

**NVTC EXECUTIVE COMMITTEE MEETING
THURSDAY, JANUARY 5, 2023
NVTC SUITE #230 CONFERENCE ROOM
2300 Wilson Blvd., Arlington, VA 22201**

6:00 p.m.

AGENDA

1. Meeting Summary of the December 1, 2022 Executive Committee Meeting
2. Review of the January 5, 2023 NVTC Agenda
3. Annual Agenda Look Ahead – January thru June 2023

Members:

Canek Aguirre, Chair
Walter Alcorn
Katie Cristol
Matt de Ferranti
Adam Ebbin
Matt Letourneau
Dalia Palchik
Paul Smedberg
Dave Snyder

**NVTC EXECUTIVE COMMITTEE
MEETING SUMMARY
NVTC Suite #230 Conference Room
2300 Wilson Blvd., Arlington, Virginia
December 1, 2022**

NVTC Executive Committee Members Present:

Canek Aguirre, Chair
Walter Alcorn
Katie Cristol
Matt de Ferranti
Adam Ebbin
Matt Letourneau (non-voting member)
David Meyer
Dalia Palchik
Dave Snyder

NVTC Executive Committee Members Absent:

Paul Smedberg (non-voting member)

Other NVTC Commissioners Present:

Jen DeBruhl

Staff and Others Present:

Kate Mattice, Executive Director
Allan Fye
Scott Kalkwarf
Dwight Buracker (PB Mares)

Chair Aguirre called the Executive Committee meeting to order at 5:36 p.m. Ms. Mattice confirmed an in-person quorum was present.

Chair Aguirre noted that the summary of the November 3, 2022 Executive Committee meeting was provided and there were no corrections from committee members.

Ms. Mattice previewed the Agenda for the December 1, 2022 NVTC Commission meeting, which follows this committee meeting. Ms. Mattice noted that no public comments were received prior to the meeting. She reviewed the action items on the Agenda including a resolution commending David Meyer on his departure from NVTC, a contract award for the Northern Virginia Zero-Emission Bus Strategic Plan, both NVTC and VRE's audited financial reports and Legislative Agendas, NVTC's 2022 Report on the Performance and Condition of WMATA, requests for proposals for support for the Role of Metrobus White Paper and NVTC's WMATA Operating Funding and Reform Working Group, and a VRE Boundary Line Adjustment Deed and Plat. The Commission meeting will also include a presentation from NVTC's Transit Resource Center team showcasing the new NoVaTransit Data Dashboard.

Ms. Mattice then led a discussion regarding the 2023 officer and committee nominations. Included in the meeting materials was a copy of the 2022 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 2023.

Chair Aguirre then announced that the Executive Committee (serving as the Audit Committee) would receive a report from NVTC's audit firm. NVTC staff stepped out of the room. Dwight Buracker from PBMares provided the results of the Fiscal Year 2022 financial audit and discussed 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.

Mr. Buraker highlighted the new sections of the financial audit, including the Governmental Accounting Standards Advisory Board (GASB) new Requirement 87, which resulted in additional assets of \$4 million being booked related to the lease with the Navy League Building, but has offsetting liability of \$3.4 million. Also, the debt issuance for VRE is also reflected in NVTC's financials.

Staff returned to the room and Ms. Mattice presented the proposed NVTC FY 2024 Budget and Work Plan. She noted that there were no changes from last month. Scott Kalkwarf was available to answer questions. As per the NVTC By-Laws, the Executive Committee takes action on the budget and refers it to the full Commission for action at the January 2023 meeting, following the public hearing on the Work Plan.

Ms. Palchik moved, with a second by Ms. Cristol to approve the budget for submission to the Commission. The vote in favor was cast by Commissioners Aguirre, Alcorn, Cristol, de Ferranti, Ebbin, Meyer, Palchik and Snyder. The motion passed.

Closed Session

Chair Aguirre reviewed the Closed Session procedures. He explained that the Executive Committee will return to Open Session following the executive director's review. Mr. de Ferranti moved, with a second by Mr. Ebbin, the following motion to go into Closed Session:

Pursuant to the Virginia Freedom of Information Act (Section 2.2-3711.A.1 of the Code of Virginia), the Northern Virginia Transportation Commission Executive Committee moves to convene a Closed Session to discuss a personnel matter concerning the executive director's performance evaluation.

The vote in favor was cast by Commissioners Aguirre, Alcorn, Cristol, de Ferranti, Ebbin, Meyer, Palchik and Snyder. The motion passed.

The Executive Committee entered into Closed Session at 6:07 p.m. and returned to Open Session at 6:51 p.m. Ms. DeBruhl arrived at 6:40 p.m. and joined the Closed Session while it was in progress.

Mr. Ebbin moved, with a second by Mr. Alcorn, the following certification:

The Northern Virginia Transportation Commission Executive Committee certifies that, to the best of each member's knowledge and with no individual member dissenting, at the just concluded Closed Session:

- 1) Only public business matters lawfully exempted from open meeting requirements under the Freedom of Information Act were discussed; and
- 2) Only such public business matters as were identified in the motion by which the closed session was convened were heard, discussed or considered.

The vote in favor was cast by Commissioners Aguirre, Alcorn, Cristol, de Ferranti, Ebbin, Meyer, Palchik and Snyder. The motion passed.

Chair Aguirre adjourned the meeting at 6:52 p.m.

NVTC COMMISSION MEETING
THURSDAY, JANUARY 5, 2023
MAIN FLOOR CONFERENCE ROOM
2300 Wilson Blvd., Arlington, VA 22201
[Public Streaming Via YouTube](#)
7:00 p.m.

AGENDA

5:45 p.m. Boxed Dinners Available for Commissioners Only
6:00 p.m. Executive Committee Meeting – NVTC Suite #230 Conference Room
7:00 p.m. Commission Meeting – First Floor Large Conference Room ([public streaming](#))

For the public: There will be a public hearing on the 2023-2024 Work Plan during the Commission meeting. More information on how to provide comment can be found in [Agenda Item #5](#) or on [NVTC's website](#).

*NVTC is also receiving general public comment not specifically related to the 2023-2024 Work Plan. **The deadline for written general public comments is 3:00 p.m., Thursday, January 5, 2023 via [NVTC's website](#). Comments will be provided to Commissioners prior to the January 5 meeting.***

1. Opening Remarks
 - General Public Comments Received
2. Minutes and Meeting Summary
 - A. ACTION ITEM: Approve the Minutes of the December 1, 2022 NVTC Meeting
 - B. ACTION ITEM: Approve the Meeting Summary of the December 5, 2022 Joint NVTC-PRTC Legislative Forum
3. Annual Leadership and Governance
 - A. ACTION ITEM: Approve the Recommended Slate of Officers for 2023
 - B. ACTION ITEM: Approve a Resolution Commending the Honorable Canek Aguirre for His Service as Chair of the Northern Virginia Transportation Commission for 2022
 - C. ACTION ITEM: Approve Resolution #2492: Approve the Selection of NVTC Representatives to Various Boards
 - D. ACTION ITEM: Approve the Recommended 2023 NVTC Committee Membership
 - E. ACTION ITEM: Approve Resolution #2493: Approve the Designation of NVTC Signatories and Pension Trustees
4. NVTC 2022 Year in Review

5. **NVTC FY 2024 General and Administrative Budget and 2023-2024 Work Plan**
 - A. Public Comment on NVTC's 2023-2024 Work Plan
 - B. ACTION ITEM: Approve NVTC's FY 2024 General and Administrative Budget and 2023-2024 Work Plan**
6. Washington Metropolitan Area Transit Authority (WMATA)
 - A. Report from the Virginia WMATA Board Members
 - B. Report from the Chair of the NVTC WMATA Committee
 - C. Other WMATA News
7. Legislative Update
 - A. General Assembly Update
 - B. Federal Update
8. **Virginia Railway Express (VRE)**
 - A. VRE CEO Report and Minutes
 - B. ACTION ITEM: Approve Resolution #2494: Adopt and Refer VRE's FY 2023 Revised and FY 2024 Recommended Budgets to the Jurisdictions**
 - C. ACTION ITEM: Approve Resolution #2495: Authorize the VRE CEO to Submit Applications for I-395/95 Commuter Choice FY 2024-2025 Funding**
 - D. 2023 VRE Operations Board Officers
9. Department of Rail and Public Transportation (DRPT)
10. Executive Director Report
 - A. Executive Director Newsletter
 - B. NVTC Financial Report
11. Closed Session

ANNUAL AGENDA LOOK AHEAD

Highlights – January through June 2023

BOLD = Action

JANUARY 5, 2023 – COMMISSION MEETING

- **NVTC 2023 Officers, Board and Committee Assignments, Signatories**
- Recognition of Past Chair and New Commissioner (if applicable)
- NVTC Year in Review 2022 (with video)
- **NVTC FY 2024 G&A Budget and 2023-2024 Work Plan** (public hearing on Work Plan)
- **VRE FY 2023 Revised and FY 2024 Recommended Budgets**
- **VRE Submission for Commuter Choice Funding**
- VRE Operations Board 2023 Officers Announced
- General Assembly Look Ahead
- **Closed Session: Follow-Up for Executive Director's Performance Review**

JANUARY 25, 2023 – NVTC WMATA COMMITTEE

- Briefing on the WMATA FY 2024 Proposed Budget

JANUARY/FEBRUARY 2023 – TBD – NVTC LEGISLATIVE AND POLICY COMMITTEE

- General Assembly Update
- Federal Update

FEBRUARY 2, 2023 – COMMISSION MEETING

- **Endorsement Letters for State and Federal Grants** (if requested)
- **Submission of State Assistance Applications to DRPT** (*State Aid to Localities and VRE; Technical Assistance Grants and Transit Fellow Grant*)
- **Contract Award for Regional Bus Analysis**
- **Comments on WMATA FY 2024 Proposed Budget**
- Commuter Choice I-395/95 (FY 2024-FY 2025) Summary of Applications Received
- Transit Technology Program Update
- Legislative Update

MARCH 2, 2023 – COMMISSION MEETING

- Presentation by WMATA General Manager/CEO Randy Clarke
- Commuter Choice I-395/95 (FY 2024 – FY 2025) Project Eligibility Results
- Envision Route 7 BRT and Strategic Framework Update
- Transit Data Trends Update
- Legislative Update (General Assembly Wrap-Up and Federal Update)

MARCH/APRIL 2023 – TBD – NVTC WMATA COMMITTEE

- FY 2024 WMATA Budget Update
- NVTC WMATA Funding Working Group Update

April 6, 2023 – NO COMMISSION MEETING

**APRIL 2023 – TBD – JOINT COMMISSION WORKING GROUP / PROGRAM ADVISORY COMMITTEE/
LEGISLATIVE AND POLICY COMMITTEE (Joint Meeting All-Virtual)**

Joint Commission Working Group

- Commuter Choice I-395/95 (FY 2024 – FY 2025) Staff Recommendation of Program of Projects
- Opening of Public Comment Period

Program Advisory Committee

- Envision Route 7 BRT and Strategic Framework Update
- Northern Virginia Zero-Emission Bus Strategic Plan Update
- Northern Virginia Regional Bus Analysis Update

Legislative and Policy Committee

- Value of Transit to the Commonwealth Study Update

APRIL/MAY 2023 – TBD – COMMUTER CHOICE I-395/95 PUBLIC MEETING

MAY 4, 2023 – COMMISSION MEETING

- **Certification Letter to the Commonwealth re: WMATA Dedicated Funding**
- Transit Technology Program Roundtable: Zero-Reduced Fare
- Briefing on the Commuter Choice I-395/95 (FY 2024 – FY 2025) Staff Recommendation of Program of Projects
- Legislative Update (if needed)
- Post-Yellow Line Shutdown Marketing Campaign Kick-Off

MAY 2023 – TBD – ENVISION ROUTE 7 BRT PUBLIC MEETING ON PHASE IV-1 MOBILITY STUDY

MAY 2023 – TBD – ANNUAL HB1285 (2018) JOINT TRANSPORTATION MEETING

JUNE 1, 2023 – COMMISSION MEETING

- **NVTC Federal Funding Disadvantaged Business Enterprise (DBE) Goals**
- **VRE Operating and Maintenance Agreements**
- **Commuter Choice I-395/95 (FY 2024 – FY 2025) Program of Projects**
- **Value of Transit to the Commonwealth Study**

JUNE 2023 TBD – JOINT NVTC WMATA COMMITTEE / LEGISLATIVE AND POLICY COMMITTEE

Combined WMATA and Legislative and Policy Committees

- Briefing on the NVTC WMATA Funding Working Group

WMATA Committee

- Scoping the 2023 Annual Report on the Performance and Condition of WMATA
- Briefing on the Role of Metrobus in Virginia White Paper