

**NVTC EXECUTIVE COMMITTEE  
MEETING SUMMARY  
NVTC Suite #230 Conference Room  
2300 Wilson Blvd., Arlington, Virginia  
May 5, 2022**

**NVTC Executive Committee Members Present:**

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

**NVTC Executive Committee Members Absent:**

Walter Alcorn  
Adam Ebbin

**Other NVTC Commissioners Present:**

Sarah Bagley  
Jennifer DeBruhl

**Staff and Others Present:**

Kate Mattice, Executive Director  
Scott Kalkwarf  
Penny Newquist

Chair Aguirre called the Executive Committee meeting to order at 6:07 p.m. He noted that Ms. Cristol was participating electronically due to a medical reason. Ms. Mattice confirmed a quorum was present.

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

Ms. Mattice noted that NVTC received one general public comment about one of the I-66 Commuter Choice projects (Ballston Second Entrance), NVTC's process for evaluation under the Commuter Choice program, and the status of transit ridership data from the state.

Mr. Meyer arrived at 6:12 p.m.

Ms. Mattice previewed the agenda for the May 5 NVTC Commission meeting, which follows this meeting. She announced that a new Alternate Commissioner is joining NVTC. DRPT Acting Director Jennifer DeBruhl has been appointed to serve as Paul Smedberg's Alternate representing the Commonwealth. Former DRPT Director Jennifer Mitchell will be recognized at the meeting for her eight years of service on NVTC. Ms. Mattice then reviewed the action items, which include a financial auditing services contract, NVTC's Title VI Program, WMATA certification letter, five endorsement letters for jurisdictional funding requests, FY 2023 G&A Budget amendments, Blue/Orange/Silver Corridor Capacity and Reliability Study letter, Envision Route 7 BRT Strategic Implementation Roadmap RFP, and a VRE Deed of Ground Lease for Manassas Park Station. NVTC staff will also brief the Commission on the I-66 Commuter Choice FY 2023 recommended Program of Projects. There will be reports from WMATA Board members and NVTC committee chairs.

Chair Aguirre noted that the Executive Committee also serves as the Audit Committee. Ms. Mattice explained that the Executive Committee, in its role as the Audit Committee, is being asked to support Commission action for NVTC to enter into a contract with PBMares for a base period of three years with options for two additional two-year periods with the executive director exercising the options at her discretion.

Mr. Kalkwarf gave an overview of the selection process that resulted in the recommendation. Chair Aguirre stated that no action is needed from the Executive Committee, but the Commission will take action at its meeting.

Chair Aguirre stated that the Executive Committee does have one action to consider. Staff is proposing amendments to the FY 2023 General and Administrative Budget. Ms. Mattice stated that staff is proposing amendments to the FY 2023 G&A Budget in the amount of \$50,000, a 1.2% increase for additional funding related to employee compensation and the training and professional development budget lines. The funding would be applied from state assistance to the local jurisdictions through NVTC and would not impact the direct contributions from the jurisdictions' budgets.

Mr. Smedberg arrived at 6:22 p.m.

Ms. Mattice explained that NVTC historically attempts to align salary adjustments with those of the member local jurisdictions. The FY 2023 Budget was developed this past fall before long-term inflation concerns and the jurisdictions' budget assumptions were fully known. The NVTC budget, which was approved in January, includes a conservative 2% cost-of-living (COLA) adjustment and 2% for potential merit increases. The FY 2023 advertised budgets for NVTC's larger jurisdictions on average include approximately 6% in salary increases for COLA, step and merit increases. In addition, effective with FY 2023, NVTC intends to transition to a new formal pay scale approach for employee compensation, from the present percentage-based method. This pay scale structure is similar to the approach used by several of the member jurisdictions, as well as the federal government.

Ms. Mattice stated that a budget amendment for employee compensation of \$40,000 will allow for a COLA adjustment approaching 4%, combined with budgeted merit increases of 2%. The

additional funding will also allow NVTC to implement this new pay scale structure in a fair and equitable manner among staff, while recognizing increases consistent with our jurisdictions. The present long-term inflation trend is resulting in greatly increased travel costs, beyond what was assumed in the approved budget. Additional funding of \$10,000 for the training and professional development line will assist in meeting these rising costs.

Mr. Meyer moved, with a second by Mr. de Ferranti, to approve the proposed FY 2023 Budget amendments for submission to the Commission. The vote in favor was cast by Committee Members Aguirre, Cristol, de Ferrenti, Meyer, Palchik and Snyder. (Mr. Smedberg and Mr. Letourneau are non-voting members and did not vote.)

Chair Aguirre adjourned the meeting at 6:35 p.m.