

**NVTC EXECUTIVE COMMITTEE
MEETING SUMMARY
NVTC Suite #230 Conference Room
December 7, 2023**

NVTC Executive Committee Members Present:

Dalia Palchik, Chair
Canek Aguirre (*via electronic participation*)
Walter Alcorn
Sarah Bagley
Matt de Ferranti
Dave Snyder (*via electronic participation*)
Jennifer Debruhl (*serving as alternate for Paul Smedberg*)

NVTC Executive Committee Members Absent:

Adam Ebbin
Matt Letourneau (*non-voting member*)
Paul Smedberg (*non-voting member*)

Staff and Others Present:

Kate Mattice, Executive Director
Genoveva Cutrell
Allan Fye
Scott Kalkwarf
Aimee Perron-Seibert
Kirk Dand (Arlington County)
Mike Garber (PB Mares)

Chair Palchik called the Executive Committee meeting to order at 5:57 p.m. Chair Palchik informed the committee that Commissioner Dave Snyder requested electronic participation as he is out of the country on business, and Commissioner Canek Aguirre requested electronic participation as he is out of town for a family matter. Ms. Mattice confirmed an in-person quorum was present.

Mr. de Ferranti moved with a second by Ms. Bagley to approve Commissioners Snyder and Aguirre's request to participate remotely. The motion passed with Commissioners Alcorn, Bagley, de Ferranti, DeBruhl and Palchik voting in the affirmative.

Chair Palchik noted that the summary of the November 2, 2023 Executive Committee meeting was provided in the meeting materials and there were no corrections from committee members.

Ms. Mattice then reviewed the December 7 Commission Agenda, which includes recognition of departing Commissioners, action to accept and authorize distribution of NVTC's audited FY 2023 financial statements, action to authorize the executive director to send NVTC's 2023 Report on the Performance and Condition of WMATA to the Governor and the General Assembly, and action to approve NVTC and VRE's 2024 Legislative Agendas. There will also be a Closed Session to discuss the VRE chief executive officer and chief legal counsel's annual performance reviews.

Ms. Mattice then led a discussion regarding the 2024 officer and committee nominations. Included in the meeting materials was a copy of the 2023 NVTC Committee and Board appointments. Ms. Mattice used this time to hear feedback from committee members about what changes they would like to see in 2024.

Chair Palchik announced that the Executive Committee (serving as the Audit Committee) would receive a report from NVTC's audit firm. She then introduced Mike Garber from PB Mares to provide the results of the Fiscal Year 2023 financial audit and discuss the report with the committee members. He stated that the financial audit includes three opinions on the financial statements, internal controls and federal compliance. All three received clean or unmodified opinions, which are the highest that can be issued.

Ms. Mattice then presented the proposed NVTC FY 2025 General and Administrative budget to the committee noting that there was an additional budget option to include a new program analyst position to support NVTC's efforts with Route 7 and WMATA. The budget increase to include this additional position is \$98,900. Mr. de Ferranti moved, with a second by Chair Palchik to approve the budget with the additional option for a program analyst for submission to the Commission. The vote in favor was cast by Commissioners Aguirre, Alcorn, Bagley, de Ferranti, DeBruhl and Snyder. The motion passed.

Ms. Mattice then discussed administrative items with the committee. She began by reminding members that in January NVTC will receive public comment on the 2024-2025 Work Plan and the FY 2025 Budget. Ms. Mattice also stated that NVTC will have tickets for VTA Advocacy Day in Richmond and to please let her know if they plan to attend on January 22.

With no further discussion, Chair Palchik adjourned the meeting at 6:41 p.m.