

**NVTC EXECUTIVE COMMITTEE
MEETING SUMMARY
NVTC Suite #230 Conference Room
2300 Wilson Blvd., Arlington, Virginia
October 6, 2022**

NVTC Executive Committee Members Present:

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

NVTC Executive Committee Members Absent:

Walter Alcorn
Katie Cristol
Matt Letourneau (non-voting member)
David Meyer

Staff and Others Present:

Kate Mattice, Executive Director
Genoveva Cutrell
Allan Fye
Scott Kalkwarf

Chair Aguirre called the Executive Committee meeting to order at 6:32 p.m. He noted that he was participating electronically from Alabama for a work reason. Ms. Mattice confirmed a quorum was present.

Chair Aguirre noted that the summary of the July 7, 2022, Executive Committee meeting was provided and there were no corrections from committee members. Also, there was no public comment received for this month's Commission meeting.

Ms. Mattice previewed the Agenda for the October 6 Commission meeting, which follows this meeting. She began by noting that NVTC received some updated information from Loudoun County for their DRPT grant application of which they are requesting an endorsement letter. There will also be a Closed Session for the annual performance review for VRE CEO Rich Dalton. Ms. Mattice then reviewed Consent Agenda items, which include the notice of direct contribution to jurisdictions, a request for proposals for a Northern Virginia regional bus analysis and a letter of endorsement for Loudoun County's Transit Ridership Incentive Program (TRIP) grant application. The other two other action items are the NVTC Commuter Choice Program FY 2022 Annual Report to the Commonwealth and the Preliminary FY2024 VRE Operating and Capital

Budget to the jurisdictions. Other meeting highlights include a Commuter Choice update, a summary of NVTC's Re-Discover Your Ride marketing campaign, and reports from the Program Advisory Committee, the Joint Commission Working Group, the WMATA Committee, WMATA Board Members and the Legislative and Policy Committee.

Chair Aguirre then introduced NVTC Director of Finance Scott Kalkwarf to lead the discussion about the FY 2024 budget. Mr. Kalkwarf stated that the primary reason for him addressing the committee this evening was to present issues and get input on the General and Administrative Budget for FY 2024. Following this evening's discussion, the preliminary budget will be brought before the Executive Committee in November, the full budget will be brought before the Executive Committee and Commission in December, and then considered for approval at the Commission meeting in January. Mr. Kalkwarf gave a quick overview of how the budget is funded, comprising of state aid off the top (70%), direct contributions from jurisdictions, Commuter Choice revenue and other revenue.

Mr. Kalkwarf then outlined the FY 2024 budget issues. These include Envision Route 7, which will hopefully be partially funded by a \$2 million federal earmark currently working its way through Congress. Part of the Envision Route 7 budget includes money for consulting and the creation of a new position for a full-time program manager. Other budget issues include payroll, which is the largest single budget line item, and would include the addition of another full-time program analyst; office rent, which has a built-in annual increase of 2.5%; and NVTC funded policy research.

Mr. Kalkwarf noted that in FY 2023, NVTC policy research was a new budget line item, and this is something NVTC hopes to continue. Allan Fye, Director of Programs and Policy commented that the current budget allocated \$200,000 for policy research and this year that funding has been used for the Value of Transit in Northern Virginia study and the remaining funds are proposed to be used to implement two NVTC strategies outlined in the Annual Report of the Performance and Condition of WMATA. Ms. Mattice added that having quick access to this budget item was a game changer in terms of being able to turn around work quickly and efficiently.

Lastly, Mr. Kalkwarf highlighted several things on the horizon to consider for the FY 2024 budget. The first of which is NVTC's 60th Anniversary; however, he expects the budget impacts associated with the celebration to be minimal. In conjunction with this, Mr. Kalkwarf stated that NVTC is exploring a strategic plan effort and developing a cost estimate. Mr. Kalkwarf expects this project to be eligible for 50% funding from a DRPT grant. Ms. Mattice elaborated that the last strategic plan was in 2014 and NVTC is introducing the idea visioning exercises should NVTC want to start scoping these ideas out further. She continued that any strategic plan project would start approximately a year from now. Senator Ebbin commented that a visioning exercise is appealing due to a post-COVID and telecommuting world now, and many things have changed over the past few years. Senator Ebbin also asked about the Annual Work Plan, and Ms. Mattice commented that this would be presented next month.

Lastly, Chair Aguirre introduced the final agenda item, a discussion about the executive director's annual review process. The idea was introduced to poll staff members and Chair Aguirre inquired about when the last time this process happened. Mr. Smedberg stated that the last time staff

was polled was when he was NVTC chair, and that he finds this to be good practice. Senator Ebbin stated he thought conversations with new staff could be beneficial. Chair Aguirre requested that Ms. Mattice provide him with more information about when staff was last polled as part of the executive director's annual review process. Ms. Mattice stated that she's happy to provide this information and anything else needed to aid in her review process. Ms. Mattice stated that in past years, she has drafted a memo that parallels the annual Work Plan. Chair Aguirre stated that when the Work Plan is reviewed, he can also attach it with the employee survey. Ms. Mattice stated that she will complete a memo for the chair to review for her evaluation before next month's meeting.

Chair Aguirre adjourned the meeting at 6:56 p.m.