

**NVTC EXECUTIVE COMMITTEE
MEETING SUMMARY
NVTC Suite #230 Conference Room
2300 Wilson Blvd., Arlington, Virginia
November 3, 2022**

NVTC Executive Committee Members Present:

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

Other Commission Members Present:

Jennifer Debruhl

Staff and Others Present:

Kate Mattice, Executive Director
Genoveva Cutrell
Allan Fye
Scott Kalkwarf
Aimee Perron Seibert
Kirk Dand
Gladys Hurwitz
Penny Newquist

Chair Aguirre called the Executive Committee meeting to order at 6:10 p.m. He noted Mr. Alcorn was participating electronically from Fairfax County due to a medical reason. Ms. Mattice confirmed a quorum was present.

Chair Aguirre noted that the summary of the October 6, 2022, Executive Committee meeting was provided and there was one correction. Mr. Meyer pointed out that he was listed as both present and not present. Ms. Mattice noted that this correction would be made to the meeting summary. There was no public comment received for this month's Commission meeting.

Ms. Mattice previewed the Agenda for the November 3 Commission meeting, which follows this meeting. She began by reviewing the meeting highlights. The Commission will be receiving a full briefing on the WMATA annual report and be presented with the proposed 2023 Legislative and

Policy Agenda. The proposed 2023 meeting schedule will also be reviewed and there will be the usual updates on VRE and WMATA.

Chair Aguirre introduced NVTC Director of Finance Scott Kalkwarf to present the preliminary FY 2024 Budget. Mr. Kalkwarf stated that the budget is in line with what was discussed at the October Executive Committee meeting and that staff will seek approval from the Executive Committee at the December meeting to present the budget to the full Commission and will then go before the full Commission for approval in January 2023. Mr. Kalkwarf then reviewed the budget line items.

Mr. Snyder arrived at 6:17 p.m.

Following Mr. Kalkwarf's presentation on expenses, Senator Ebbin asked for more information about the virtual server. Mr. Kalkwarf explained that the server is a capital item and falls under the Furniture and Equipment category of budget expenditures. Currently the preliminary budget has \$15,000 set aside for this expense. Mr. Kalkwarf stated that the physical server needs to be replaced.

Mr. Kalkwarf then went on to discuss the revenue portion of the budget, most of which comes from state aid and local direct contributions. The FY 2024 budget reflects a \$135,000 increase in these monies. Mr. Kalkwarf also explained that other sources of revenue are chargebacks from the Commuter Choice Program, VRE, and Envision Route 7. Project grant billings for FY 2024 assume a grant from DRPT's Intern Program that will provide 80% of expenses related to NVTC's Transit Fellows Program. Lastly, Mr. Kalkwarf explained that NVTC does have an appropriated surplus which is carry over funding.

Katie Cristol asked if Fairfax County would be receiving the funding for Envision Route 7. Ms. Mattice stated they would not receive the funding and that NVTC historically has received these funds and manages the funding along the way for this project. Ms. Cristol asked if the Government Accounting Standards Board (GASB) accounting standards would apply to these monies. Mr. Kalkwarf stated he was not sure if they would apply but he would follow up with the auditors and report back to the Executive Committee.

Mr. Aguirre announced that the Executive Committee will meet at 5:30 p.m. for the next meeting on December 1 and there will be a Closed Session for the Executive Director's annual performance review.

Chair Aguirre adjourned the meeting at 6:30 p.m.