

NVTC Commission Meeting

January 6, 2022

The meeting will start momentarily.



KATIE CRISTOL
NVTC CHAIR
ARLINGTON COUNTY



CANEK AGUIRRE
NVTC VICE CHAIR
CITY OF ALEXANDRIA



DALIA PALCHIK
NVTC SECRETARY-TREASURER
FAIRFAX COUNTY

Meeting materials available at www.novatransit.org

NVTC January 6, 2022 Meeting Agenda

1. Opening Remarks
2. Recognition of New and Departing Commissioners
3. **ACTION ITEM:** Approve Minutes and Meeting Summary
4. **ACTION ITEM:** Annual Leadership and Governance
5. **ACTION ITEM:** Consent Agenda
6. NVTC 2021 Year in Review
7. NVTC FY 2023 G&A Budget and 2022 Work Plan
 - Public Comment on NVTC 2022 Work Plan
 - **ACTION ITEM:** Approve FY 2023 G&A Budget and 2022 Work Plan
8. Washington Metropolitan Area Transit Authority
9. Legislative Update
10. Virginia Railway Express
 - **ACTION ITEM:** Approve Resolution #2469: Accept and Authorize Distribution of VRE's FY 2021 Annual Comprehensive Financial Report
 - **ACTION ITEM:** Approve Resolution #2470: Adopt and Refer VRE's FY 2022 Revised and FY 2023 Recommended Budgets to the Jurisdictions
11. Department of Rail and Public Transportation
12. Executive Director Report



KATIE CRISTOL
NVTC CHAIR
ARLINGTON COUNTY

1. Opening Remarks

2. Recognition of New and Departing Commissioners

- A. Oath of Office for New Commissioners
- B. Recognition of Departing Commissioner
 - A. ACTION ITEM: Approve Resolution of Commendation for Elizabeth Bennett-Parker



SARAH BAGLEY
CITY OF ALEXANDRIA

2.A. Oath of Office for New Commissioners

I do solemnly swear that I will support the Constitution of the United States and the Commonwealth of Virginia and that I will faithfully discharge all the duties incumbent upon me as a member of the Northern Virginia Transportation Commission, according to the best of my ability.

2.B. Recognition of Departing Commissioner Elizabeth Bennett-Parker





KATIE CRISTOL
NVTC CHAIR
ARLINGTON COUNTY

3. Approve Minutes and Meeting Summary

- A. Approve the Meeting Minutes from the December 2, 2021 Commission Meeting
- B. Approve the Meeting Summary of the December 6, 2021 Joint NVTC-PRTC Legislative Briefing

4. Annual Leadership and Governance

- A. Approve the Recommended Slate of Officers for 2022
- B. Approve a Resolution Commending the Honorable Katie Cristol for Her Service as Chair of NVTC for 2020 and 2021
- C. Approve Resolution #2466: Selection of NVTC Representative to Various Boards (UPDATED)
- D. Approve the Recommended 2021 NVTC Committee Membership (UPDATED)
- E. Approve Resolution #2467: Designation of NVTC Signatories and Pension Trustees

4.A. Recommended Slate of NVTC Officers for 2022

Ceremonial Oath of Office for NVTC 2022 Officers



CANEK AGUIRRE
NVTC CHAIR
CITY OF ALEXANDRIA



DALIA PALCHIK
NVTC VICE CHAIR
FAIRFAX COUNTY



MATT DE FERRANTI
NVTC SECRETARY-TREASURER
ARLINGTON COUNTY

4. Annual Leadership and Governance

- B. Approve a Resolution Commending the Honorable Katie Cristol for Her Service as Chair of NVTC for 2020 and 2021



CANEK AGUIRRE

NVTC CHAIR
CITY OF ALEXANDRIA

Recognition of Katie Cristol - NVTC Chair from 2020 to 2021



4. Annual Leadership and Governance

- C. Approve Resolution #2466: Selection of NVTC Representative to Various Boards
- D. Approve the Recommended 2021 NVTC Committee Membership
- E. Approve Resolution #2467: Designation of NVTC Signatories and Pension Trustees



CANEK AGUIRRE
NVTC CHAIR
CITY OF ALEXANDRIA

5. Approve the Consent Agenda

- A. Approve Resolution #2468: Approve the Amended and Restated Memorandum of Agreement Regarding the Annual Transit Payment from the 395 HOT Lanes
- B. Authorize the Executive Director to Amend the Envision Route 7 Phase IV Contract with Kittelson and Associates



CANEK AGUIRRE
NVTC CHAIR
CITY OF ALEXANDRIA

6. NVTC 2021 Year in Review



KATE MATTICE
NVTC EXECUTIVE DIRECTOR



7. NVTC's FY 2023 General and Administrative Budget and Work Plan

A. Public Comment on NVTC's 2022 Work Plan

B. ACTION ITEM: Approve NVTC's FY 2023 General and Administrative Budget and 2022 Work Plan



KATE MATTICE

NVTC EXECUTIVE DIRECTOR

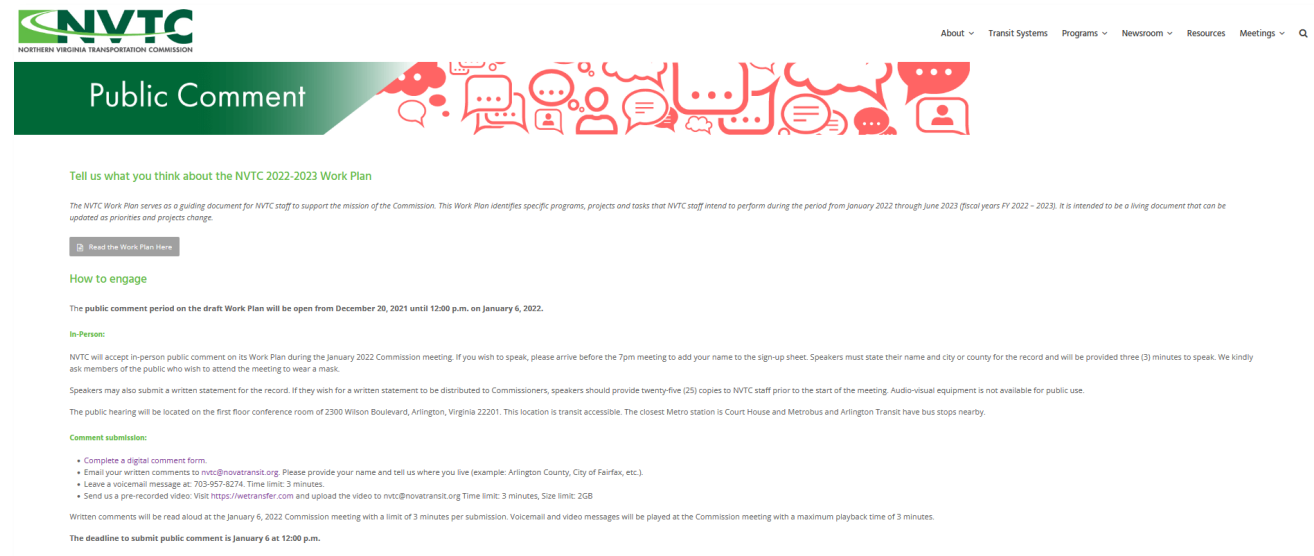


SCOTT KALKWARF

NVTC DIRECTOR OF FINANCE AND
ADMINISTRATION

Public Comment

- Five Ways to Provide Comments
 - In-person
 - Digital Comment Form
 - Email
 - Voice Message
 - Video Message



Public Comment on NVTC's 2022- 2023 Workplan

FY 2023 G&A Budget Approach

Maintain near zero growth in G&A budget while building NVTC's research portfolio and supporting highly skilled staff.

- ✓ Continue strong support of Commission priorities
- ✓ Fulfill state and federal reports and requirements
- ✓ Reduce financial management exposure
- ✓ Retain and train highly skilled staff
- ✓ Continue robust regional technical and coordination efforts
- ✓ Continue staff coordination of WMATA efforts including support to WMATA Board members
- ✓ Be able to immediately conduct policy research and leverage opportunities for additional federal and/or state funding
- ✓ Sustain human resources, legal and legislative support
- ✓ Align COLA/merit expectations with peers, jurisdictions
- ✓ Additional administrative support position included in option

Initial Proposed FY 2023 G&A Budget - Expenditures

Budget Category	Approved FY 2022 Budget	Proposed FY 2023 Budget	Increase (Decrease)	Percent Change
Salaries and Wages	\$2,102,700	\$2,165,300	\$62,600	3.0%
Benefits and Other Payroll Costs	520,400	532,900	12,500	2.4%
Administrative Costs	566,700	604,700	38,000	6.7%
<i>Commissioners Per Diem</i>	14,500	14,700		1.4%
<i>Rent</i>	408,200	418,400		2.5%
<i>Insurance</i>	7,400	7,300		-1.0%
<i>Travel, Training and Meetings</i>	44,000	55,800		26.8%
<i>Telephone, Data and Postage</i>	16,000	16,700		4.4%
<i>Publications and Supplies</i>	28,900	28,900		0.0%
<i>Computer Operations and Equipment</i>	37,700	52,900		40.3%
<i>Other General and Administrative</i>	10,000	10,000		0.0%
Contract Services	643,700	617,300	(26,400)	-4.1%
<i>Commuter Choice</i>	463,600	234,700	(228,900)	-49.4%
<i>Research Support, Other</i>	180,100	382,600	202,500	112.4%
Total G&A Budget	\$3,833,500	\$3,920,200	\$86,700	2.3%

Initial Proposed FY 2023 G&A Budget - Revenue

Budget Category	Approved FY 2022 Budget	Proposed FY 2023 Budget	Increase (Decrease)	Percent Change
Local Share from State Aid	\$2,359,253	\$2,663,653	\$304,400	
Local Direct Contributions	284,247	284,247	0	
Total Local Contributions	2,643,500	2,947,900	304,400	11.5%
<i>Base Operating Program (excluding Commuter Choice)</i>			94,400	3.5%
<i>Research Support, Commission Directed</i>			200,000	7.6%
<i>Professional Development, Commission Directed</i>			10,000	0.4%
Interest and Other Revenue	10,000	3,000	(7,000)	-70.0%
Project Chargebacks	1,040,000	834,300	(205,700)	-21.4%
Project Grant Billings	40,000	40,000	0	0.0%
Appropriated Surplus	100,000	95,000	(5,000)	-5.0%
Total G&A Budget	\$3,833,500	\$3,920,200	\$86,700	2.3%

Updated FY 2023 G&A Budget Expenditures

Budget Category	Approved FY 2022 Budget	Proposed FY 2023 Budget	Increase (Decrease)	Percent Change
Salaries and Wages	\$2,102,700	\$2,256,500	\$153,800	7.3%
Benefits and Other Payroll Costs	520,400	549,900	29,500	5.7%
Administrative Costs	566,700	606,300	39,600	7.0%
<i>Commissioners Per Diem</i>	14,500	14,700		1.4%
<i>Rent</i>	408,200	419,100		2.7%
<i>Insurance</i>	7,400	7,300		-1.0%
<i>Travel, Training and Meetings</i>	44,000	55,800		26.8%
<i>Telephone, Data and Postage</i>	16,000	17,200		7.5%
<i>Publications and Supplies</i>	28,900	28,900		0.0%
<i>Computer Operations and Equipment</i>	37,700	53,300		41.4%
<i>Other General and Administrative</i>	10,000	10,000		0.0%
Contract Services	643,700	617,300	(26,400)	-4.1%
<i>Commuter Choice</i>	463,600	234,700	(228,900)	-49.4%
<i>Research Support, Other</i>	180,100	382,600	202,500	112.4%
Total G&A Budget	\$3,833,500	\$4,030,000	\$196,500	5.1%

Updated FY 2023 G&A Budget Revenue

Budget Category	Approved FY 2022 Budget	Proposed FY 2023 Budget	Increase (Decrease)	Percent Change
Local Share from State Aid	\$2,359,253	\$2,773,453	\$414,200	
Local Direct Contributions	284,247	284,247	0	
Total Local Contributions	2,643,500	3,057,700	414,200	15.7%
Base Operating Program (excluding Commuter Choice)			94,400	3.5%
Research Support, Commission Directed			200,000	7.6%
Professional Development, Commission Directed			10,000	0.4%
New Position			109,800	4.2%
Interest and Other Revenue	10,000	3,000	(7,000)	-70.0%
Project Chargebacks	1,040,000	834,300	(205,700)	-21.4%
Project Grant Billings	40,000	40,000	0	0.0%
Appropriated Surplus	100,000	95,000	(5,000)	-5.0%
Total G&A Budget	\$3,833,500	\$4,030,000	\$196,500	5.1%

NVTC 2022-2023 Work Plan - Deliverables and Actions

Commuter Choice

- I-66 Round Five scoring and program development
- I-395/95 Round Three Call for Projects
- Annual Report to CTB

NVTC Oversight of WMATA

- Annual Report on the Performance and Condition of WMATA
- WMATA budget letters and testimony, when appropriate
- Yellow Line Bridge Shutdown Coordination

Transit Technology

- *Proposed Northern Virginia Low-/Zero-Emission Bus Strategic Plan*
- Implementation of Regional Fare Collection Strategic Plan tasks

NVTC Staff Support to VRE

- Audited annual ridership survey and GIS analysis

Transit Resource Center

- Annual Transit Performance Report
- Post-COVID Transportation Analyses
- *Proposed Northern Virginia Regional Bus Analysis*
- Route 7 BRT Phase VI Analysis

Legislative and Policy Efforts

- Joint NVTC-PRTC Legislative Briefing
- Annual Legislative and Policy Agenda
- Policy briefs and tracking reports

Communications

- Public outreach for Commuter Choice program milestones
- Daily headlines, weekly and monthly newsletters
- Post-COVID and Post-Yellow Line Bridge Shutdown marketing campaign

Financial Analysis and Reporting

- Administer annual WMATA subsidy and local transit funding
- Annual allocation of regional gas tax
- Financial projections and analysis
- DRPT grant applications and grant agreements
- Commuter Choice reimbursements
- Annual updates to SAM formula
- Federal grant management and reporting
- Title VI certification to FTA

Commission Management

- Monthly materials
- Annual agenda and meeting schedule

Internal Operations

- General and Administrative Budget and Work Plan
- Telework and IT support

8. WMATA

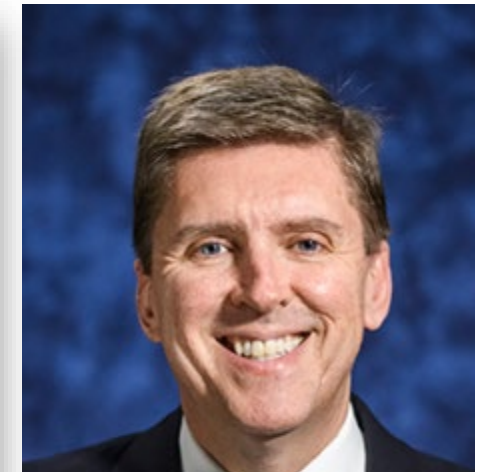
- A. Report from the Virginia WMATA Board Members
- B. Other WMATA News
- C. NVTC WMATA Committee Meeting – January 20, 2022 at 6PM



PAUL SMEDBERG
COMMONWEALTH APPOINTEE TO THE
WMATA BOARD OF DIRECTORS



MATT LETOURNEAU
NVTC APPOINTEE TO
THE WMATA BOARD OF DIRECTORS
LOUDOUN COUNTY



WALTER ALCORN
NVTC APPOINTEE TO
NVTC WMATA COMMITTEE CHAIR
FAIRFAX COUNTY



KATE MATTICE
NVTC EXECUTIVE DIRECTOR



AIMEE PERRON-SEIBERT
NVTC LEGISLATIVE LIAISON

9. Legislative Update

- A. General Assembly
- B. Federal Update



JAMES WALKINSHAW
SECRETARY, VRE OPERATIONS BOARD
FAIRFAX COUNTY



RICH DALTON
CHIEF EXECUTIVE OFFICER
VIRGINIA RAILWAY EXPRESS

10. Virginia Railway Express

- A. VRE CEO Report and Minutes
- B. ACTION ITEM:** Approve Resolution #2469: Accept and Authorize Distribution of VRE's FY 2021 Annual Comprehensive Financial Report
- C. ACTION ITEM:** Approve Resolution #2470: Adopt and Refer VRE's FY 2022 Revised and FY 2023 Recommended Budgets to the Jurisdictions
- D. 2022 VRE Operations Board Officers



11. Department of Rail and Public Transportation

A. DRPT Monthly Report



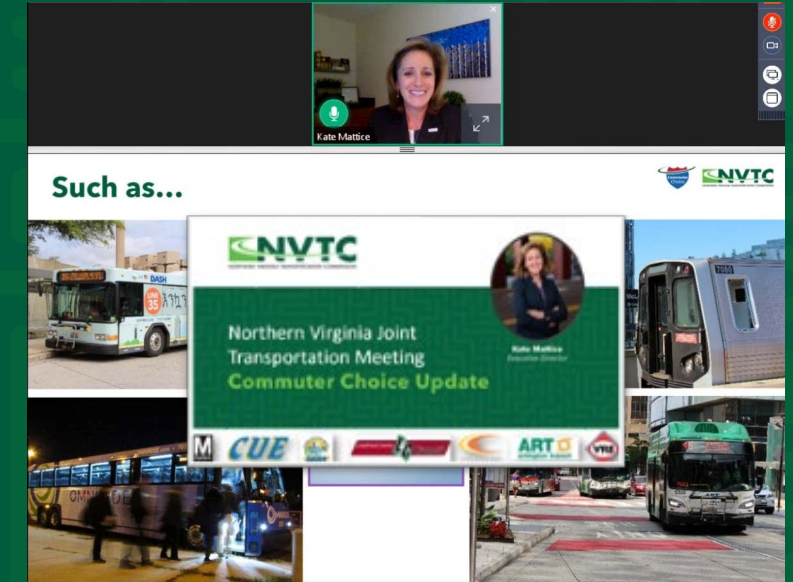
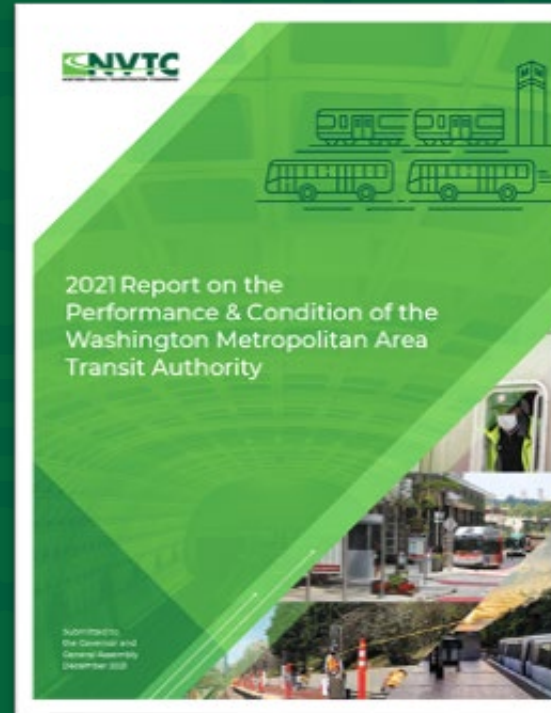
JENNIFER MITCHELL

DIRECTOR, VIRGINIA DEPARTMENT OF RAIL
AND PUBLIC TRANSPORTATION



Virginia Department of Rail and Public Transportation

12. Executive Director's Report: December Highlights





Upcoming Events

NVTC's WMATA Committee

January 20, 2022 at 6PM

NVTC Legislative Committee

February 17, 2022 at 5PM

NVTC Program Advisory Committee

February 23, 2022 at 4PM

Questions?

- A. Commissioner comments and questions
- B. Reminder: Next Commission Meeting is **March 3, 2022**



CANEK AGUIRRE
NVTC CHAIR
CITY OF ALEXANDRIA

NVTC Commission Meeting

January 6, 2022

Meeting is adjourned. Thank you for attending!



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