

**NVTC EXECUTIVE COMMITTEE
MEETING SUMMARY
First Floor Conference Room
2300 Wilson Blvd., Arlington, Virginia
January 6, 2022**

NVTC Executive Committee Members Present:

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

Other Commissioners Present:

Sarah Bagley
Matt de Ferranti

Staff and Others Present:

Kate Mattice, Executive Director
Scott Kalkwarf
Monique Blyther (*via electronic participation*)
Steve MacIsaac (*via electronic participation*)
Aimee Perron Siebert (*via electronic participation*)

Chair Cristol called the Executive Committee meeting to order at 6:03 p.m. She explained that NVTC is back to in-person meetings, with a few modifications. NVTC is continuing with its safety protocols due to the COVID-19 variants. Ms. Mattice confirmed an in-person quorum was present. It was noted that Mr. Letourneau and Ms. Palchik were participating electronically due to medical reasons.

Mr. Smedberg joined the meeting at 6:05 p.m.

Chair Cristol stated that it is an exciting evening as NVTC transitions to a new set of officers and welcomes a new Commission member – Sarah Bagley from Alexandria. She also understands that this is a historic occasion for NVTC, as the Commission will be selecting its first Latino chair and first Latina vice-chair in NVTC's 57-year history. She congratulated both Mr. Aguirre and Ms. Palchik.

Ms. Filler-Corn joined the meeting at 6:07 p.m.

The Executive Committee also discussed canceling the February 3 Commission meeting. Chair Cristol explained that when the Commission approved its 2022 NVTC Meeting Schedule, it was not anticipated that there would be an in-person legislative day down in Richmond. Since that time, the Virginia Association of Counties (VaCO)/Virginia Municipal League (VML) have now scheduled meetings and an evening reception on February 3, which has resulted in scheduling conflicts for many Commissioners. Staff have reviewed the NVTC meeting agenda and have determined that the Commission can keep work moving forward through the existing committee meetings scheduled for January and February. In December the executive director sent an email to the Executive Committee seeking feedback on this approach. There were no concerns raised. Executive Committee members agreed that it makes sense to cancel the February Commission meeting. Chair Cristol noted that the Commission will take action on this change at tonight's meeting.

Chair Cristol noted that the summary of the December 2, 2021 Executive Committee meeting was provided and there were no corrections from committee members.

Ms. Mattice previewed the Agenda for the January 6 NVTC Commission meeting, which follows this meeting. She noted that NVTC received one general public comment asking that NVTC funding should prioritize bus and rail reliability and safety. She also noted that during the meeting there will be a public comment session on NVTC's Work Plan. NVTC did not receive any public comments in advance. She reviewed the rest of the action items: Amendment to the MOA Regarding the Annual Transit Investment from the 395 HOT Lanes, Amendment to the Envision Route 7 Phase IV Contract, FY 2023 General and Administrative Budget and Work Plan (following public comment), VRE FY 2021 Annual Comprehensive Financial Report and approval to adopt and refer the FY 2023 and the Revised FY 2022 VRE Budgets. There will also be NVTC's first-ever Year in Review Video that will be debuted tonight. Monique Blyther has put together a really polished five-minute review of NVTC's 2021 accomplishments.

Ms. Mattice reviewed the proposed FY 2023 General and Administrative Budget, with a new budget option. She reminded the committee that the proposed FY 2023 G&A Budget seeks to maintain near zero growth while building NVTC's policy research portfolio and providing training opportunities to retain NVTC's highly skilled staff. The budget includes additional funding for executive training for staff as well as created an NVTC research line to allow for quick response policy research as directed by the Commission.

Ms. Mattice stated that since the December meeting, Governor Northam announced his biennial budget which includes funding allocated to our transit systems for payments to WMATA, VRE, and local bus systems. She shared the good news that the projected budget for public transit funding for FY 2023 is larger than originally estimated. Thanks to Speaker Filler-Corn there is an additional \$10 million earmarked to help NVTC jurisdictions cover their WMATA bills, and above that staff estimates the NVTC jurisdictions will see at least a 9% increase in transit funding this coming year. The increases could actually be significant higher. These funds will support subsidy payments to WMATA, VRE and local bus systems – and are the primary funding source for NVTC's operational budget.

Ms. Mattice then explained that staff is proposing the Executive Committee endorse a budget option to increase the administrative support within NVTC. Historically, the NVTC Board Secretary has served as the main administrative support to the executive director and has supported basic levels of scheduling and administrative support. However, as the Commission committee work has increased and the FOIA/Open Meeting requirements have increased in complexity, the role of NVTC's Board Secretary has needed to be increasingly focused on the effective scheduling and operations of the four standing committees as well as the Commission. Therefore, Ms. Mattice stated that staff is asking the Executive Committee to recommend to the Commission for approval this evening a revised NVTC FY 2023 G&A Budget that would include the funding of an executive assistant position. This option was included in the materials provided to the commission prior to the holidays.

Ms. Mattice explained that the revised budget option would provide an additional \$109,800 in funding for salary, benefits and additional administrative costs. This position would provide the necessary administrative support to allow the executive director to be more responsive to external requests, increase preparation for outside meetings, and handle administrative tasks. She stated that Director of Finance Scott Kalkwarf reviewed the budget option with jurisdictional staff and there were no comments or concerns.

Ms. Mattice stated that for the revised budget proposal, the total increase in jurisdiction contributions would be \$414,200 over the FY 2022 approved budget, which would be provided from DRPT assistance to NVTC jurisdictions. The increase is comprised of \$94,400 (3.6%) in the base program, \$210,000 (8.0%) for Commission directed new research support line and professional development, and \$109,800 (4.2%) for the new position option.

After a brief discussion of the budget option, Mr. Smedberg moved, with a second by Ms. Filler-Corn, to endorse the revised FY 2023 G&A Budget, which includes the new budget option for this new position. The vote in favor was cast by Committee Members Aguirre, Cristol, Filler-Corn, Meyer, Palchik and Snyder. (Mr. Smedberg and Mr. Letourneau are non-voting members and did not vote.)

Ms. Perron Seibert gave an update on the upcoming General Assembly Session starting next week. She spoke about some legislative text regarding the gubernatorial selection of appointments to the Virginia Passenger Rail Authority (VPRA), which is a bill that will be introduced by Delegate Bennett-Parker. NVTC will be monitoring this legislation.

Chair Cristol adjourned the meeting at 6:45 p.m.