NVTC Commission Meeting
January 6, 2022

The meeting will start momentarily.

Meeting materials available at www.novatransit.org
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
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
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.

SARAH BAGLEY
CITY OF ALEXANDRIA
2.B. Recognition of Departing Commissioner
Elizabeth Bennett-Parker
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
Ceremonial Oath of Office for NVTC 2022 Officers

4.A. Recommended Slate of NVTC Officers for 2022

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
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
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
6. NVTC 2021 Year in Review
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
Public Comment

- Five Ways to Provide Comments
  - In-person
  - Digital Comment Form
  - Email
  - Voice Message
  - Video Message
FY 2023 G&A Budget Approach

- 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 addition 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

Maintain near zero growth in G&A budget while building NVTC’s research portfolio and supporting highly skilled staff.
## Initial Proposed FY 2023 G&A Budget - Expenditures

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

<table>
<thead>
<tr>
<th>Budget Category</th>
<th>Approved FY 2022 Budget</th>
<th>Proposed FY 2023 Budget</th>
<th>Increase (Decrease)</th>
<th>Percent Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Local Share from State Aid</td>
<td>$2,359,253</td>
<td>$2,663,653</td>
<td>$304,400</td>
<td>11.5%</td>
</tr>
<tr>
<td>Local Direct Contributions</td>
<td>284,247</td>
<td>284,247</td>
<td>0</td>
<td>0.0%</td>
</tr>
<tr>
<td>Total Local Contributions</td>
<td>2,643,500</td>
<td>2,947,900</td>
<td>304,400</td>
<td>11.5%</td>
</tr>
</tbody>
</table>

- **Base Operating Program (excluding Commuter Choice)**: 94,400 (3.5% increase)
- **Research Support, Commission Directed**: 200,000 (7.6% increase)
- **Professional Development, Commission Directed**: 10,000 (0.4% increase)

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<th>Increase (Decrease)</th>
<th>Percent Change</th>
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<tbody>
<tr>
<td>Interest and Other Revenue</td>
<td>10,000</td>
<td>3,000</td>
<td>(7,000)</td>
<td>-70.0%</td>
</tr>
<tr>
<td>Project Chargebacks</td>
<td>1,040,000</td>
<td>834,300</td>
<td>(205,700)</td>
<td>-21.4%</td>
</tr>
<tr>
<td>Project Grant Billings</td>
<td>40,000</td>
<td>40,000</td>
<td>0</td>
<td>0.0%</td>
</tr>
<tr>
<td>Appropriated Surplus</td>
<td>100,000</td>
<td>95,000</td>
<td>(5,000)</td>
<td>-5.0%</td>
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**Total G&A Budget**

- **Approved FY 2022 Budget**: $3,833,500
- **Proposed FY 2023 Budget**: $3,920,200
- **Increase (Decrease)**: $86,700
- **Percent Change**: 2.3%
## Updated FY 2023 G&A Budget Expenditures

<table>
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<th>Budget Category</th>
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<td>$2,256,500</td>
<td>$153,800</td>
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<tr>
<td>Benefits and Other Payroll Costs</td>
<td>520,400</td>
<td>549,900</td>
<td>29,500</td>
<td>5.7%</td>
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<tr>
<td>Administrative Costs</td>
<td>566,700</td>
<td>606,300</td>
<td>39,600</td>
<td>7.0%</td>
</tr>
<tr>
<td>Commissioners Per Diem</td>
<td>14,500</td>
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<td></td>
<td>41.4%</td>
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<td>2,643,500</td>
<td>3,057,700</td>
<td>414,200</td>
<td>15.7%</td>
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<tr>
<td>Base Operating Program (excluding Commuter Choice)</td>
<td></td>
<td></td>
<td>94,400</td>
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<td>10,000</td>
<td>0.4%</td>
</tr>
<tr>
<td>New Position</td>
<td></td>
<td></td>
<td>109,800</td>
<td>4.2%</td>
</tr>
<tr>
<td>Interest and Other Revenue</td>
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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
9. Legislative Update

A. General Assembly

B. Federal Update
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
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
NVTC Commission Meeting
January 6, 2022

Meeting is adjourned. Thank you for attending!

Visit us at www.novatransit.org