

**NVTC EXECUTIVE COMMITTEE  
MEETING SUMMARY  
NVTC Suite #230 Conference Room  
2300 Wilson Blvd., Arlington, Virginia  
December 1, 2022**

**NVTC Executive Committee Members Present:**

Canek Aguirre, Chair  
Walter Alcorn  
Katie Cristol  
Matt de Ferranti  
Adam Ebbin  
Matt Letourneau (non-voting member)  
David Meyer  
Dalia Palchik  
Dave Snyder

**NVTC Executive Committee Members Absent:**

Paul Smedberg (non-voting member)

**Other NVTC Commissioners Present:**

Jen DeBruhl

**Staff and Others Present:**

Kate Mattice, Executive Director  
Allan Fye  
Scott Kalkwarf  
Dwight Buracker (PB Mares)

Chair Aguirre called the Executive Committee meeting to order at 5:36 p.m. Ms. Mattice confirmed an in-person quorum was present.

Chair Aguirre noted that the summary of the November 3, 2022 Executive Committee meeting was provided and there were no corrections from committee members.

Ms. Mattice previewed the Agenda for the December 1, 2022 NVTC Commission meeting, which follows this committee meeting. Ms. Mattice noted that no public comments were received prior to the meeting. She reviewed the action items on the Agenda including a resolution commending David Meyer on his departure from NVTC, a contract award for the Northern Virginia Zero-Emission Bus Strategic Plan, both NVTC and VRE's audited financial reports and Legislative Agendas, NVTC's 2022 Report on the Performance and Condition of WMATA, requests for proposals for support for the Role of Metrobus White Paper and NVTC's WMATA Operating Funding and Reform Working Group, and a VRE Boundary Line Adjustment Deed and Plat. The Commission meeting will also include a presentation from NVTC's Transit Resource Center team showcasing the new NoVaTransit Data Dashboard.

Ms. Mattice then led a discussion regarding the 2023 officer and committee nominations. Included in the meeting materials was a copy of the 2022 NVTC Committee and Board appointments. Ms. Mattice used this time to hear feedback from committee members about what changes they would like to see in 2023.

Chair Aguirre then announced that the Executive Committee (serving as the Audit Committee) would receive a report from NVTC's audit firm. NVTC staff stepped out of the room. Dwight Buracker from PBMares provided the results of the Fiscal Year 2022 financial audit and discussed the report with the committee members. He stated that the financial audit includes three opinions on the financial statements, internal controls and federal compliance. All three received clean or unmodified opinions, which are the highest that can be issued.

Mr. Buraker highlighted the new sections of the financial audit, including the Governmental Accounting Standards Advisory Board (GASB) new Requirement 87, which resulted in additional assets of \$4 million being booked related to the lease with the Navy League Building, but has offsetting liability of \$3.4 million. Also, the debt issuance for VRE is also reflected in NVTC's financials.

Staff returned to the room and Ms. Mattice presented the proposed NVTC FY 2024 Budget and Work Plan. She noted that there were no changes from last month. Scott Kalkwarf was available to answer questions. As per the NVTC By-Laws, the Executive Committee takes action on the budget and refers it to the full Commission for action at the January 2023 meeting, following the public hearing on the Work Plan.

Ms. Palchik moved, with a second by Ms. Cristol to approve the budget for submission to the Commission. The vote in favor was cast by Commissioners Aguirre, Alcorn, Cristol, de Ferranti, Ebbin, Meyer, Palchik and Snyder. The motion passed.

#### Closed Session

Chair Aguirre reviewed the Closed Session procedures. He explained that the Executive Committee will return to Open Session following the executive director's review. Mr. de Ferranti moved, with a second by Mr. Ebbin, the following motion to go into Closed Session:

Pursuant to the Virginia Freedom of Information Act (Section 2.2-3711.A.1 of the Code of Virginia), the Northern Virginia Transportation Commission Executive Committee moves to convene a Closed Session to discuss a personnel matter concerning the executive director's performance evaluation.

The vote in favor was cast by Commissioners Aguirre, Alcorn, Cristol, de Ferranti, Ebbin, Meyer, Palchik and Snyder. The motion passed.

The Executive Committee entered into Closed Session at 6:07 p.m. and returned to Open Session at 6:51 p.m. Ms. DeBruhl arrived at 6:40 p.m. and joined the Closed Session while it was in progress.

Mr. Ebbin moved, with a second by Mr. Alcorn, the following certification:

The Northern Virginia Transportation Commission Executive Committee 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 Commissioners Aguirre, Alcorn, Cristol, de Ferranti, Ebbin, Meyer, Palchik and Snyder. The motion passed.

Chair Aguirre adjourned the meeting at 6:52 p.m.