

**NVTC EXECUTIVE COMMITTEE  
MEETING SUMMARY  
NVTC Suite #230 Conference Room  
2300 Wilson Blvd., Arlington, Virginia  
May 4, 2023**

**NVTC Executive Committee Members Present:**

Dalia Palchik, Chair  
Canek Aguirre  
Walter Alcorn  
Sarah Bagley  
Matt Letourneau (*non-voting member*)  
Paul Smedberg (*non-voting member*)  
Dave Snyder

**NVTC Executive Committee Members Absent:**

Matt de Ferranti  
Adam Ebbin

**Staff and Others Present:**

Kate Mattice, Executive Director  
Genoveva Cutrell  
Allan Fye  
Scott Kalkwarf  
Aimee Perron Seibert

Chair Palchik called the Executive Committee meeting to order at 6:18 p.m. She noted that no one was participating virtually this evening. Ms. Mattice confirmed an in-person quorum was present.

Chair Palchik noted that the summary of the March 2, 2022 Executive Committee meeting was provided and there were no corrections from committee members.

After confirming that no public comment was received, Ms. Mattice previewed the agenda for the May 4, 2023 NVTC Commission meeting, which follows this committee meeting. The consent agenda includes authorizing the executive director to send a letter certifying the receipt of documents from WMATA as required by state code and sending a letter of support for Alexandria's USDOT Charging and Fueling Infrastructure Discretionary Grant Program application. Other agenda highlights include a report from WMATA Board members and an update from the NVTC WMATA Committee, including a brief presentation on WMATA budget highlights. The chairs of the Program Advisory Committee and Joint Commission Working Group will provide updates from their most recent meetings and there will be a presentation on the recommended Program of Projects for I-395/95 Commuter Choice. The agenda also included updates from the Transit Resource Center and Transit Technology program and Aimee Perron Seibert will brief the Commission on the General Assembly.

Scott Kalkwarf then briefed the committee on administrative changes. Mr. Kalkwarf first discussed changes to the Kaiser Permanente employee health insurance plans. He stated that historically, a 5% cost increase is expected; however, this year staff were surprised to see a 13% increase in costs to NVTC. Mr. Kalkwarf explained that in the Fiscal Year 2024 Budget, a 6% increase was accounted for, but because NVTC includes every employee in their employee health insurance budget, regardless of whether they enroll in NVTC provided coverage, there is some breathing room to absorb the unexpected increase in costs.

Next Mr. Kalkwarf stated that NVTC has been advised to investigate acquiring Directors and Officers Insurance. After researching commercial markets, Mr. Kalkwarf was able to find a plan offered by the Virginia Risk Sharing Association for \$2,500 a year, which NVTC's budget can easily absorb. Mr. Smedberg requested that Mr. Kalkwarf find out if the coverage provided to NVTC would be supplemental, primary or secondary to the coverage that elected officials already have. Mr. Aguirre followed up by asking for more information on how appointed positions are covered by the Directors and Officers Insurance coverage. Mr. Kalkwarf stated that he would share the plan details once he had them and confirmed that this coverage will apply to all NVTC Commissioners.

Mr. Kalkwarf then informed the committee that, after a lengthy search, NVTC has filled the open financial analyst position and the new hire will start next Tuesday. NVTC is also in the process of rolling over the remaining budgeted dollars for conference room upgrades into new executive chairs for the large conference room. NVTC is also looking into contracting with a firm to provide supplemental IT and network help. Mr. Kalkwarf stated it is in NVTC's best interest to have a regular relationship with a firm to help fill in when necessary. Lastly, Mr. Kalkwarf gave a quick update on the new accounting software, Black Mountain, which NVTC fully converted to in January.

Chair Palchik asked Mr. Kalkwarf for more information on the IT Contract. Mr. Kalkwarf stated that other transit agencies in the region have also done something similar, and NVTC staff consulted with those agencies to learn more about who they use and what their experience has been. In total, four proposals were submitted, and Infrastructures was chosen for the contract.

Ms. Mattice provided the committee with a preview of upcoming items as NVTC moves into the summer months. She began by stating that the WMATA Operating Funding and Reform Working Group kicks off in June and will continue working throughout the summer months, with a report due in the fall. She reminded the committee that the Legislative and Policy Committee will meet on May 17 and WAMTA Committee meetings are scheduled for June 15 and July 20.

Ms. Mattice announced that at the June Commission meeting, DJ Stadtler with the Virginia Passenger Rail Authority will give a Transforming Rail in Virginia update, the Commission will vote on the Commuter Choice I395/95 projects, and there will be a Commission group photo. In July, WMATA CEO/General Manager Randy Clarke will present to the Commission. There will also be an update on Disadvantaged Business Enterprise (DBE) goals, and the opportunity to approve the launch of a Policy Research Strategic Plan.

Ms. Mattice reminded the committee that there will be no Commission meeting in August, but a lot of behind-the-scenes work will be happening all summer to prepare for legislative asks and

other high-profile projects. Ms. Mattice gave an update on the ongoing efforts that have been underway in preparation for next year's 60<sup>th</sup> Anniversary events. Ms. Mattice wrapped up her remarks by reminding the committee that the Commuter Choice public comment period is open through May 15 and the next public meeting on Route 7 Bus Rapid Transit will be in Falls Church at the Mary Styles Riley Public Library on May 16 in the evening.

With no further questions or discussion, Chair Palchik adjourned the meeting at 6:47 p.m.