned Additional Service," which allows one additional round-trip on each line plus schedule optimization adjustments. (The addition of service on the Manassas Line is subject to future agreement with Norfolk Southern.) VRE staff across the organization are working on plans for this new service, and funding of the incremental operating expense is only one aspect. Other key areas of work include equipment, storage, staffing, security, and communications.

The timing for initiating these additional round-trips is uncertain and will depend in part on the return of ridership. The estimated gross cost (before accounting for incremental fare revenue) of an additional round trip on the Fredericksburg Line is approximately \$3.7 million, and an additional round trip on the Manassas Line is approximately \$3.2 million. These costs have not been included in the preliminary FY 2023 operating budget.

5. Operating Expenses

The FY 2022 operating budget was held nearly flat to the prior year through a combination of internal management actions and favorable contractual and economic projections. The increased operating expenses in the preliminary FY 2023 budget are the result of a number of factors, including higher projected diesel fuel prices, increased host railroad access fees, increased salary and benefits costs, and the budgeting of VRE's usual two percent contingency, which was eliminated last year. As the budget process continues during the Fall, expense reductions will be identified as deferrals are found, contingencies are reduced, and contracts are renegotiated, and the operating deficit should be reduced.

Key Capital Budget Assumptions:

The major capital funding that is expected to be obligated in FY 2023 includes:

- *Federal formula funds:* Federal funding allocations are behind by one year relative to VRE's fiscal year, so the federal funding allocated in Federal Fiscal Year (FFY) 2022 will be available to be obligated and spent beginning in VRE's FY 2023. Total projected formula funding for FFY 2022 is \$32.9 million (federal portion only), including both

Section 5337 State of Good Repair funding and Section 5307 Urbanized Area Formula Program funding.

As in previous years, VRE's formula funds will be committed to debt service, asset management programs, and key CIP projects such as the midday storage facility and VRE's joint responsibilities at Washington Union Terminal. Staff continues to look at options for utilizing currently unprogrammed funding, including station expansions that also have a replacement component, but is also choosing to keep some funding uncommitted until updated cost estimates are received for various projects.

- *State capital match:* The preliminary budget assumes a continuation of the 16% state match on debt service and asset management, as well as midday storage and Washington Union Terminal, but these figures may be modified as discussions with DRPT continue about how best to fit VRE into the state's MERIT program that is primarily oriented towards bus operators.
- *Discretionary state and regional funding:* The FY 2023 budget will obligate previously allocated funds for a number of important CIP projects. This includes CMAQ funds for Broad Run Expansion, Brooke and Leeland Road stations, and Backlick Road station, as well as SMART SCALE funds for Brooke and Leeland Road, Alexandria Station, Quantico Station, the Crossroads MSF expansion, and the Fredericksburg Line expansion railcars.
- *Commuter Rail Operating and Capital (C-ROC) Fund:* VRE entered into a Funding Agreement with VPRA in March 2021 which committed VRE to use C-ROC funds to support TRV. This is a two-part commitment: (1) a CROC-backed debt issuance to provide funding for the state's purchase of CSXT right of way, and (2) ten years of pay-as-you-go (PAYGO) contributions to TRV capital projects in the VRE service area (Long Bridge, Alexandria 4th track, and Franconia-Springfield Bypass). VRE has initiated the financial planning process for the debt issuance with our financial advisor and is working cooperatively with NVTC and VPRA on the plan of finance. Formal recommendations on best options and next steps are expected to be presented to the Operations Board and the Commissions later this fall. All \$15 million of the C-ROC funds in FY 2023 will be committed to TRV as either debt service or PAYGO contributions.

Next Steps:

VRE staff will continue to update and modify the FY 2023 budget throughout the Fall as the current fiscal year progresses and as more information is received about the pandemic and economic conditions that may affect projections of revenues and expenses. VRE staff will review the budget with the Finance Committee and with jurisdictional staff and ultimately provide a balanced budget to the Operations Board in December for consideration and approval.

**Virginia Railway Express
Operations Board Resolution**

9E-09-2021

**Referral of the Preliminary FY 2023 VRE Operating
and Capital Budget to the Commissions**

WHEREAS, the VRE Master Agreement requires the VRE Operations Board submit to the Commissions a preliminary fiscal year budget by September 30 each year; and,

WHEREAS, the VRE Chief Executive Officer has provided the VRE Operations Board with the preliminary FY 2023 Operating and Capital Budget; and,

WHEREAS, the preliminary FY 2023 budget proposes no increase in passenger fares and a return to the prior total annual jurisdictional subsidy level of FY 2021;

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board does hereby refer the preliminary FY 2023 Operating and Capital Budget to the Commissions for their consideration; and

BE IT FURTHER RESOLVED THAT, the VRE Operations Board recommends the budget be forwarded to the jurisdictions for further formal review and comment; and,

BE IT FURTHER RESOLVED THAT, VRE staff is directed to consider and address comments by the jurisdictions and to forward a final recommended budget to the VRE Operations Board at the December 2021 meeting for consideration and referral to the Commissions for adoption in January 2022.

Approved this 17th day of September 2021

Elizabeth Bennett-Parker
Chair

James Walkinshaw
Secretary

FY 2023 Sources and Uses

		Daily Trains		Avg. Daily Riders				Leases		20,503,000		Access and Lease Fees			
LEVEL OF SERVICE FOR FY 2023		32		8,000						-		Amtrak		8,167,000	
										-		NS		3,378,000	
								Total Access Fees		20,503,000		CSX		8,958,000	
												Total		20,503,000	
		SOURCES OF FUNDS													
		USES OF FUNDS						-----STATE-----			-----FEDERAL-----				
		FARE INCOME INTEREST MISC			LOCAL SUBSIDY OTHER SOURCES NVTA FUNDING			STATE CROC FUNDING STATE OPERATING STATE CAPITAL			STATE STP 5307/5337 PANDEMIC RELIEF OTHER			TOTAL	
Operating Expenses	90,422,776	25,296,000	150,000	200,000	36,034,256	-	-	-	11,000,000	17,222,520	0	520,000	0	-	90,422,776
Non-Operating Expenses:															
Operating Reserve	84,000				84,000										84,000
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)	4,191,594				167,664				670,655		3,353,275				4,191,594
Non-Operating Summary	6,306,023	-	-	-	427,990	-	-	-	-	979,672	-	4,898,361	-	-	6,306,023
Total Expenses (Subtotal)	96,728,798	25,296,000	150,000	200,000	36,462,246	-	-	-	11,000,000	18,202,192	0	5,418,361	-	-	96,728,798
Capital Projects:															
New York Avenue Midday Storage Facility	3,290,435				131,617				526,470		2,632,348				3,290,435
Washington Union Station Improvements	10,000,000				400,000				1,600,000		8,000,000				10,000,000
L'Enfant Station Improvements	15,678,090				627,124				2,508,494		12,542,472				15,678,090
Equipment Asset Management Program	1,980,368				79,215				316,859		1,584,294				1,980,368
Security Enhancements	105,000				4,200				16,800		84,000				105,000
Unprogrammed Federal Funds	3,278,744				131,150				524,599		2,622,995				3,278,744
Crystal City Station Improvements	41,537				-	41,537			0		0				41,537
CROC Contribution to TRV Program	15,000,000				-			15,000,000	-		-				15,000,000
Capital Reserve Contribution	3,000,000				3,000,000										3,000,000
Capital Project Summary	52,374,174	-	-	-	4,373,305	41,537	-	15,000,000	-	5,493,222	-	27,466,110	-	-	52,374,174
CMAQ/REF/IPROC															
Broad Run Expansion (CMAQ)	4,738,000				-				947,600		-		3,790,400		4,738,000
Brooke Station Improvements (CMAQ)	574,863				-				114,973		-		459,890		574,863
Leeland Road Station Improvements (CMAQ)	574,863				-				114,973		-		459,890		574,863
Backlick Road Station Improvements (CMAQ)	500,000				-				100,000		-		400,000		500,000
Fleet Expansion Coaches (Smartscale)	7,762,442				-				7,762,442		-		-		7,762,442
Brooke Station Improvements (Smart Scale)	7,393,331				-				7,393,331		-		-		7,393,331
Alexandria Station Improvements (Smart Scale)	6,335,000				-				6,335,000		-		-		6,335,000
Crossroads MSF Expansion (Smart Scale)	3,308,765				-				3,308,765		-		-		3,308,765
Leeland Road Station Improvements (Smart Scale)	2,109,789				-				2,109,789		-		-		2,109,789
Quantico Station Improvements (Smart Scale)	600,112				-				600,112		-		-		600,112
Summary	33,897,165	-	-	-	-	-	-	-	-	28,786,984	-	-	-	5,110,181	33,897,165
TOTAL	183,000,137	25,296,000	150,000	200,000	40,835,551	41,537	-	15,000,000	11,000,000	52,482,398	0	32,884,470	-	5,110,181	183,000,137
		FY23 Subsidy surplus (deficit)			18,300,780										
					(22,534,771)										
							Soft Capital Projects		Program	Funding			Federal Amt	State Amt	
							Debt Service 11 Cabcars		1,931,357	5337			1,545,086	309,017	
							Access lease funding (0%/84%)		20,503,000	84% State			-	17,222,520	
							Local only Debt Service VRA - 60 Railcars		99,072				-	-	
							Fed/State/Local Debt Service VRA - 60 Railcars		2,445,096	5337			1,956,077	391,215	
							Fed/State/Local Debt Service VRA - 60 Railcars		1,746,497	5307			1,397,198	279,440	
							Grant & Project Management		650,000	5307			520,000	-	
							Subtotal		27,375,023					18,202,192	
							Capital Projects/Earmarks		86,271,339				32,576,290	34,280,206	
							Capital Program		113,646,362				37,994,651	52,482,398	

FY 2023 Summary Proposed Budget

Category	Approved FY 2022		Proposed FY 2023		Changes	% Change
	FY 2022 Operating	FY 2022 Capital	FY 2023 Operating	FY 2023 Capital		
Revenue:						
Fare Revenue	18,236,000		25,296,000		7,060,000	38.7%
Miscellaneous Revenue	300,000		200,000		(100,000)	-33.3%
Jurisdictional Subsidy	13,888,119	4,412,661	13,927,475	4,373,305	-	0.0%
Other Sources (Use of Prev. Surplus)	-	-	-	-	-	-
NVTA Grant Funding	-	-	-	-	-	-
State CROC Dedicated Funding	-	15,000,000	-	15,000,000	-	-
Federal/State Subsidy - Operating (includes CARES)	56,889,683		34,620,553		(22,269,130)	-39.1%
Federal/State Subsidy - Capital		76,786,261		66,856,497	(9,929,764)	-12.9%
Operating/Capital Reserves	-	-	-	41,537	41,537	
Interest Income	350,000		150,000		(200,000)	-57.1%
Total Revenue	89,663,802	96,198,922	74,194,027	86,271,339	(25,397,358)	-13.7%
Operating/Non-Operating Expenses:						
Non-Departmental Operating	7,971,699		8,957,976		986,277	12.4%
Executive, Admin. & HR	1,544,700		1,867,700		323,000	20.9%
General Counsel	-		619,250		619,250	
Chief of Staff	691,000		709,200		18,200	2.6%
Marketing	375,500		346,500		(29,000)	-7.7%
Finance and Accounting	3,051,500		3,248,500		197,000	6.5%
Purchasing and Contract Administration	764,850		793,850		29,000	3.8%
Project Development	732,805		953,900		221,095	30.2%
Project Implementation	1,027,500		1,089,500		62,000	6.0%
Rail Operations	2,332,000		2,479,000		147,000	6.3%
Information Technology	2,171,350		2,231,850		60,500	2.8%
Facilities Maintenance	4,013,800		4,022,800		9,000	0.2%
Mechanical Operations	9,639,700		10,858,800		1,219,100	12.6%
System Safety & Security	1,179,200		1,075,950		(103,250)	-8.8%
PRTC	102,000		102,000		-	0.0%
NVTC	90,000		90,000		-	0.0%
Train Operations	16,787,500		17,437,000		649,500	3.9%
Maintenance of Equipment	7,898,500		8,542,000		643,500	8.1%
Amtrak	4,450,000		4,578,000		128,000	2.9%
Amtrak Access Fees	6,830,000		8,167,000		1,337,000	19.6%
Norfolk Southern Access Fees	3,244,000		3,378,000		134,000	4.1%
CSX Access Fees	8,544,000		8,958,000		414,000	4.8%
Total Operating/Non-Operating Expenses	83,441,604	-	90,506,776	-	7,065,172	8.5%
CIP Expenditures		96,198,922		86,271,339	(9,927,583)	
Debt Service	6,222,198		6,222,023		(175)	
Total CIP and Other Expenditures	6,222,198	96,198,922	6,222,023	86,271,339	(9,927,758)	-9.7%
Grand Total Expenses	89,663,801.77	96,198,922.00	96,728,798	86,271,339	(2,862,586)	-1.5%
Difference by Fund	(0)	0	(22,534,771)	-	(22,534,771)	
Total Difference		-	(22,534,771)		(22,534,771)	

RESOLUTION #2463

SUBJECT: Authorize the VRE CEO to Amend a Site License Agreement for Real Property at Leeland Road Station

WHEREAS: VRE operates a VHF two-way radio communications system for communication between VRE trains and the VRE Headquarters;

WHEREAS: The radio system required a communications tower be built at the Leeland Road Station;

WHEREAS: GTP-Towers I, LLC constructed the tower at no expense to VRE;

WHEREAS: VRE owns the tower and GTP Towers I, LLC pays VRE rent which allows them to locate their facilities on the tower and also allows VRE space on the tower to support the VHF radio project per the Lease;

WHEREAS: GTP Towers I, LLC and VRE wish to amend the Lease; 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 the amendment to the Site License Agreement with GTP Towers I, LLC of Delaware for property used for a communications tower at VRE's Leeland Road Station to provide the option to extend the Lease for each of six additional five-year renewal terms, make changes to the rent payable to VRE, and other provisions in a form approved by Legal Counsel.

Approved this 7th day of October 2021.

Katie Cristol
Chair

Dalia Palchik
Secretary-Treasurer

THE FIRST AMENDMENT TO SITE LICENSE AGREEMENT

This First Amendment to Site License Agreement (this "**Amendment**") is made effective as of the latter signature date hereof (the "**Effective Date**") by and between **Potomac and Rappahannock Transportation Commission and the Northern Virginia Transportation Commission together the owners and operators of the Virginia Railway Express ("Landlord")** and **GTP Towers I, LLC**, a Delaware limited liability company ("**Tenant**") (Landlord and Tenant being collectively referred to herein as the "**Parties**").

RECITALS

WHEREAS, Landlord owns the real property described on **Exhibit A** attached hereto and by this reference made a part hereof (the "**Parent Parcel**"); and

WHEREAS, Landlord (or its predecessor-in-interest) and Tenant (or its predecessor-in-interest) entered into that certain Site License Agreement dated October 20, 2008 (as the same may have been amended from time to time, collectively, the "**Lease**"), pursuant to which the Tenant leases a portion of the Parent Parcel and is the beneficiary of certain easements for access and public utilities, all as more particularly described in the Lease (such portion of the Parent Parcel so leased along with such portion of the Parent Parcel so affected, collectively, the "**Leased Premises**"), which Leased Premises are also described on **Exhibit A**; and

WHEREAS, Landlord and Tenant desire to amend the terms of the Lease to extend the term thereof and to otherwise modify the Lease as expressly provided herein.

NOW THEREFORE, in consideration of the foregoing recitals and the mutual covenants set forth herein and other good and valuable consideration, the receipt, adequacy, and sufficiency of which are hereby acknowledged, the Parties hereby agree as follows:

1. **Lease Term Extended.** Notwithstanding anything to the contrary contained in the Lease or this Amendment, the Parties agree the Lease originally commenced on December 13, 2010 and, without giving effect to the terms of this Amendment but assuming exercise by Tenant of all remaining renewal options contained in the Lease (each an "**Existing Renewal Term**" and, collectively, the "**Existing Renewal Terms**"), the Lease is otherwise scheduled to expire on December 13, 2064. In addition to any Existing Renewal Term(s), the Lease is hereby amended to provide Tenant with the option to extend the Lease for each of six (6) additional five (5) year renewal terms (each a "**New Renewal Term**" and, collectively, the "**New Renewal Terms**"). Notwithstanding anything to the contrary contained in the Lease, (a) all Existing Renewal Terms and New Renewal Terms shall automatically renew unless Tenant notifies Landlord that Tenant elects not to renew the Lease at least sixty (60) days prior to the commencement of the next Renewal Term (as defined below) and (b) Landlord shall be able to terminate this Lease only in the event of a material default by Tenant, which default is not cured within sixty (60) days of Tenant's receipt of written notice thereof, provided, however, in the event that Tenant has diligently commenced to cure a material default within sixty (60) days of Tenant's actual receipt of notice thereof and reasonably requires additional time beyond the sixty (60) day cure period described herein to effect such cure, Tenant shall have such additional time as is necessary (beyond the sixty (60) day cure period) to effect the cure. References in this Amendment to "**Renewal Term**" shall refer, collectively, to the Existing Renewal Term(s) and the New Renewal Term(s). The Landlord hereby agrees to execute and return to Tenant an original Memorandum of Lease in the form and of the substance attached hereto as **Exhibit B** and by this reference made a part hereof (the "**Memorandum**") executed by Landlord, together with any applicable forms needed to record the Memorandum, which forms shall be supplied by Tenant to Landlord.
2. **Rent and Escalation.** Commencing on December 14, 2020, the rent payable from Tenant to Landlord under the Lease is hereby reduced to **Twenty-Five Thousand Eight Hundred Forty-Seven and No/100 Dollars (\$25,847.00)** per year (the "**Rent**"). The Parties hereby acknowledge and agree that all applicable

increases and escalations to the Rent shall continue in full force and effect through the term of the Lease, as amended hereby. In the event of any overpayment of Rent prior to or after the Effective Date, Tenant shall have the right to deduct from any future Rent payments an amount equal to the overpayment amount. Notwithstanding anything to the contrary contained in the Lease, all Rent and any other payments expressly required to be paid by Tenant to Landlord under the Lease and this Amendment shall be paid to Virginia Railway Express. .

3. **Landlord and Tenant Acknowledgments.** Except as modified herein, the Lease and all provisions contained therein remain in full force and effect and are hereby ratified and affirmed. In the event there is a conflict between the Lease and this Amendment, this Amendment shall control. The Parties hereby agree that no defaults exist under the Lease. To the extent Tenant needed consent and/or approval from Landlord for any of Tenant's activities at and uses of the site prior to the Effective Date, Landlord's execution of this Amendment is and shall be considered consent to and approval of all such activities and uses. Landlord hereby acknowledges and agrees that Tenant shall not need consent and/or approval from Landlord for any future activities at or uses of the Leased Premises consistent with the Lease and this Amendment, including, without limitation, subleasing and licensing to additional customers, installing, modifying, repairing, or replacing improvements within the Leased Premises, and/or assigning all or any portion of Tenant's interest in this Lease, as modified by this Amendment; however, Tenant shall provide prior written notice to Landlord of such future activities and uses. Tenant and Tenant's sublessees and customers shall have vehicular (specifically including truck) and pedestrian access to the Leased Premises from a public right of way on a 24 hours per day, 7 days per week basis, together with utilities services to the Leased Premises from a public right of way arranged by Tenant at its sole cost and expense. Upon request by Tenant and at Tenant's sole cost and expense but without additional consideration owed to Landlord, Landlord hereby agrees to promptly give reasonable consideration to executing building permits, zoning applications and other forms and documents, including a memorandum of lease or any appeals related to the value of the Leased Premises, as required for the use of the Leased Premises in accordance with the Lease and this Amendment by Tenant and/or Tenant's customers, licensees, and sublessees.

4. **Limited Right of First Refusal.** Notwithstanding anything to the contrary contained herein, this paragraph shall not apply to any fee simple sale of the Parent Parcel from Landlord to any prospective purchaser that is not a person or entity directly or indirectly engaged in the business of owning, acquiring, operating, managing, investing in or leasing wireless telecommunications infrastructure (any such person or entity, a "**Third Party Competitor**"). If Landlord receives an offer or desires to offer to: (i) sell or convey any interest (including, but not limited to, leaseholds or easements) in any real property comprising the footprint of the Leased Premises or within ten (10) feet in all directions from the border of Leased Premises to a Third Party Competitor or (ii) assign all or any portion of Landlord's interest in the Lease to a Third Party Competitor [any such offer, the "**Offer**"], Tenant shall have the right, exercisable in Tenant's sole and absolute discretion, of first refusal to purchase the real property or other interest being offered by Landlord in connection with the Offer on the same terms and conditions. If Tenant elects, in its sole and absolute discretion, to exercise its right of first refusal as provided herein, Tenant must provide Landlord with notice of its election not later than forty-five (45) days after Tenant receives written notice from Landlord of the Offer. If Tenant elects not to exercise Tenant's right of first refusal with respect to an Offer as provided herein, Landlord may complete the transaction contemplated in the Offer with the Third Party Competitor on the stated terms and price but with the express condition that such sale is made subject to the terms of the Lease, as modified by this Amendment. Landlord hereby acknowledges and agrees that any sale or conveyance by Landlord in violation of this Section is and shall be deemed to be null and void and of no force and effect. The terms, provisions, and conditions of this Section shall survive the execution and delivery of this Amendment.

5. **Landlord Statements.** Landlord hereby represents and warrants to Tenant that: (i) to the extent applicable, Landlord is duly organized, validly existing, and in good standing in the jurisdiction in which Landlord was organized, formed, or incorporated, as applicable, and is otherwise in good standing and authorized to transact business in each other jurisdiction in which such qualifications are required; (ii) Landlord has the full power and authority to enter into and perform its obligations under this Amendment, and, to the extent applicable, the person(s) executing this Amendment on behalf of Landlord, have the authority to enter into and deliver this Amendment on behalf of Landlord; (iii) no consent, authorization, order, or approval of, or filing or registration with, any governmental authority or other person or entity is required for the execution and delivery by Landlord of this Amendment; (iv) Landlord is the sole owner of the Leased Premises and all other portions of the Parent Parcel; (v) to the best of Landlord's knowledge, there are no agreements, liens, encumbrances, claims, claims of lien, proceedings, or other matters (whether filed or recorded in the applicable public records or not) related to, encumbering, asserted against, threatened against, and/or pending with respect to the Leased Premises or any other portion of the Parent Parcel which do or could (now or any time in the future) adversely impact, limit, and/or impair Tenant's rights under the Lease, as amended and modified by this Amendment; (vi) so long as Tenant performs its obligations under the Lease, Tenant shall peaceably and quietly have, hold and enjoy the Leased Premises, and Landlord shall not act or permit any third person to act in any manner which would interfere with or disrupt or frustrate Tenant or Tenant's customers' use of the Leased Premises and (vii) the square footage of the Leased Premises is the greater of Tenant's existing improvements on the Parent Parcel, as of the effective date of this Amendment, or the land area conveyed to Tenant under the Lease. The representations and warranties of Landlord made in this Section shall survive the execution and delivery of this Amendment.

6. **Confidentiality.** Notwithstanding anything to the contrary contained in the Lease or in this Amendment, Landlord agrees and acknowledges that Tenant requests that all the terms of this Amendment and the Lease and any information furnished to Landlord by Tenant in connection therewith shall be and remain confidential and that, except with Landlord's family, attorney, accountant, broker, lender, a prospective fee simple purchaser of the Parent Parcel, or if otherwise required by law, Landlord shall not disclose any such terms or information without the prior written consent of Tenant. Tenant acknowledges and agrees that the Landlord is subject to the Virginia Freedom of Information Act, §§ 2.2-3700 et seq. and that the Lease and this Amendment, and all documents related to them may be subject to mandatory disclosure as public records under the aforesaid Act. In the event of a request for such records, Landlord shall promptly notify Tenant and shall not interfere with any efforts by Tenant to prevent the disclosure such records. The terms and provisions of this Section shall survive the execution and delivery of this Amendment.

7. **Notices.** The Parties acknowledge and agree that Section 15 of the Lease is hereby deleted in its entirety and is of no further force and effect. From and after the Effective Date the notice address and requirements of the Lease, as modified by this Amendment, shall be controlled by this Section of this Amendment. All notices must be in writing and shall be valid upon receipt when delivered by hand, by nationally recognized courier service, or by First Class United States Mail, certified, return receipt requested to the addresses set forth herein; To Landlord at: Attention: Chef Executive Officer Virginia Railway Express (VRE), 1500 King Street, Suite 202, Alexandria, VA 22314; To Tenant at: Attn: Land Management 10 Presidential Way, Woburn, MA 01801, with copy to: Attn Legal Dept. 116 Huntington Avenue, Boston, MA 02116. Any of the Parties, by thirty (30) days prior written notice to the others in the manner provided herein, may designate one or more different notice addresses from those set forth above. Refusal to accept delivery of any notice or the inability to deliver any notice because of a changed

address for which no notice was given as required herein, shall be deemed to be receipt of any such notice.

8. **Counterparts.** This Amendment may be executed in several counterparts, each of which when so executed and delivered, shall be deemed an original and all of which, when taken together, shall constitute one and the same instrument, even though all Parties are not signatories to the original or the same counterpart. Furthermore, the Parties may execute and deliver this Amendment by electronic means such as .pdf or similar format. Each of the Parties agrees that the delivery of the Amendment by electronic means will have the same force and effect as delivery of original signatures and that each of the Parties may use such electronic signatures as evidence of the execution and delivery of the Amendment by all Parties to the same extent as an original signature.
9. **Governing Law.** The Parties acknowledge and agree that Section 21(e) of the Lease is hereby deleted in its entirety and is of no further force and effect. From and after the Effective Date and notwithstanding anything to the contrary contained in the Lease and in this Amendment, the Lease and this Amendment shall be governed by and construed in all respects in accordance with the laws of the State or Commonwealth in which the Leased Premises is situated, without regard to the conflicts of laws provisions of such State or Commonwealth.
10. **Waiver.** Notwithstanding anything to the contrary contained herein, in no event shall Landlord or Tenant be liable to the other for, and Landlord and Tenant hereby waive, to the fullest extent permitted under applicable law, the right to recover incidental, consequential (including, without limitation, lost profits, loss of use or loss of business opportunity), punitive, exemplary, and similar damages.
11. **Tenant's Securitization Rights; Estoppel.** Landlord hereby consents to the granting by Tenant of one or more leasehold mortgages, collateral assignments, liens, and/or other security interests (collectively, a "***Security Interest***") in Tenant's interest in this Lease, as amended, and all of Tenant's property and fixtures attached to and lying within the Leased Premises and further consents to the exercise by Tenant's mortgagee ("***Tenant's Mortgagee***") of its rights to exercise its remedies, including without limitation foreclosure, with respect to any such Security Interest. Landlord shall recognize the holder of any such Security Interest of which Landlord is given prior written notice (any such holder, a "***Holder***") as "Tenant" hereunder in the event a Holder succeeds to the interest of Tenant hereunder by the exercise of such remedies. Landlord further agrees to execute a written estoppel certificate within thirty (30) days of written request of the same by Tenant or Holder.
12. **Taxes.** The Parties acknowledge and agree that Section 12 of the Lease is hereby deleted in its entirety and is of no further force and effect. From and after the Effective Date the obligations of the Parties with respect to taxes shall be controlled by this Section of this Amendment. During the term of the Lease, as modified by this Amendment, Tenant shall pay when due all real property, personal property, and other taxes, fees, and assessments that are directly attributable to Tenant's improvements on the Leased Premises (the "***Applicable Taxes***") directly to the local taxing authority to the extent that the Applicable Taxes are billed directly to Tenant. Tenant hereby agrees to reimburse Landlord for any Applicable Taxes billed directly to Landlord (which shall not include any taxes or other assessments attributable to periods prior to the Effective Date). Landlord must furnish written documentation (the substance and form of which shall be reasonably satisfactory to Tenant) of any Applicable Taxes along with proof of payment of the same by Landlord. Landlord shall submit requests for reimbursement in writing to: *American Tower Corporation, Attn: Landlord Relations, 10 Presidential Way, Woburn, MA 01801* unless otherwise directed by Tenant from time to time. Subject to the requirements set forth in this Section, Tenant shall make such reimbursement payment within forty-five (45) days of receipt of a written reimbursement request from Landlord. Anything to the contrary notwithstanding, Landlord is only eligible for reimbursement if

Landlord requests reimbursement within one (1) year after the date such taxes became due. Additionally, Landlord shall not be entitled to reimbursement for any costs associated with an increase in the value of Landlord's real property calculated based on any monetary consideration paid from Tenant to Landlord. If Landlord fails to pay when due any real property, personal property, and other taxes, fees, and assessments affecting the Parent Parcel, Tenant shall have the right, but not the obligation, to pay such taxes on Landlord's behalf and: (i) deduct the full amount of any such taxes paid by Tenant on Landlord's behalf from any future payments required to be made by Tenant to Landlord hereunder; (ii) demand reimbursement from Landlord, which reimbursement payment Landlord shall make within thirty (30) days of such demand by Tenant; and/or (iii) collect from Landlord any such tax payments made by Tenant on Landlord's behalf by any lawful means.

13. **Deletions**. The Parties acknowledge and agree that sentence 3 of Section 7(g) of the Lease is hereby deleted in its entirety and is of no further force and effect.
14. **Conflict/Capitalized Terms**. The Parties hereby acknowledge and agree that in the event of a conflict between the terms and provisions of this Amendment and those contained in the Lease, the terms and provisions of this Amendment shall control. Except as otherwise defined or expressly provided in this Amendment, all capitalized terms used in this Amendment shall have the meanings or definitions ascribed to them in the Lease. To the extent of any inconsistency in or conflict between the meaning, definition, or usage of any capitalized terms in this Amendment and the meaning, definition, or usage of any such capitalized terms or similar or analogous terms in the Lease, the meaning, definition, or usage of any such capitalized terms in this Amendment shall control.

[SIGNATURES FOLLOW ON NEXT PAGE]

LANDLORD:

**Potomac and Rappahannock Transportation Commission
and the Northern Virginia Transportation Commission,
together doing business as the Virginia Railway Express**

Signature: _____
Print Name: _____
Title: _____
Date: _____

[SIGNATURES CONTINUE ON NEXT PAGE]

TENANT:

GTP Towers I, LLC

a Delaware limited liability company

Signature: _____

Print Name: _____

Title: _____

Date: _____

EXHIBIT A

This Exhibit A may be replaced at Tenant's option as described below

PARENT PARCEL

With the consent of Landlord, which consent shall not be unreasonably withheld, Tenant shall have the right to replace this description with a description obtained from Landlord's deed (or deeds) that include the land area encompassed by the Lease and Tenant's improvements thereon

The Parent Parcel consists of the entire legal taxable lot owned by Landlord as described in a deed (or deeds) to Landlord of which the Leased Premises is a part thereof with such Parent Parcel being described below.

All that certain parcel of land located in Falmouth Magisterial District, Stafford County, Virginia, containing approximately 2.0435 acres, together with all improvements thereon and appurtenances thereunto belonging, more particularly described as follows:

Beginning at the point of intersection of the southerly line of the railroad right of way of CSX Transportation, Inc. (formerly the right of way of Richmond, Fredericksburg and Potomac Railroad Company) with the westerly line of Leeland Road (State Route 626), thence in a westerly direction along the southerly line of the CSXT right of way to the True Point of Beginning at the northwest corner of a parcel now or formerly owned by Stafford County; thence departing the southerly line of the CSXT right of way and running with the westerly line of the Stafford County Parcel S. 10° 44' 59" W. 571.88 feet to a point marking the southwest corner of the Stafford County Parcel; thence departing the Stafford County Parcel N. 41° 09' 11" W. 243.40 feet to a point; thence N. 10° 16' 59" E. 351.27 feet to a point in the southerly line of the CSXT right of way; thence with said right of way line N. 80° 49' 53" E. 206.78 feet to the true point of beginning.

AND BEING the same property conveyed to Potomac and Rappahannock Transportation Commission from County of Stafford, Virginia, a political subdivision of the Commonwealth of Virginia by Deed of Gift dated February 19, 1999 and recorded July 14, 1999 in Instrument No. 990014723.

Tax Parcel No. 46-93G

LEASED PREMISES

With the consent of Landlord, which consent shall not be unreasonably withheld, Tenant shall have the right to replace this description with a description obtained from the Lease or from a description obtained from an as-built survey conducted by Tenant.

The Leased Premises consists of that portion of the Parent Parcel as defined in the Lease which shall include access and utilities easements. The square footage of the Leased Premises shall be the greater of: (i) the land area conveyed to Tenant in the Lease; (ii) Tenant's (and Tenant's customers) existing improvements on the Parent Parcel, existing as of the date of this amendment; or (iii) the legal description or depiction below (if any).

Approximately Two Thousand Square feet (2000') of Ground space measuring approximately thirty four (34') feet in length by a width ranging from forty one (41') to sixty four (64') feet.

ACCESS AND UTILITIES

The Access and Utilities Easements include all easements of record as well as existing access and utilities currently servicing the Leased Premises to and from a public right of way.

EXHIBIT B

FORM OF MEMORANDUM OF LEASE

Prepared by and Return to:

American Tower
10 Presidential Way
Woburn, MA 01801
Attn: Land Management/Emily Lacy, Esq.
ATC Site No: 375067
ATC Site Name: Virginia Railway Express
Assessor's Parcel No(s): 46-93G

Prior Recorded Lease Reference:

Document No: LR080019891
Commonwealth of Virginia
County of Stafford

MEMORANDUM OF LEASE

This Memorandum of Lease (the "**Memorandum**") is entered into on the _____ day of _____, 202__ by and between **Potomac and Rappahannock Transportation Commission and the Northern Virginia Transportation Commission together doing business as the Virginia Railway Express ("Landlord")** and **GTP Towers I, LLC**, a Delaware limited liability company ("**Tenant**").

NOTICE is hereby given of the Lease (as defined and described below) for the purpose of recording and giving notice of the existence of said Lease. To the extent that notice of such Lease has previously been recorded, then this Memorandum shall constitute an amendment of any such prior recorded notice(s).

1. **Parent Parcel and Lease.** Landlord is the owner of certain real property being described in **Exhibit A** attached hereto and by this reference made a part hereof (the "**Parent Parcel**"). Landlord (or its predecessor-in-interest) and Tenant (or its predecessor-in-interest) entered into that certain Site License Agreement, dated October 20, 2008 (as the same may have been amended from time to time, collectively, the "**Lease**"), pursuant to which the Tenant leases a portion of the Parent Parcel and is the beneficiary of certain easements for access and public utilities, all as more particularly described in the Lease (such portion of the Parent Parcel so leased along with such portion of the Parent Parcel so affected, collectively, the "**Leased Premises**"), which Leased Premises is also described on **Exhibit A**.
2. **Expiration Date.** Subject to the terms, provisions, and conditions of the Lease, and assuming the exercise by Tenant of all renewal options contained in the Lease, the final expiration date of the Lease would be December 14, 2094. Notwithstanding the foregoing, in no event shall Tenant be required to exercise any option to renew the term of the Lease.
3. **Leased Premises Description.** Tenant shall have the right, exercisable by Tenant at any time during the original or renewal terms of the Lease, to cause an as-built survey of the Leased Premises to be prepared and, thereafter, to replace, in whole or in part, the description(s) of the Leased Premises set forth on **Exhibit A** with a legal description or legal descriptions based upon such as-built survey. Upon Tenant's request, Landlord shall execute and deliver any documents reasonably necessary to effectuate such replacement, including, without limitation, amendments to this Memorandum and to the Lease.

4. **Right of First Refusal.** There is a right of first refusal in the Lease.
5. **Effect/Miscellaneous.** This Memorandum is not a complete summary of the terms, provisions and conditions contained in the Lease. In the event of a conflict between this Memorandum and the Lease, the Lease shall control. Landlord hereby grants the right to Tenant to complete and execute on behalf of Landlord any government or transfer tax forms necessary for the recording of this Memorandum. This right shall terminate upon recording of this Memorandum.
6. **Notices.** All notices must be in writing and shall be valid upon receipt when delivered by hand, by nationally recognized courier service, or by First Class United States Mail, certified, return receipt requested to the addresses set forth herein; To Landlord at: Attn: Chief Executive Officer Virginia Railway Express (VRE), 1500 King Street, Suite 202, Alexandria, VA 22314, To Tenant at: Attn: Land Management 10 Presidential Way, Woburn, MA 01801, with copy to: Attn Legal Dept. 116 Huntington Avenue, Boston, MA 02116. Any of the parties hereto, by thirty (30) days prior written notice to the other in the manner provided herein, may designate one or more different notice addresses from those set forth above. Refusal to accept delivery of any notice or the inability to deliver any notice because of a changed address for which no notice was given as required herein, shall be deemed to be receipt of any such notice.
7. **Counterparts.** This Memorandum may be executed in multiple counterparts, each of which when so executed and delivered, shall be deemed an original and all of which, when taken together, shall constitute one and the same instrument.
8. **Governing Law.** This Memorandum shall be governed by and construed in all respects in accordance with the laws of the State or Commonwealth in which the Leased Premises is situated, without regard to the conflicts of laws provisions of such State or Commonwealth.

[SIGNATURES FOLLOW ON NEXT PAGE]

IN WITNESS WHEREOF, Landlord and Tenant have each executed this Memorandum as of the day first above written.

LANDLORD

**Potomac and Rappahannock Transportation
Commission and the Northern Virginia
Transportation Commission, together doing
business as the Virginia Railway Express**

Signature: _____
Print Name: _____
Title: _____
Date: _____

2 WITNESSES

Signature: _____
Print Name: _____

Signature: _____
Print Name: _____

WITNESS AND ACKNOWLEDGEMENT

State/Commonwealth of _____

County of _____

On this ____ day of _____, 202____, before me, the undersigned Notary Public, personally appeared _____, who proved to me on the basis of satisfactory evidence) to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument, the person(s) or the entity upon which the person(s) acted, executed the instrument.

WITNESS my hand and official seal.

Notary Public
Print Name: _____
My commission expires: _____

[SEAL]

[SIGNATURES CONTINUE ON NEXT PAGE]

TENANT

GTP Towers I, LLC

a Delaware limited liability company

Signature: _____

Print Name: _____

Title: _____

Date: _____

WITNESSES

Signature: _____

Print Name: _____

Signature: _____

Print Name: _____

WITNESS AND ACKNOWLEDGEMENT

Commonwealth of Massachusetts

County of Middlesex

On this ____ day of _____, 202____, before me, the undersigned Notary Public, personally appeared _____, who proved to me on the basis of satisfactory evidence) to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument, the person(s) or the entity upon which the person(s) acted, executed the instrument.

WITNESS my hand and official seal.

Notary Public

Print Name: _____

My commission expires: _____

[SEAL]

EXHIBIT A

This Exhibit A may be replaced at Tenant's option as described below

PARENT PARCEL

With the consent of Landlord, which consent shall not be unreasonably withheld, Tenant shall have the right to replace this description with a description obtained from Landlord's deed (or deeds) that include the land area encompassed by the Lease and Tenant's improvements thereon

The Parent Parcel consists of the entire legal taxable lot owned by Landlord as described in a deed (or deeds) to Landlord of which the Leased Premises is a part thereof with such Parent Parcel being described below.

All that certain parcel of land located in Falmouth Magisterial District, Stafford County, Virginia, containing approximately 2.0435 acres, together with all improvements thereon and appurtenances thereunto belonging, more particularly described as follows:

Beginning at the point of intersection of the southerly line of the railroad right of way of CSX Transportation, Inc. (formerly the right of way of Richmond, Fredericksburg and Potomac Railroad Company) with the westerly line of Leeland Road (State Route 626), thence in a westerly direction along the southerly line of the CSXT right of way to the True Point of Beginning at the northwest corner of a parcel now or formerly owned by Stafford County; thence departing the southerly line of the CSXT right of way and running with the westerly line of the Stafford County Parcel S. 10° 44' 59" W. 571.88 feet to a point marking the southwest corner of the Stafford County Parcel; thence departing the Stafford County Parcel N. 41° 09' 11" W. 243.40 feet to a point; thence N. 10° 16' 59" E. 351.27 feet to a point in the southerly line of the CSXT right of way; thence with said right of way line N. 80° 49' 53" E. 206.78 feet to the true point of beginning.

AND BEING the same property conveyed to Potomac and Rappahannock Transportation Commission from County of Stafford, Virginia, a political subdivision of the Commonwealth of Virginia by Deed of Gift dated February 19, 1999 and recorded July 14, 1999 in Instrument No. 990014723.

Tax Parcel No. 46-93G

LEASED PREMISES

With the consent of Landlord, which consent shall not be unreasonably withheld, Tenant shall have the right to replace this description with a description obtained from the Lease or from a description obtained from an as-built survey conducted by Tenant.

The Leased Premises consists of that portion of the Parent Parcel as defined in the Lease which shall include access and utilities easements. The square footage of the Leased Premises shall be the greater of: (i) the land area conveyed to Tenant in the Lease; (ii) Tenant's (and Tenant's customers) existing improvements on the Parent Parcel existing as of the date of the amendment; or (iii) the legal description or depiction below (if any).

Approximately Two Thousand Square feet (2000') of Ground space measuring approximately thirty four (34') feet in length by a width ranging from forty one (41') to sixty four (64') feet.

EXHIBIT A (continued)

ACCESS AND UTILITIES

The Access and Utilities Easements include all easements of record as well as existing access and utilities currently servicing the Leased Premises to and from a public right of way.



VIRGINIA RAILWAY EXPRESS
OPERATIONS BOARD

Agenda Item 9-D
Action Item

To: Chair Bennett-Parker and the VRE Operations Board

From: Rich Dalton

Date: September 17, 2021

**Re: Recommend Authorization to Amend a Site License Agreement
for Real Property at Leeland Road Station**

Recommendation:

The VRE Operations Board is asked to recommend the Commissions authorize the Chief Executive Officer (CEO) execute an amendment to a Site License Agreement (hereafter "Lease") with GTP Towers I, LLC, of Delaware (formerly Mid-Atlantic Tower Holding Company) for property used for a communications tower at VRE's Leeland Road station to provide the option to extend the Lease for each of six (6) additional five (5) year renewal terms and make changes to the rent payable to VRE.

Summary:

VRE operates a VHF two-way radio communications system for communication between VRE trains and the VRE Headquarters. The radio system required a communications tower be built at Leeland Road Station.

Mid-Atlantic (now GTP-Towers I, LLC) constructed the tower at no expense to VRE. VRE owns the tower and GTP-Towers pays VRE rent which allows GTP-Towers I to locate its own facilities on the tower and also allows VRE space on the tower to support the VHF radio project per the Lease.

GTP-Towers proposed to remove its facilities from the tower and terminate the Lease which would leave VRE without someone to maintain the tower. As an alternative to termination, GTP-Towers and VRE negotiated a continuation of the Lease with revised terms and wish to amend the Lease to provide the option to extend the Lease for each of six (6) additional five (5) year renewal terms and reduce the annual rent amount to



Northern Virginia
Transportation Commission
2300 Wilson Blvd., Suite 230
Arlington, VA 22201
703-524-3322



Virginia Railway Express
1500 King Street, Suite 202
Alexandria, VA 22314
703-684-1001
VRE.org



Potomac and Rappahannock
Transportation Commission
14700 Potomac Mills Road
Woodbridge, VA 22192
703-580-6121

\$25,847 (reduced from the current rent of \$32,254) subject to an annual escalation of 3%.

Background:

The VRE Operations Board approved a contract for design and construction of a VHF two-way radio communications system in June 2007. This system provided an assigned radio frequency for communication between VRE trains and the VRE Headquarters in Alexandria and the Amtrak offices in Washington, DC. Additionally, VRE is able to monitor two Norfolk Southern and two CSXT radio frequencies utilized to dispatch and control freight, VRE, and Amtrak trains.

The radio system required space on communications towers to be located in Alexandria, Fairfax Station and Leeland Road. VRE was able to lease tower space in Alexandria and Fairfax Station, but needed a tower to be built at Leeland Road Station.

Mid-Atlantic (now GTP-Towers I, LLC) constructed the tower at no expense to VRE. VRE owns the tower and GTP-Towers pays VRE rent which allows them to locate their facilities on the tower and also allows VRE space on the tower to support the VHF radio project per the Lease.

The existing Lease originally commenced on December 13, 2010, and assuming all remaining renewal options contained in the existing Lease are exercised, the Lease is scheduled to expire on December 13, 2064. In addition to the existing renewal terms, the Lease would be amended in part to provide the option to extend the Lease for each of six (6) additional five (5) year renewal terms and reduce the rent payable to VRE. Additional provisions of the amendment include a 3% annual escalation in rent and a limited right of first refusal to purchase the tower in the event VRE elects to sell it.

Fiscal Impact:

There is no expenditure for VRE associated with the proposed amendment of this agreement. The proposed reduction in annual lease revenue of approximately \$7,000 is not material to VRE's operating budget and is outweighed by the importance of maintaining the two-way radio system.

**Virginia Railway Express
Operations Board Resolution**

9D-09-2021

**Recommend Authorization to Amend a Site License Agreement for Real
Property at Leeland Road Station**

WHEREAS, VRE operates a VHF two-way radio communications system for communication between VRE trains and the VRE Headquarters; and,

WHEREAS, the radio system required a communications tower be built at Leeland Road Station; and,

WHEREAS, GTP-Towers I, LLC constructed the tower at no expense to VRE; and,

WHEREAS, VRE owns the tower and GTP Towers I, LLC pays VRE rent which allows them to locate their facilities on the tower and also allows VRE space on the tower to support the VHF radio project per the Lease; and,

WHEREAS, GTP Towers I, LLC and VRE wish to amend the Lease;

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board does hereby recommend the Commissions authorize the Chief Executive Officer execute the attached amendment to the Site License Agreement with GTP Towers I, LLC, of Delaware for property used for a communications tower at VRE's Leeland Road station to provide the option to extend the Lease for each of six additional five year renewal terms, make changes to the rent payable to VRE, and other provisions in a form approved by Legal Counsel.

Approved this 17th day of September 2021

Elizabeth Bennett-Parker
Chair

James Walkinshaw
Secretary

TO: Chair Cristol and NVTC Commissioners
FROM: Kate Mattice
DATE: September 30, 2021
SUBJECT: Department of Rail and Public Transportation (DRPT)

At the October 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

Virginia Department of Rail and Public Transportation
600 E. Main Street, Suite 2102
Richmond, VA 23219

Ph: 804-786-4440
Fax: 804-225-3752
Virginia Relay Center
800-828-1120 (TDD)

TO: Chair Cristol and NVTC Commissioners

FROM: Jennifer Mitchell, Director

DATE: September 22, 2021

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

The Commonwealth Transportation Board (CTB) met on September 14 and 15. The meetings were held at the VDOT Auditorium in Richmond. At its [Workshop](#) on September 14, the CTB received a [briefing](#) on WMATA's compliance with the legislative and CTB policy requirements of the Virginia dedicated funding legislation. DRPT is recommending no enforcement actions for FY22. The CTB is expected to approve the recommendation at its October meeting. At its Action [Meeting](#) on September 15, the CTB approved [guidance](#) for the Freight Rail Enhancement to Increase Goods and Highway Throughput (FREIGHT) program. The program includes the existing Rail Preservation [program](#) and a new freight rail enhancement program.

Applications for the inaugural Transit Ridership Incentive Program ([TRIP](#)) were due on September 17. A total of 13 applications were received requesting \$14 million in FY22 funding. Two applications were submitted by NVTC jurisdictions. Applicants have until October 2 to submit applicable letters of support and board approvals. DRPT plans to make recommendations for awards to the CTB later in 2021. For FY22, a total of \$20 million is available, including \$12.5 million for statewide low and no fare programs.

DRPT's Springfield to Quantico Enhanced Public Transportation Feasibility [Study](#) is on schedule for the December 1 submission of a final report to the General Assembly. DRPT hosted an elected officials briefing on September 16. The [presentation](#) and an archived [recording](#) of the meeting is available on DRPT's website. DRPT hosted two virtual public information meetings on the study on September 21 and 23 at 7:00 p.m. each evening. At that meeting, DRPT took comments on the four alternatives being tested. A comment period will also be provided for the draft report. Previous virtual public information meetings were held on May 4 and July 27.

DRPT.Virginia.gov

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

DRPT's Transit Equity and Modernization Study is ongoing. An interim report is due to the General Assembly in December. Data collection has been completed, and seven focus groups have been held. The goal of the focus groups was to hear first-hand from transit riders. The first Transit Equity Committee (TEC) meeting was held in September. The TEC includes executive directors from DASH, ART, OmniRide, and chief executives from nine other Virginia transit agencies. It will meet at least three more times during the study. Additionally, invitations are being sent out to transit agency and industry partner staff to join Technical Working Groups (TWGs) for the study. Additionally a study [website](#) was launched this month.

Finally, Tanyea Darrisaw will start work as DRPT's new Chief Financial Officer (CFO) on September 27. Ms. Darrisaw previously served as budget director for the Virginia Department of Medical Assistance Services (DMAS); she worked at the Virginia Department of Transportation (VDOT) and in the private sector prior to her 16.5 years at DMAS. She has bachelor's degree in accounting from the University of Richmond, a master's degree in accounting from Strayer University, and a master's degree in higher education administration from Michigan State University.

TO: Chair Cristol and NVTC Commissioners
FROM: Kate Mattice
DATE: September 30, 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 commemoration of DASH's new bus network, what Congress' infrastructure bill could do for Virginia and a new commuter lot supported by the Commuter Choice program.

B. NVTC Financial Report

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



Executive Director Newsletter

October 2021

The COVID-19 pandemic has forced all of us to rethink how do things: at home, work, school, travel, going out. The list goes on. As we all know, that includes public transit. The dramatic shift to working from home has transformed commutes. With delayed return-to-office plans, it's nearly impossible to predict when or if travel patterns will return to normal. The pandemic, however, presents an opportunity for innovation. Metro and our regional transit systems are rethinking how their networks serve riders and coming up with ways to encourage people to return to trains and buses. At [Metro](#) that includes free bus transfers to and from rail, \$2 weekend rides, increased service on popular routes and for the first time ever, a [sale](#) on fare passes. Additionally, GM/CEO Paul J. Wiedefeld has publicly spoken about the need to rethink transit schedules in a post-pandemic time.

In Alexandria, DASH implemented a sweeping redesign of its [bus network](#) and implemented the first zero-fare policy in Virginia. While planning for the new network had been underway for years, the launch happened at a time when we are all taking another look at transit.

At NVTC we are working on another topic that's of great interest – zero-emission buses. Staff will host a symposium in October to review the current state of infrastructure and implementation, as well as the opportunities and technical and operational challenges transit systems must consider as they work to move beyond traditional fossil-fueled buses.

These are just a few examples of the of the work being done across our region to adapt our transit systems for near and long-term success.

Executive Director

Key Dates

- Oct. 15 - VRE Operations Board
- Oct. 19-20 - Commonwealth Transportation Board
- Oct. 21 - NVTC WMATA Committee
- Nov. 4 - Commission meeting
- Nov. 19 - VRE Operations Board
- Dec. 6 - NVTC-PRTC Legislative Briefing

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



[NoVaTransit.org](https://www.NoVaTransit.org)
[NoVaRides.org](https://www.NoVaRides.org)
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DASH commemorates new network

The Alexandria Transit Company, a/k/a DASH, and the City of Alexandria commemorated the launch of the [New DASH Network](#) and the introduction of free fares on all DASH buses September 23. The new network is a complete redesign of Alexandria's bus network intended to meet current and future transit ridership demand, while the removal of fares makes DASH the first bus system in Northern Virginia to go 100% fare-free. The New DASH Network also includes the introduction of major service increases in West Alexandria, which are made possible by NVTC's I-395/95 Commuter Choice grant program.



Through our Commuter choice program, NVTC has been able to make focused investments that are integral to the reimagined DASH system, including funding the DASH 35 bus route from Van Dorn to the Pentagon and the DASH 25 bus route from Mark Center to Potomac Yard. These bus routes are some of the strongest performing in the system and we are proud to be a part of making that happen.

NVTC is also proud to help our local systems, like DASH, to thrive in our regional transit network, through collaboration on technology, planning and policy. This relationship is important and allows all of our local bus systems to learn from and lead each other in our integrated network. Investments that DASH and the City are making are part of a larger vision of accessibility, equity and mobility for our community and we applaud the city and DASH for their vision. NVTC Vice-Chair Canek Aguirre was also on hand to mark the occasion.



Warner, Kaine talk infrastructure at Reagan National

NVTC Vice-Chair Canek Aguirre, VRE Operations Board Chair Elizabeth Bennett-Parker and Executive Director Kate Mattice had the honor of being invited by Sens. Mark Warner and Tim Kaine to join a roundtable discussion about recently completed infrastructure projects at Reagan National Airport and how the surrounding region will benefit from the Bipartisan Infrastructure Investment and Jobs Act on September 24.

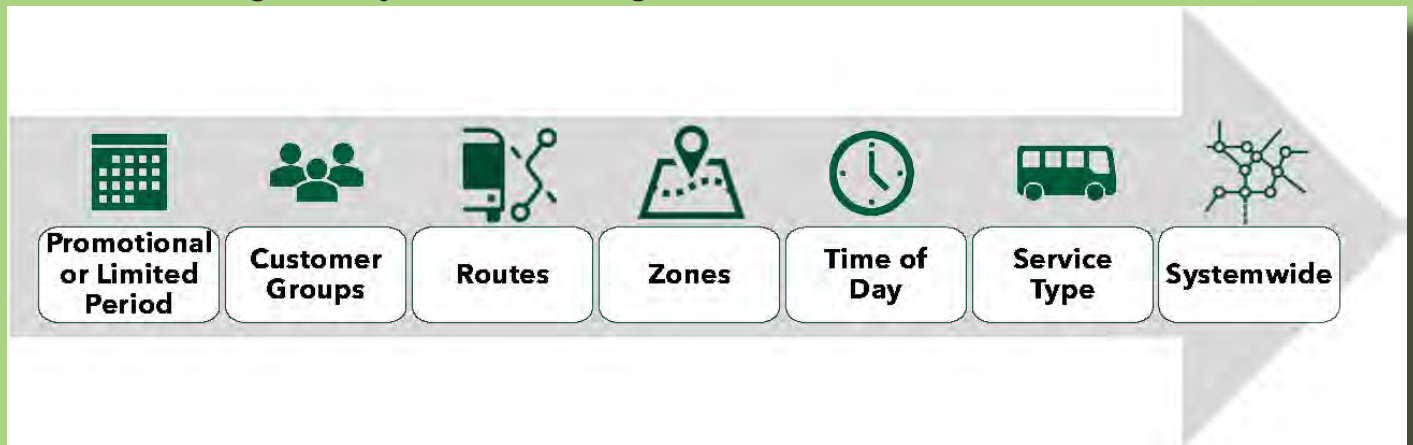


This infrastructure package includes an estimated \$1.2 billion investment over five years to improve public transportation in Virginia, \$25 billion to improve airports across the country like DCA and a federal funding reauthorization for Metro through fiscal year 2030 at current annual levels. The Metro reauthorization is based on Sens. Warner and Kaine's Metro Safety, Accountability and Investment Act of 2021.

Ms. Mattice spoke about the need for transit workforce training and potential constraints on the U.S. Department of Transportation that may slow the distribution of needed money for transit and transportation. The senators also toured the Metro station at the airport and held a news conference.

NVTC examines benefits and challenges of zero and reduced-fares for public transit

An [analysis](#) undertaken by the Northern Virginia Transportation Commission (NVTC) finds that eliminating or reducing fares for public transit users can improve access, increase ridership and produce other community benefits. However, there are key considerations that transit providers need to make when designing and implementing reduced or zero-fare structures. The publication of the report comes as transit systems across the nation are weighing the advantages and considerations of zero and reduced fares and serves as policy guide for transit decision makers in Northern Virginia. Alexandria's DASH moved to zero-fare starting Sunday, the first in Virginia and the DC metro area.



Key Findings:

- Northern Virginia's unique transit environment provides both opportunities and challenges for new fare programs.
- Eliminating fares can grow ridership.
- Reduced-fare programs may result in a net cost increase.
- Full systemwide zero-fare options may reduce fare collection costs, but other expenses may increase.
- Funding is available to help establish these types of fare programs, but long-term sustainable revenue replacement sources are needed.
- Zero and reduced-fare programs are already underway in Virginia.
- Northern Virginia transit operators have expressed desire to consider eliminating or reducing fares for improved accessibility, increased ridership and other community benefits.

Commuter Choice helps fund Spotsylvania park & ride

Executive Director Kate Mattice and Commuter Choice Program Manager Ben Owen grabbed shovels and helped break ground for a new [park and ride commuter lot](#) in Spotsylvania on August 24. Commuter Choice money will be used to support the cost of building the \$16.5 million project close to Route 1 and Exit 126 off I-95. Kate also made remarks to the assembled crowd.

When parking opens for use in May 2023, the lot will provide a dedicated area for transit arrivals and departures with a passenger shelter. Carpools and vanpools will have a separate pickup and drop-off lane. The lane is designed to also accommodate slugging, which is an informal, instant carpooling practice where three or more people rideshare to use high-

occupancy road facilities.

While the Commuter Choice program for the I-95/395 corridor supports numerous existing transit and commuter services available to residents in the Fredericksburg region, this is the first program-supported construction project physically located in Spotsylvania County.



Program Advisory Committee discusses I-66 Commuter Choice, Envision Route 7

NVTC's Program Advisory Committee (PAC) met September 13 for thorough and lively discussions of NVTC staff's recommended Supplemental Round Four (FY 2022) program of projects for Commuter Choice on the I-66 Corridor and the upcoming mobility study for NVTC's bus rapid transit (BRT) planning efforts in the Route 7 corridor. The meeting was the PAC's first in-person meeting since August 2019.

COMMUTER CHOICE

For Commuter Choice, Senior Program Manager Ben Owen outlined staff's recommended \$5.8 million Supplemental Round Four (FY 2022) [program of projects](#). Ben discussed improving revenue trends in the I-66 corridor that will hopefully also enable a modest Round Five (FY 2023-FY 2024) program of projects, for which the call for projects will open later this fall. PAC members expressed strong interest in shifting from diesel to zero and

low-emission bus purchases under Commuter Choice and tasked staff with identifying ways to foster the shift as part of program policy. NVTC recognizes that Northern Virginia's transit operators are in different stages of exploring and adopting such technologies and, in order to support those efforts, NVTC will host a zero-emission bus symposium for the region's transit operators later in October.

Staff will also seek Supplemental Round Four (FY 2022) program approval from the Commission on October 7 along with authorization to refer the approved program to the Commonwealth Transportation Board for final action later in the next month.

ENVISION ROUTE 7

A status briefing on [Envision Route 7](#) included a review of activities to date as well as next steps. The next phase of the project will be the Phase IV-1 Mobility Analysis Study.

The goal of Phase IV will be to determine the mobility impacts and benefits resulting from the proposed BRT connecting Tysons, Falls Church, Arlington and Alexandria. The overall study objectives for this effort are:

- Determine the mobility benefits of BRT along Route 7
- Gain a better appreciation of the traffic impacts of BRT along Route 7
- Gain an understanding of the traffic operational issues with a BRT operating along Route 7
- Facilitate the public understanding of how a BRT would operate along Route 7

NVTC is reviewing proposals for consultant services and the Commission will take action on a contract award at its October 7 meeting.

Metro Board considers future of fares

The Metro Board's Finance Capital Committee met to review performance statistics for Metro, discussed the next Metrobus Fleet Plan and conducted a work session on fare policy and fare strategy September 23. At the [fare policy](#) work session, staff briefed the Board on a number of potential fare concepts that the Board could choose to pursue in the FY 2023 budget. These concepts included \$1 Metrobus fares, cheaper parking, discounted fares for low-income riders, a MetroAccess Flat Fare, \$2 late night rail fares, consolidation of peak and off-peak rail fares and updated pass offerings to reflect ridership patterns.

Board member Matt Letourneau asked members not to overlook a key source of revenue for Metro, "One theme that sort of has come up with us is ensuring that our fare policy recognizes and captures riders using transit benefits especially federal benefits, which is a huge part of our overall base."

In addition to fare policy, staff reviewed planned investments in fare technology upgrades that could enable Metro to have new capabilities and meet evolving customer demands well into the future. Board Chair Paul Smedberg urged fellow Board members to take a leadership role and "look beyond" Metro and consider broader SmarTrip adoption, "Making sure we're integrated with VRE and MARC down the road as the region grows and people

Northern Virginia Transportation Commission are moving a little further out and still want to use Metro or use VRE and MARC.” The Board will continue to discuss fare policy and NVTC staff will facilitate opportunities for feedback from the Commission and NVTC’s WMATA Committee.

WMATA Committee tackles fare policy, annual report

NVTC's WMATA Committee met in person September 16 for the first time since February 2020. Commissioners discussed a number of topics, most notably Metro's fare structure and the 2021 update to NVTC's Annual Report on the Performance and Condition of WMATA. Committee members discussed a variety of fare structure concepts and noted the uncertainty surrounding the delta variant's impacts on future travel patterns, plans for return to office and fare revenue. The committee members also discussed their initial impressions of Metro's Blue/Orange/Silver Line Capacity and Reliability Study and committee Chair Caneck Aguirre invited Metro staff to brief the committee on the study at their October 21 meeting.



NoVa Chamber talks transportation & transit issues

Executive Director Kate Mattice served as a panelist for the Northern Virginia Chamber of Commerce's annual [State of Transportation](#) event September 23. It was an opportunity to remind business leaders about the importance of transit in Northern Virginia. Nick Donohue, Virginia Deputy Secretary of Transportation, and Monica Backmon, CEO of the Northern Virginia Transportation Authority, joined Kate on the panel, which was moderated by Bob McCartney, former Washington Post writer and editor. Much of the discussion centered around what transit and transportation as a whole look like as the region continues to recover from the pandemic. Nick Donohue made the case that NoVa is expected to grow as much as 25% in the coming years, adding that a robust transit network will be vital to keeping people moving. Kate made several key points including the finding that ridership on routes to military and intelligence communities has rebounded and is staying strong; traffic and tolls on I-395/95 are already at or above pre-pandemic

levels and parallel bus routes are strong; and local bus ridership has rebounded and is actually higher on weekends, showing that there remains a need to provide essential transportation services in our community



Metro offers first ever pass sale

Metro recently kicked off its first ever sales event, which lasts until October 15. It's an opportunity for riders to save up to 50% on selected Metro passes and enjoy unlimited rides on Metrorail and Metrobus. Sale prices range from a one day unlimited pass for \$6.50 to a monthly unlimited pass, starting at \$44. The promotion was created to encourage people to come back to the system. For more information, visit wmata.com/sale.

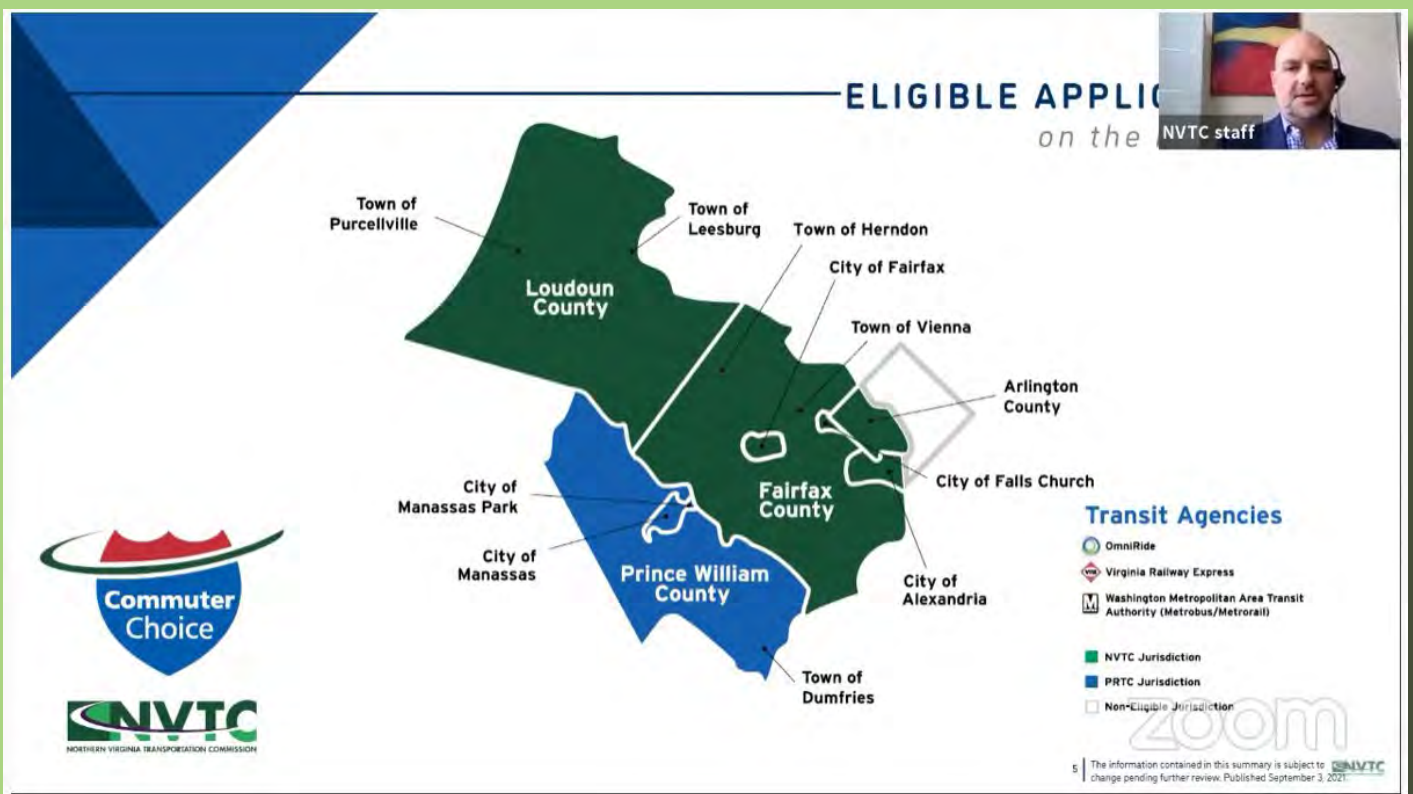
A graphic for the Metro Sales Event. It features a blue banner at the top with the text "Metro Sales Event". Below the banner, on the left, is a graphic of a Metrobus with the text "NOW THROUGH OCT. 15!" and "M SmartTrip". To the right of the bus graphic, the text "SAVE UP TO 50%" is displayed in large white letters, followed by "on select Metro passes." in smaller white letters. The background is orange.

Commuter Choice on the I-66 corridor comment period ends

September 17 was the last day for the public to weigh in on proposed projects for Supplemental Round Four funding under Commuter Choice on the I-66 corridor. The two week comment period included a virtual town hall hosted by Senior Program Manager Ben Owen. People were also able to comment online and by submitting an email or voicemail. Ben also provided a digital toolkit to give jurisdictions and easy way to spread the word about the proposals and the comment period.

The proposed projects include new transit services, new commuter incentives and larger capital efforts that were submitted to NVTC's Round Four call for projects in January 2020. Travel pattern changes and toll revenue decreases in the corridor following the outbreak of the COVID-19 public health emergency had precluded NVTC from advancing a significant program of projects last year as originally planned.

Staff anticipate starting the proposal process for Round Five this fall.



Blue/Orange/Silver Line Capacity and Reliability Study

The Metro Board Finance and Capital Committee, newly chaired by principal Board Member Matt Letourneau, received a status update on the Blue/Orange/Silver (BOS) Line Capacity and Reliability [Study](#) September 9. Running three lines through one tunnel and set of tracks under the Potomac River creates challenges for the BOS corridor. The BOS Capacity and Reliability Study was launched in 2019 and aims to identify a project or package of projects to address capacity constraints and crowding, reliability concerns, a lack of operational flexibility and threats to long-term sustainability in the corridor. Since the region may decide to pursue federal funding for this project or package of projects (a “locally-preferred alternative” or LPA), the study was designed according to federal requirements and guidance.

The Board was presented with an overview and cost-benefit analysis of six alternatives:

- A No-Build Scenario
- A Lower Cost Capital Alternative
- Four Metrorail realignments or extensions
 - » Blue Line to Greenbelt
 - » Blue Line to National Harbor
 - » Silver Line Express in Northern Virginia
 - » Silver Line to New Carrollton

Metro staff will conduct additional outreach and begin scheduling briefings with elected officials to review the current status of the study and gather feedback on the alternatives. This feedback will inform the Board's future consideration and selection of a locally-preferred alternative. NVTC staff are working with Metro staff to facilitate a Commission and/or NVTC WMATA Committee briefing.

Save the Date!
NVTC-PRTC Annual Legislative Briefing
Monday, December 6
8:30 a.m.
Embassy Suites by Hilton Springfield



Photo by Skip Plitt - C'ville Photography. Licensed under Creative Commons.

Welcome to our new program analysts

Two new program analysts joined NVTC in September. Sophie Spiliotopoulos received her Masters of Geographic Information Sciences from Clark University. Prior to joining NVTC, she worked as a GIS Planning Intern at the Downtown Worcester Business Improvement District in Worcester, Massachusetts. Her technical background and experience with GIS and data analysis will support NVTC's ability to effectively visualize and communicate data and support NVTC's ongoing programs.



Sophie (left) and Ronnetta (right)

Ronnetta Zack-Williams recently received her Masters of Community Planning with a specialization in transportation from the University of Maryland. Prior to joining NVTC, she worked as a Graduate Assistant at the Maryland-National Capital Park and Planning Commission in Upper Marlboro, Maryland. Her background in GIS, research and analysis, project management, and community outreach will support NVTC's ongoing programs.

We're excited to have Sophie and Ronnetta on staff.

Labor Day brings service increases, fare changes



Service and fare changes took effect around Labor Day at Metro, Arlington Transit, DASH and Fairfax Connector. Metrorail will operate with longer hours and improved train frequencies. [Metro](#) has also eliminated the charge to transfer between buses and trains, except for when transferring to express buses. [Fairfax Connector](#) joined Metro this week in providing free transfers. Bus rides will now be free for all routes except Fairfax Connector Express Service, which will be discounted \$2 from the

total fare when using a SmarTrip card or the SmarTrip App. [ART](#) returned to full service this week while reinstating four routes that stopped running during the pandemic.

Changes at [DASH](#) in Alexandria are even more dramatic. DASH implemented its new route network. This complete redesign of Alexandria's bus network is intended to meet current and future transit ridership demand and to encourage more people to use transit for more trips at more times of day. DASH also became the first transit system in our region to eliminate all fares.

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@novatransit_ig



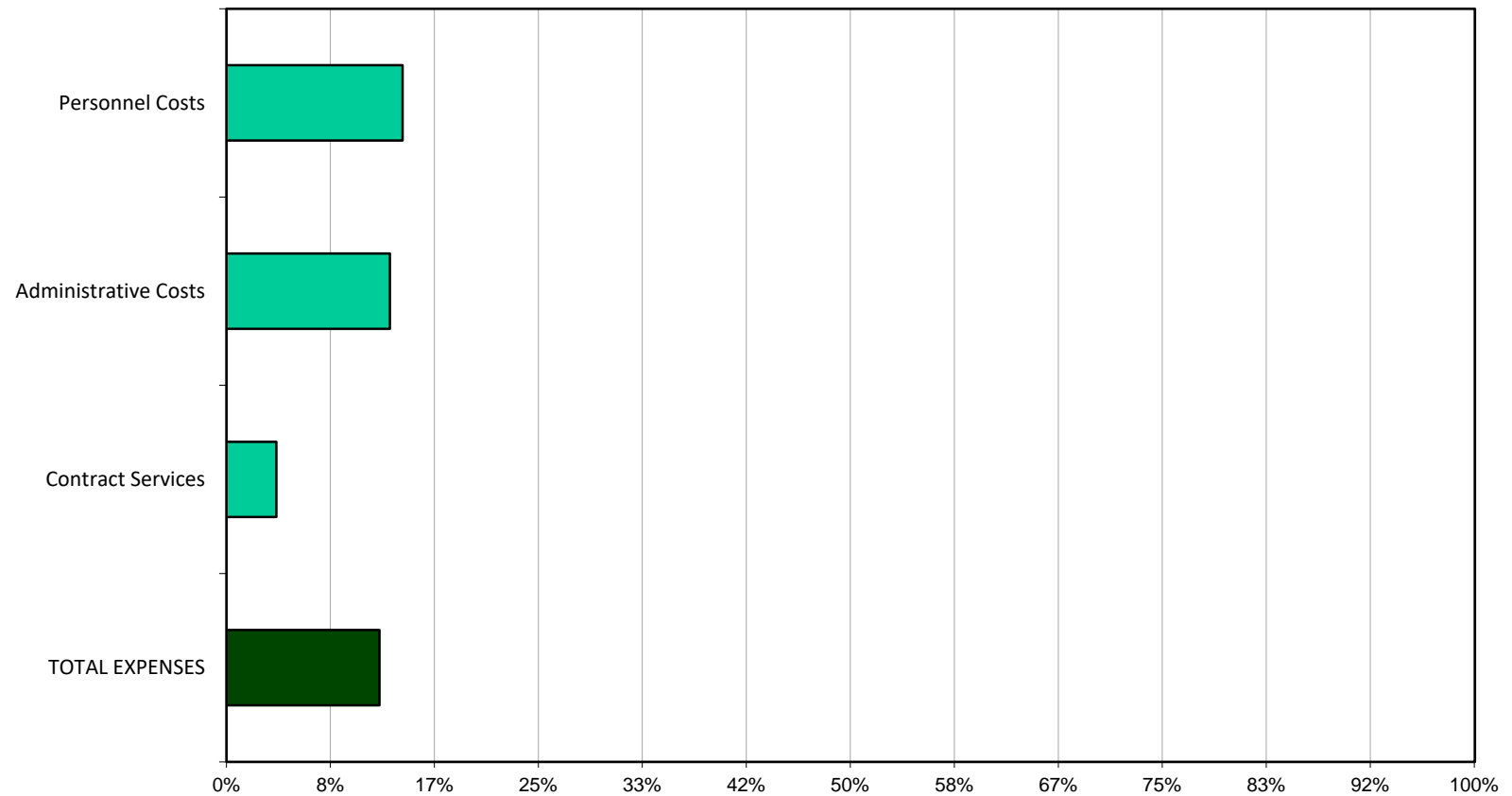


Northern Virginia Transportation Commission

Financial Reports
August 2021

PERCENTAGE OF FY 2022 NVTC ADMINISTRATIVE BUDGET USED

August 2021
(TARGET 16.7% OR LESS)



Note: Refer to pages 2 and 3 for details

NORTHERN VIRGINIA TRANSPORTATION COMMISSION
G&A BUDGET VARIANCE REPORT
August 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	\$ 142,511.54	\$ 283,252.07	\$ 2,102,700.00	\$ 1,819,447.93	86.5%
Temporary Employee Services	-	-	-	-	
Total Personnel Costs	<u>142,511.54</u>	<u>283,252.07</u>	<u>2,102,700.00</u>	<u>1,819,447.93</u>	<u>86.5%</u>
<u>Benefits</u>					
Employer's Contributions:					
FICA	9,629.56	26,453.68	144,000.00	117,546.32	81.6%
Group Health Insurance	11,882.41	24,231.70	183,100.00	158,868.30	86.8%
Retirement	15,922.00	31,844.00	170,000.00	138,156.00	81.3%
Workmans & Unemployment Compensation	229.44	428.99	5,500.00	5,071.01	92.2%
Life Insurance	274.22	2,259.90	6,800.00	4,540.10	66.8%
Long Term Disability Insurance	881.41	1,762.82	11,000.00	9,237.18	84.0%
Total Benefit Costs	<u>38,819.04</u>	<u>86,981.09</u>	<u>520,400.00</u>	<u>433,418.91</u>	<u>83.3%</u>
<u>Administrative Costs</u>					
Commissioners Per Diem	-	900.00	14,500.00	13,600.00	93.8%
<i>Rents:</i>	<i>31,059.31</i>	<i>65,540.66</i>	<i>408,200.00</i>	<i>342,659.34</i>	<i>83.9%</i>
Office Rent	30,684.56	64,775.78	379,600.00	314,824.22	82.9%
Parking & Transit Benefits	374.75	764.88	28,600.00	27,835.12	97.3%
<i>Insurance:</i>	<i>800.00</i>	<i>967.35</i>	<i>7,400.00</i>	<i>6,432.65</i>	<i>86.9%</i>
Public Official Bonds	-	100.00	2,300.00	2,200.00	95.7%
Liability and Property	800.00	867.35	5,100.00	4,232.65	83.0%
<i>Travel:</i>	<i>(444.35)</i>	<i>378.62</i>	<i>44,000.00</i>	<i>43,621.38</i>	<i>99.1%</i>
Conference / Professional Development	-	295.00	27,100.00	26,805.00	98.9%
Non-Local Travel	-	-	2,500.00	2,500.00	100.0%
Local Travel, Meetings and Related Expenses	(444.35)	83.62	14,400.00	14,316.38	99.4%

NORTHERN VIRGINIA TRANSPORTATION COMMISSION
G&A BUDGET VARIANCE REPORT
August 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>	114.91	1,735.72	16,000.00	14,264.28	89.2%
Postage	-	-	1,400.00	1,400.00	100.0%
Telephone and Data	114.91	1,735.72	14,600.00	12,864.28	88.1%
<i>Publications & Supplies</i>	240.43	964.06	28,900.00	27,935.94	96.7%
Office Supplies	(79.05)	152.06	3,000.00	2,847.94	94.9%
Duplication and Paper	319.48	812.00	10,900.00	10,088.00	92.6%
Public Engagement	-	-	15,000.00	15,000.00	100.0%
<i>Operations:</i>	(49.97)	1,784.54	37,700.00	35,915.46	95.3%
Furniture and Equipment (Capital)	-	-	13,000.00	13,000.00	100.0%
Repairs and Maintenance	(114.68)	100.00	1,000.00	900.00	90.0%
Computer Operations	64.71	1,684.54	23,700.00	22,015.46	92.9%
<i>Other General and Administrative:</i>	669.97	1,978.43	10,000.00	8,021.57	80.2%
Memberships	80.75	673.22	1,600.00	926.78	57.9%
Fees and Miscellaneous	589.22	1,305.21	6,900.00	5,594.79	81.1%
Advertising (Personnel/Procurement)	-	-	1,500.00	1,500.00	100.0%
Total Administrative Costs	<u>32,390.30</u>	<u>74,249.38</u>	<u>566,700.00</u>	<u>492,450.62</u>	<u>86.9%</u>
<u>Contracting Services</u>					
Auditing	-	-	25,100.00	25,100.00	100.0%
Contract Services and Support - Commuter Choice	(2,042.86)	7,537.21	463,600.00	456,062.79	98.4%
Contract Services and Support - Other	10,590.49	12,423.82	120,000.00	107,576.18	89.6%
Legal	2,916.67	5,833.34	35,000.00	29,166.66	83.3%
Total Contract Services	<u>11,464.30</u>	<u>25,794.37</u>	<u>643,700.00</u>	<u>617,905.63</u>	<u>96.0%</u>
 Total Gross G&A Expenses	 <u>\$ 225,185.18</u>	 <u>\$ 470,276.91</u>	 <u>\$ 3,833,500.00</u>	 <u>\$ 3,363,223.09</u>	 <u>87.7%</u>

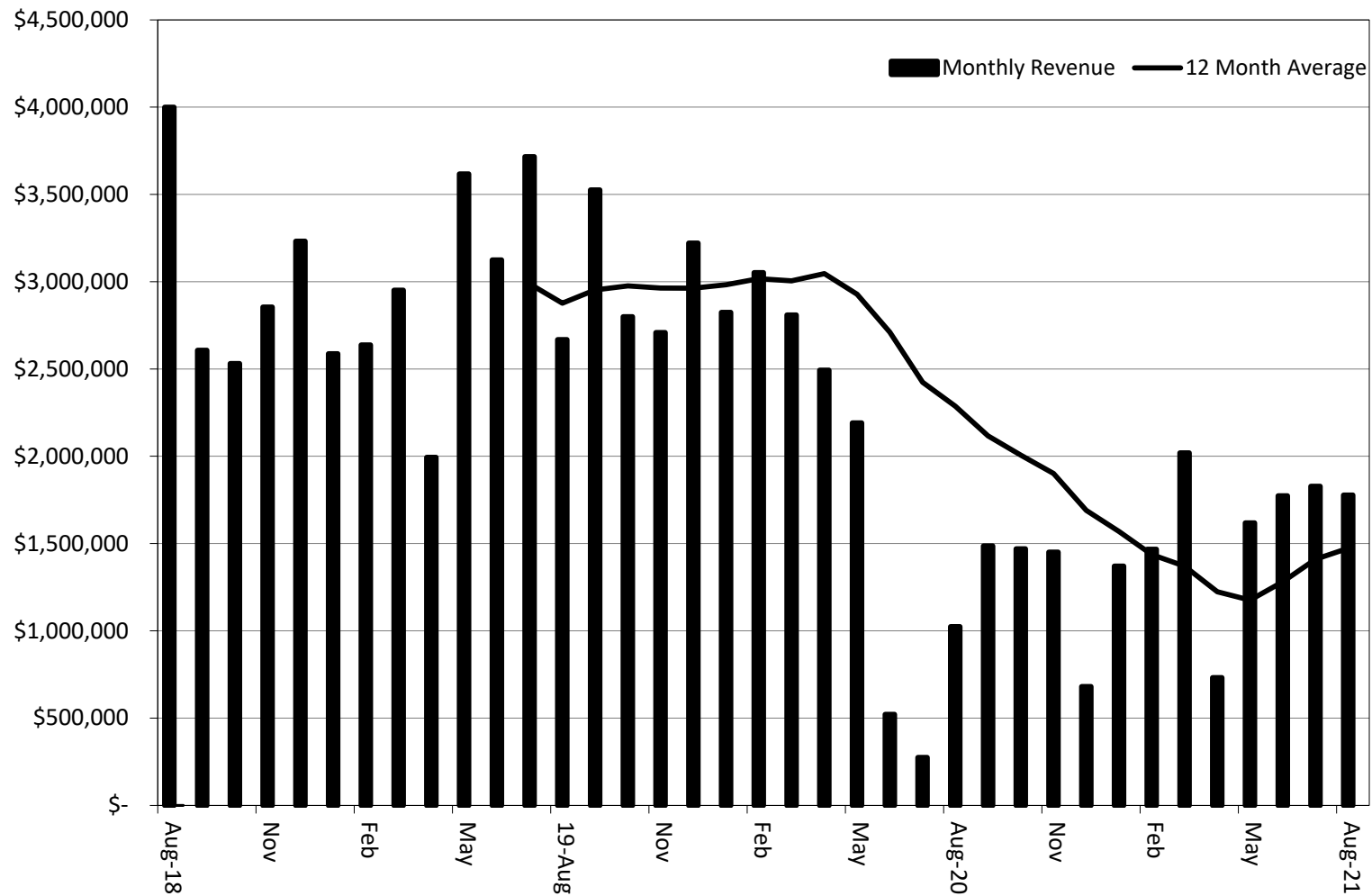
NVTC
RECEIPTS and DISBURSEMENTS
August 2021

Date	Payer / Payee	Purpose	Wells Fargo Checking	Wells Fargo Savings	Virginia LGIP		
					NVTC G&A / Project	Commuter Choice	Trusts
2	DMV	Motor Vehicle Fuels Sales tax receipt					\$ 1,828,133.65
2	DMV	C-ROC			1,250,000.00		
13	DRPT	Operating assistance - City of Fairfax					214,296.00
13	DRPT	Operating assistance - VRE			3,069,720.00		
19	DRPT	Capital grant receipt - Falls Church			50,058.00		
27	DRPT	Operating assistance - Alexandria					1,201,182.00
30	Loudoun	G&A contribution		9,325.00			
31	Banks	Investment earnings		8.56	2.29	2,422.42	9,102.51
			-	9,333.56	4,369,780.29	2,422.42	3,252,714.16
DISBURSEMENTS							
1-31	Various	G&A expenses	(311,420.44)				
2	VRE	C-ROC			(1,250,000.00)		
13	VRE	Grant revenue			(3,069,720.00)		
16	City of Fairfax	Other operating					(728,000.00)
17	Stantec	Consulting - Bus data project	(3,465.84)				
17	Kimley-Horn	Consulting - Fare collection project	(12,797.28)				
17	Kimley-Horn	Consulting - Commuter Choice program	(8,937.93)				
19	City of Falls Church	Cost incurred			(50,058.00)		
31	Banks	Service charges	(67.81)	(72.48)			
			(336,689.30)	(72.48)	(4,369,778.00)	-	(728,000.00)
TRANSFERS							
17	Transfer	From savings to checking	90,000.00	(90,000.00)			
17	Transfer	From LGIP to checking	35,000.00		(35,000.00)		
17	Transfer	From LGIP to LGIP (NTD project)			3,465.84		(3,465.84)
27	Transfer	From LGIP to checking	20,000.00		(20,000.00)		
27	Transfer	From savings to checking	10,000.00	(10,000.00)			
30	Transfer	From LGIP to LGIP (Fare collection project)			9,978.00		(9,978.00)
			155,000.00	(100,000.00)	(41,556.16)	-	(13,443.84)
NET INCREASE (DECREASE) FOR MONTH			\$ (181,689.30)	\$ (90,738.92)	\$ (41,553.87)	\$ 2,422.42	\$ 2,511,270.32

**NVTC
INVESTMENT REPORT
August 2021**

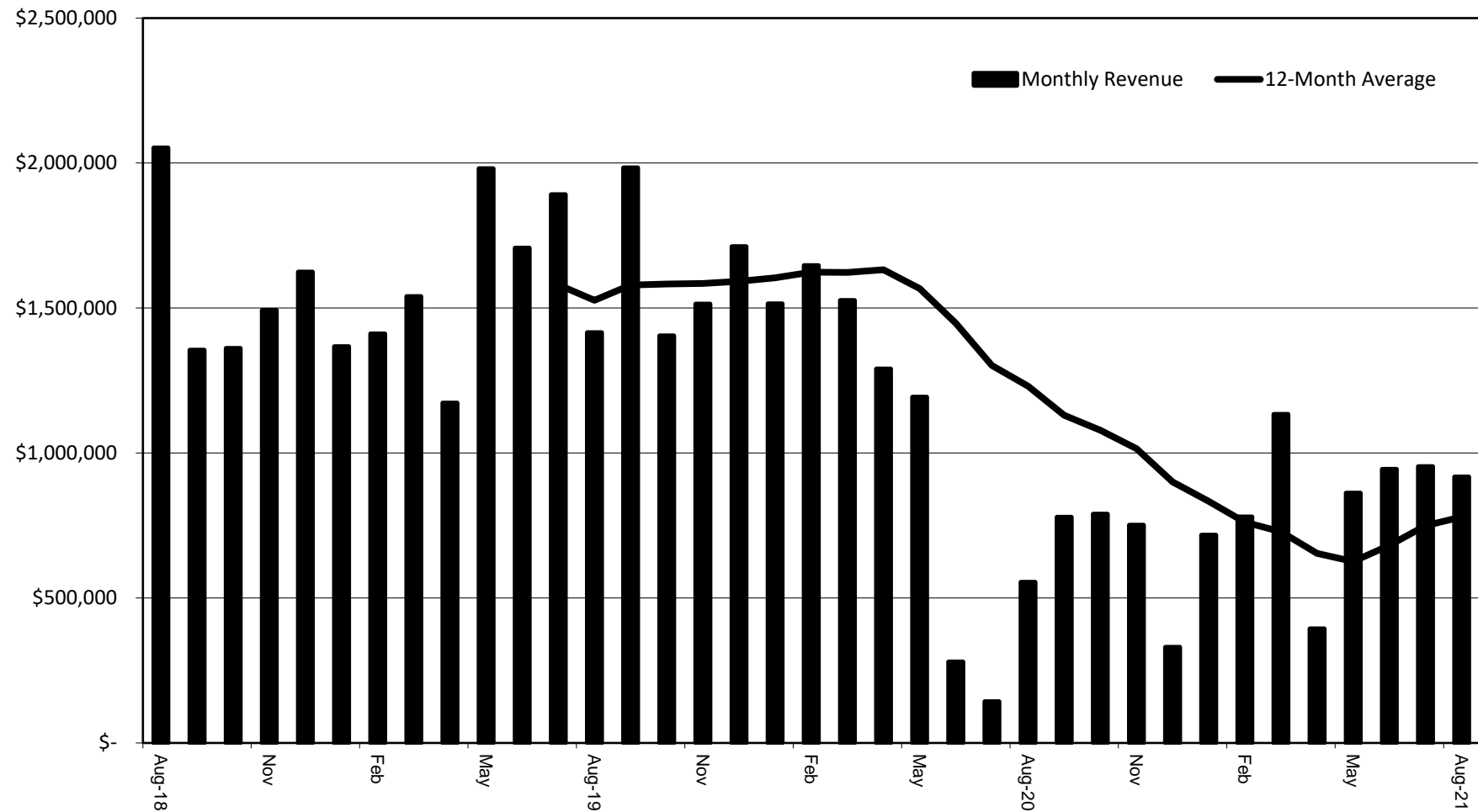
Type	Rate	Balance 7/31/2021	Increase (Decrease)	Balance 8/31/2021	Balance				
					NVTC G&A/Project	Commuter Choice	Jurisdictions Trust Fund	Loudoun Trust Fund	
<u>Cash Deposits</u>									
Wells Fargo: NVTC Checking	N/A	\$ 187,522.29	\$ (181,689.30)	\$ 5,832.99	\$ 5,832.99	\$ -	\$ -	\$ -	
Wells Fargo: NVTC Savings	0.160%	106,625.02	(90,738.92)	15,886.10	15,886.10	-	-	-	
<u>Investments</u>									
Bank of America: Virginia Local Government Investment Pool	0.062%	218,396,227.15	2,472,138.87	220,868,366.02	16,775.64	46,266,329.36	129,685,745.76	44,899,515.26	
		<u>\$ 218,690,374.46</u>	<u>\$ 2,199,710.65</u>	<u>\$ 220,890,085.11</u>	<u>\$ 38,494.73</u>	<u>\$ 46,266,329.36</u>	<u>\$ 129,685,745.76</u>	<u>\$ 44,899,515.26</u>	

NVTC MONTHLY GAS TAX REVENUE ALL JURISDICTIONS FISCAL YEARS 2019-2022



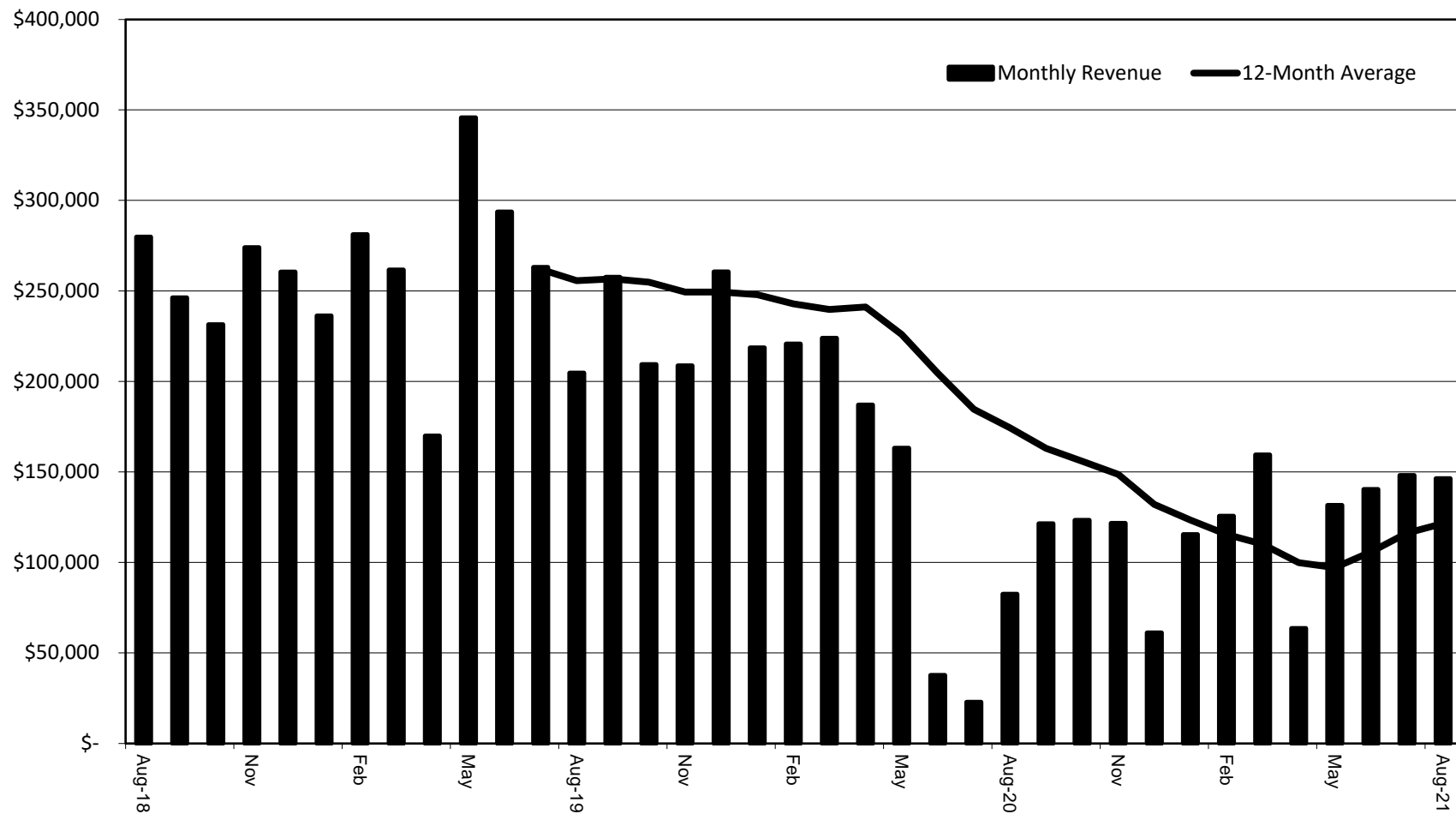
Note: Taxes shown as received by NVTC in a particular month are generated from sales two months earlier.

NVTC MONTHLY GAS TAX REVENUE FAIRFAX COUNTY FISCAL YEARS 2019-2022



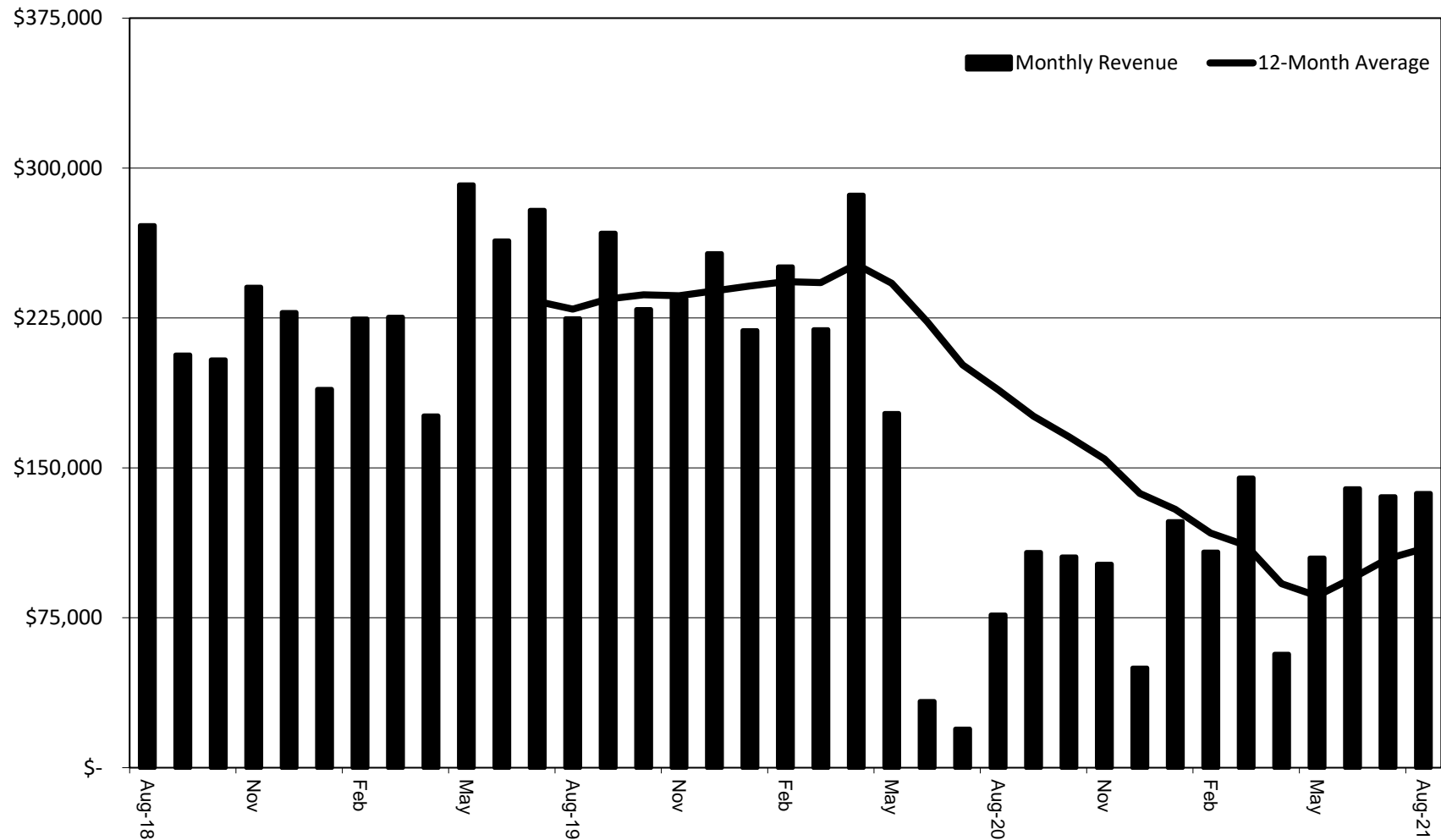
Note: Taxes shown as received by NVTC in a particular month are generated from sales two months earlier.

NVTC MONTHLY GAS TAX REVENUE CITY OF ALEXANDRIA FISCAL YEARS 2019-2022



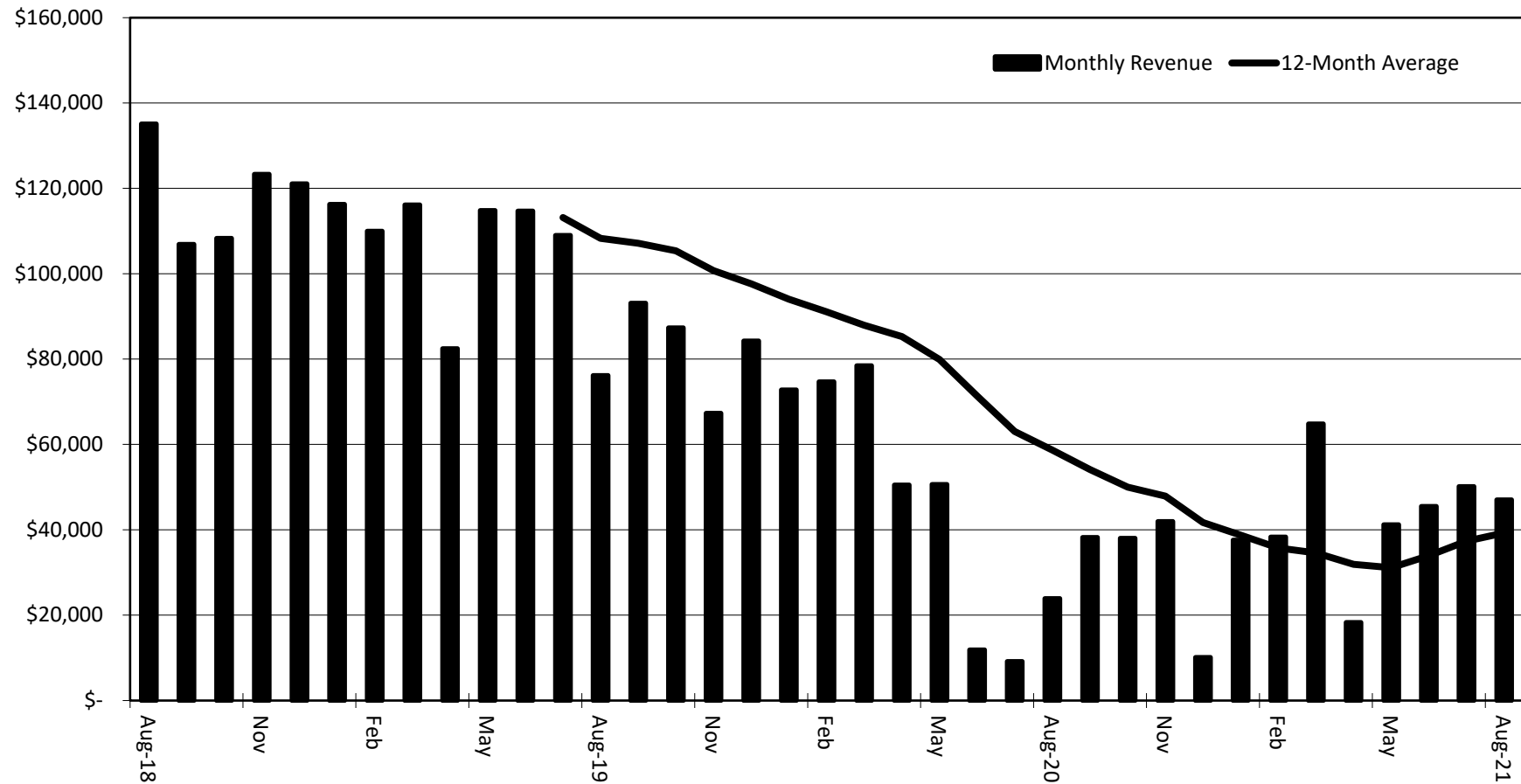
Note: Taxes shown as received by NVTC in a particular month are generated from sales two months earlier.

NVTC MONTHLY GAS TAX REVENUE ARLINGTON COUNTY FISCAL YEARS 2019-2022



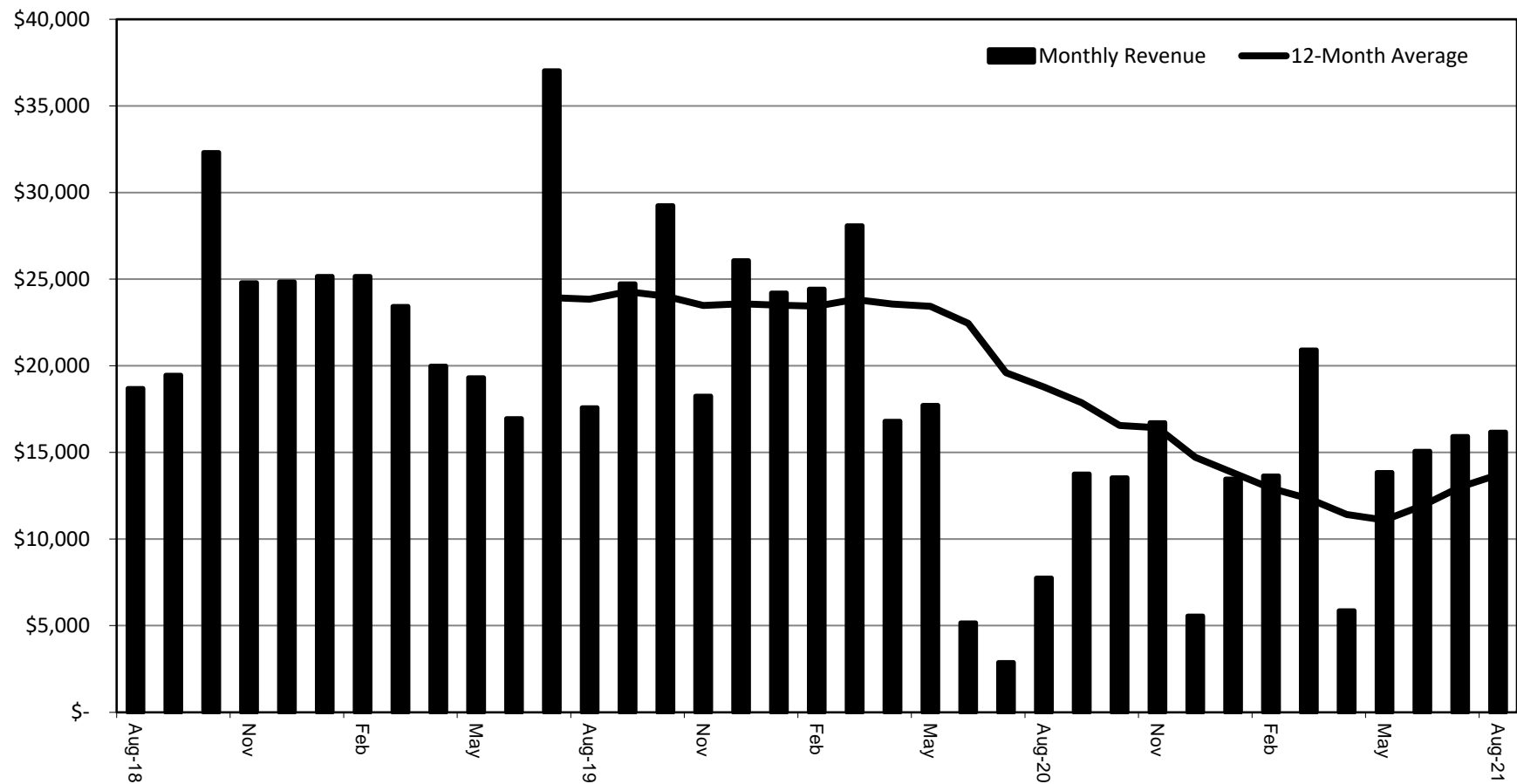
Note: Taxes shown as received by NVTC in a particular month are generated from sales two months earlier.

NVTC MONTHLY GAS TAX REVENUE CITY OF FAIRFAX FISCAL YEARS 2019-2022



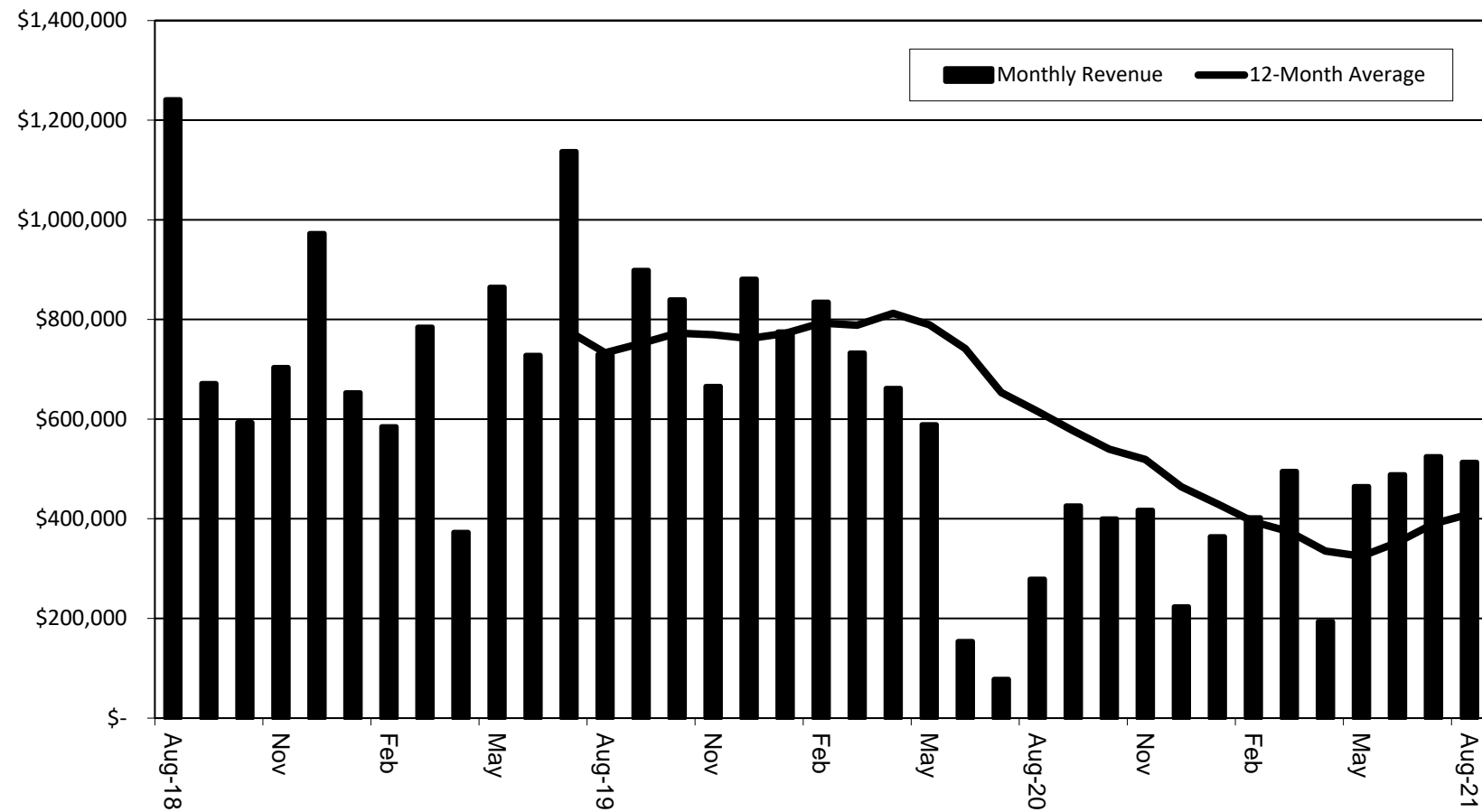
Note: Taxes shown as received by NVTC in a particular month are generated from sales two months earlier.

NVTC MONTHLY GAS TAX REVENUE CITY OF FALLS CHURCH FISCAL YEARS 2019-2022



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 2019-2022



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