



Commission Meeting Materials

January 5, 2023



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Meeting Overview

NVTC's January 5, 2023 meeting will be an in-person meeting. It can also be viewed via the [NVTC YouTube Link](#).

Action Items

- 2023 Officers, Board Appointments, Committee Membership and Signatories
- Resolution of Commendation for Outgoing Chair
- FY 2024 General and Administrative Budget and Work Plan (following public comment)
- VRE Proposed FY 2024 Budget and Revised FY 2023 Budget
- VRE Application(s) for I-395/95 FY 2024-FY 2025 Commuter Choice Program

Other Meeting Highlights

- General Public Comment Received and Public Hearing on Work Plan
- NVTC 2022 Year in Review
- Legislative Update
- Reports from the Virginia WMATA Board Members, VRE CEO and DRPT Director
- Closed Session

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**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

TO: Chair Aguirre and NVTC Commissioners
FROM: Kate Mattice
DATE: December 21, 2022
SUBJECT: NVTC Minutes and Meeting Summary

At the January 2023 meeting the Commission will be asked to approve the minutes of the December 1, 2022 NVTC meeting and the meeting summary of the December 5, 2022 Legislative Forum.

A. ACTION ITEM: Approve the Minutes of the December 1, 2022 NVTC Meeting

At the January meeting the Commission will be asked to 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

At the January meeting the Commission will be asked to approve the [Meeting Summary of the December 5, 2022 Joint NVTC-PRTC Legislative Forum](#).

The annual Joint NVTC-PRTC Legislative Forum was held at the Embassy Suites Hotel in Springfield on Monday, December 5, 2022. Over 100 people participated, representing local and state elected officials, both current and newly elected, as well as staff from U.S. congressional members, jurisdictions and other transit agencies, and the public.

This year's Legislative Forum took place at a time when public transit agencies in this region and across the country are reevaluating how to best serve riders as they continue to recover from the effects of the COVID-19 pandemic. Attendees heard from U.S. Rep. Don Beyer and DRPT Director Jennifer DeBruhl. Their remarks were followed by a transit leader panel discussion moderated by NVTC Executive Director Kate Mattice with WMATA General Manager/CEO Randy Clarke, VRE Chief Executive Officer Rich Dalton and PRTC/OmniRide Executive Director Bob Schneider.

The event was recorded and can be viewed on [NVTC's YouTube webpage](#).

MINUTES
NVTC COMMISSION MEETING –DECEMBER 1, 2022
FIRST FLOOR LARGE CONFERENCE ROOM – 2300 WILSON BLVD.
ARLINGTON, VIRGINIA

The meeting of the Northern Virginia Transportation Commission was called to order by Chair Aguirre at 7:06 p.m.

Members Present

Canek Aguirre
Walter Alcorn
Sarah Bagley
Nick Clemente
Katie Cristol
Matt de Ferranti
Jennifer DeBruhl (Alternate, Commonwealth of Virginia)
Adam Ebbin
John Foust
Libby Garvey
Aimee S. Gilroy
Matt Letourneau
Jeff McKay
David Meyer
Dalia Palchik
M. David Skiles
David Snyder
John C. Tuck III
Mike Turner
James Walkinshaw

Members Not Present

John J. Bell
Paul Smedberg

Staff Present

Kate Mattice, Executive Director
Monique Blyther
Matt Friedman
Allan Fye
Rhonda Gilchrest
Adam Hager
Xavier Harmony
Scott Kalkwarf
Tenley O'Hara
Ben Owen
Ann McGrane
Sophie Spiliotopoulos
Melissa Walker
Ronnetta Zack-Williams

Rich Dalton (VRE)
Steve MacIsaac (VRE)
Mark Schofield (VRE)
Joe Swartz (VRE)

Opening Remarks

Chair Aguirre welcomed everyone to the December 1, 2022 NVTC meeting and noted that the meeting is being livestreamed for the public on YouTube.

Chair Aguirre stated that since Mr. Smedberg is not in attendance, DRPT Director DeBruhl will be voting as his alternate. Commission Secretary Rhonda Gilchrest confirmed an in-person quorum was present.

Chair Aguirre reminded Commissioners that each January the Commission approves a slate of officers, committee memberships and board appointments. He called for nominations and requested any Commissioner who wants to change their committee participation or wishes to be considered for an officer or board appointment role, to contact him or the executive director. Proposed nominations for the 2023 slate of officers and appointments will be included in the January meeting materials which will be distributed prior to the holidays.

Ms. Mattice stated that NVTC did not receive any public comments this month.

Recognition of Departing Commissioner

Chair Aguirre recognized City of Fairfax Mayor David Meyer for his service on NVTC. Mr. Meyer decided not to run again this year so he will be stepping down as mayor and therefore NVTC will have a new appointee from the city in the new year. Chair Aguirre stated that Mr. Meyer has represented the City of Fairfax on NVTC since 2014. Mr. Meyer has served as chair of the Legislative and Policy Committee as well as a member of all the other NVTC committees, including the Executive Committee, NVTC WMATA Committee and the Program Advisory Committee. Throughout his tenure on NVTC, Mr. Meyer has been an advocate for a strong safety culture at WMATA, a voice for transit equity by spearheading efforts to make the CUE system fare-free, and a champion for the environmental benefits of transit. Chair Aguirre noted that these are just a few highlights and more are included in the Resolution of Commendation that was prepared for Mr. Meyer.

Mr. McKay moved, with a second by Ms. Garvey, to approve the Resolution of Commendation for Mr. Meyer on his departure from NVTC. The vote in favor was unanimous and cast by Commissioners Aguirre, Alcorn, Bagley, Clemente, Cristol, de Ferranti, DeBruhl, Ebbin, Foust, Garvey, Gilroy, Letourneau, McKay, Palchik, Skiles, Snyder, Tuck, Turner and Walkinshaw. The motion passed.

Chair Aguirre reiterated NVTC's appreciation to Mr. Meyer and presented him with the Resolution of Commendation and a commemorative award.

Mr. Meyer thanked the Commission and stated he has established many personal relationships with fellow Commissioners and collaborated with the entire Commission on really important issues over the last eight years, starting with the challenges after the L'Enfant Metro incident, financing of capital projects for Metro, looking for alternatives for bus improvements and connectivity, Bus Rapid Transit (BRT), the new Silver Line Phase 2, refurbishment of key Metrorail

stations, among many other exciting initiatives. He stated that NVTC is about emphasizing the “public” in public transit and its more than just defining the budgets and what the future will require, it’s remembering that there are many people that are transit dependent and need public transit and deserve a quality of life that is commensurate with other people in the region. This is a real equity issue and a core reason for what NVTC does. He also thanked Commissioners for their friendship and expressed his respect for what they do, which is done with integrity, honesty and intelligence.

Minutes of the November 3, 2022 NVTC Meeting

Ms. Palchik moved, with a second by Ms. Bagley, to approve the Minutes of the November 3, 2022 meeting. The vote in favor was cast by Commissioners Aguirre, Alcorn, Bagley, Clemente, Cristol, de Ferranti, DeBruhl, Ebbin, Foust, Garvey, Gilroy, Letourneau, McKay, Meyer, Palchik, Skiles, Snyder, Tuck, Turner and Walkinshaw. The motion passed.

Consent Agenda

Chair Aguirre stated that there is one item on the Consent Agenda, which is action to authorize the executive director to award the contract for the Northern Virginia Zero-Emission Bus Strategic Plan.

Mr. Alcorn moved, with a second by Mr. de Ferranti, to approve the Consent Agenda. The vote in favor was cast by Commissioners Aguirre, Alcorn, Bagley, Clemente, Cristol, de Ferranti, DeBruhl, Ebbin, Foust, Garvey, Gilroy, Letourneau, McKay, Meyer, Palchik, Skiles, Snyder, Tuck, Turner and Walkinshaw. The motion passed.

NVTC’s FY 2022 Audited Financial Statements and Compliance Reports

Chair Aguirre stated that the Commission is being asked to accept and authorize distribution of NVTC’s FY 2022 Audited Financial Statements and Compliance Reports. He asked Mr. Kalkwarf to introduce the auditors. Mr. Kalkwarf introduced Dwight Buraker from PBMares, LLC., which is NVTC’s audit firm, as well as the firm in charge of audits for VRE and PRTC.

Mr. Buraker stated that he met with the Executive Committee, serving as the Audit Committee, prior to this meeting to give a more thorough presentation of the audit. 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. Commissioners had no questions.

Chair Aguirre congratulated Scott Kalkwarf and Colethia Quarles for all their hard work, which resulted in another clean audit.

Ms. Garvey moved, with a second by Mr. Meyer, to accept and authorize the distribution of NVTC's FY 2022 Audited Financial Statements and Compliance Reports. The vote in favor was cast by Commissioners Aguirre, Alcorn, Bagley, Clemente, Cristol, de Ferranti, DeBruhl, Ebbin, Foust, Garvey, Gilroy, Letourneau, McKay, Meyer, Palchik, Skiles, Snyder, Tuck, Turner and Walkinshaw. The motion passed.

NVTC FY 2024 General and Administrative Budget and 2023-2024 Work Plan

Chair Aguirre noted that no action is being requested, but staff will present the preliminary FY 2024 General and Administrative Budget and 2023-2024 Work Plan, which will both come back for action at the January meeting.

Ms. Mattice stated that the proposed FY 2024 General and Administrative Budget includes resources to accomplish all the work NVTC does. Full details on the budget and Work Plan are included in the meeting materials. She then provided some highlights. The FY 2024 Budget includes a new program analyst position to provide additional support for NVTC's programs. Also, a new project manager position is included to manage the next phase of the Envision Route 7 BRT project and will be funded by the Route 7 project budget. A provision for cost-of-living (COLA) and performance-based increases for existing staff is included.

Mr. Kalkwarf reviewed the four major cost drivers of the budget: salaries and benefits (73%), rent (10%), contracted services (12%), and all other expenses (5%). NVTC's G&A Budget is primarily funded from state aid (DRPT funding). Only 6% comes directly from jurisdictional budgets (fixed in total). In FY 2023, NVTC is managing \$272 million in state aid on behalf of its jurisdictions and NVTC "overhead" is less than 1.2% of state aid. He noted that Commuter Choice funding is approved by CTB each year. Appropriated surplus varies from year to year, depending on prior year budget surpluses. Mr. Kalkwarf stated that the proposed FY 2024 General and Administrative Budget totals \$4,394,650. Total expenses are proposed to increase by \$314,650, or 7.7% over the FY 2023 Budget.

Ms. Mattice stated that the Work Plan identifies all the work staff plans to accomplish throughout the year. Major work will continue to support the WMATA Committee work as well as the expansion of the Envision Route 7 project. The Commission will receive public comment on the Work Plan at the January 5, 2023 meeting. Following that public hearing, the Commission will be asked to take action on the budget and Work Plan.

In response to a question from Mr. Walkinshaw, Ms. Mattice explained that the FY 2024 Budget starts July 1, 2023, so the additional staff for Envision Route 7 won't be hired until then. If the federal earmark does not get approved, staff could present a revised budget.

Washington Metropolitan Area Transit Authority (WMATA)

Chair Aguirre asked WMATA Board member Matt Letourneau, as well as NVTC WMATA Committee Chair Walter Alcorn, to give their reports.

Report from the WMATA Board Members. Mr. Letourneau announced that the Silver Line opened on November 15. He gave a brief update on ridership on the line and the travel patterns. The next big event is the general manager presenting his proposed FY 2024 budget. Mr. Letourneau gave a brief update on the FY 2023 First Quarter Operating Budget results. WMATA's net operating position is favorable to budget by \$48.2 million. Operating expenses were \$515.4 million or \$56.3 million below budget, primarily due to lower-than-expected paratransit trips, services and materials and supplies expenses. Operating revenues were \$86.1 million, excluding federal aid, and \$8.1 million below budget, primarily due to lower-than-expected Metrorail ridership. Total ridership was 36% above the prior year and Metrobus ridership continues to exceed Metrorail ridership, although passenger revenue recovery remains dependent on rail.

Mr. Letourneau reported that on the capital side, through Q1 FY 2023, WMATA has invested \$582 million and is on course to deliver \$2.5 billion for FY 2023. Increased federal support and regional dedicated capital funding made this level of expenditures and investments possible. WMATA anticipates a FY 2023 dedicated capital funding bond issuance in the spring of 2023. Another bond issuance will be considered for the summer. Later this month the Board will review a presentation on the proposed capital and operating budget.

Mr. Letourneau stated that the Safety and Operations Committee received an update on the Roadway Worker Protection (RWP) Program, which protects employees working on the tracks from being struck by trains or roadway maintenance machines. WMATA's RWP incidents increased 23% from 36 incidents in FY 2021 to 47 in FY 2022. However, 20% of the incidents were identified as part of increased safety compliance inspections.

Mr. Letourneau stated that WMATA began testing new fare gate prototypes at the Fort Totten Station. One design includes additional plexiglass half-circles on top of the gates, a usual spot for people to place their hands to hurdle over the gate. The other prototype is a saloon door design with plexiglass barriers that are about 4 ½ feet high. These designs are not final, and staff are working to ensure the gates don't violate any ADA requirements and safety regulations as well as collecting data on methods to deter fare evasion. He stated that this is a pilot project. He also gave a brief update on WMATA's fare evasion citations.

Mr. Turner stated that there is a psychological and emotional difference with intellectually understanding that there is now a Metrorail station in your community compared to actually going to the station and riding the train. The new station in Loudoun County will provide greater accessibility for residents. He thanked everyone and stated that the Silver Line Phase 2 kick-off was great.

Mr. de Ferranti asked if the WMATA Board will be briefing on the announcement today by the District of Columbia about their approach to Metro fares. Mr. Letourneau stated that it is his understanding that the fare proposal is for bus-only and that the District would pay their portion of the bus subsidy to provide free fares on buses.

Report from the Chair of the NVTC WMATA Committee. Mr. Alcorn announced that the WMATA Committee is planning to hold an all-virtual Meeting on Friday, December 9 at 9:00 a.m. for WMATA staff to present their draft Strategic Transformation Plan. WMATA is currently engaging elected officials across the region in its draft Strategic Transformation Plan. Originally, WMATA intended to present the plan at NVTC's December Commission meeting. However, since it is now being presented to the WMATA Board on December 8, WMATA asked to bring it to NVTC after that date. He encouraged all Commissioners to attend the committee meeting. The meeting will be livestreamed and recorded as well.

Mr. Alcorn then presented three action items for Commission consideration. The first action is to approve NVTC's 2022 Report on the Performance and Condition of WMATA and authorize the executive director to send the report to the governor and the General Assembly. The WMATA Committee has been working on this report for several months and the Commission received a briefing on the report last month. He recognized the hard work of the NVTC team – Andrew D'huyvetter, Ronnetta Zack-Williams and Sophie Spiliotopoulos – for working so well with the committee and drafting the report. In addition, NVTC's communications team – Monique Blyther and Matt Friedman – were instrumental in preparing the look and feel of the report and for preparing the video, which was then shown at the Commission meeting.

Mr. Alcorn moved, with a second by Mr. Clemente, to approve the 2022 Annual Report on the Performance and Condition of WMATA and to authorize the executive director to send the report to Governor Youngkin and the General Assembly. The vote in favor was cast by Commissioners Aguirre, Alcorn, Bagley, Clemente, Cristol, de Ferranti, DeBruhl, Ebbin, Foust, Garvey, Gilroy, Letourneau, McKay, Meyer, Palchik, Skiles, Snyder, Tuck, Turner and Walkinshaw. The motion passed.

Mr. Alcorn stated that the next two action items are additional procurement actions related to the two NVTC-led recommendations from this year's annual report. The first is to authorize the executive director to request proposals via the DRPT General Planning Contract for the Role of Metrobus White Paper and to execute the associated contract. He asked Mr. Fye to provide more information.

Mr. Fye stated that for both actions, the procurement process would involve using DRPT's General Planning Contract (GPC) whereby NVTC could quickly access competitively selected firms for this work. NVTC would provide a statement of work to a number of firms on this vehicle and select from the proposals received. The GPC has the added benefit of expediting procurement of smaller efforts such as this. For this first effort, NVTC would select a firm to explore and evaluate the policy, funding, capital facility, governance, labor and other considerations that Northern Virginia local transit agencies should understand if they assumed any or all of the operation of Metrobus services in Northern Virginia. This effort would not direct the local jurisdictions to take any actions, but rather provide them with analysis to support future decision making in this space. No additional funding is being requested for this effort. It is funded through the Research and Analysis line item in the FY 2023 NVTC General and Administrative Budget and is estimated not to exceed \$60,000. Staff expect this white paper to be completed within six to eight months from Notice to Proceed.

In response to a question from Ms. Garvey, Mr. Fye provided more detail about what the white paper would cover. It will be a supporting and educating document.

Mr. Alcorn moved, with a second by Mr. de Ferranti, to authorize the executive director to request proposals via the DRPT General Planning Contract for the Role of Metrobus White Paper and to execute the associated contract. The vote in favor was cast by Commissioners Aguirre, Alcorn, Bagley, Clemente, Cristol, de Ferranti, DeBruhl, Ebbin, Foust, Garvey, Gilroy, Letourneau, McKay, Meyer, Palchik, Skiles, Snyder, Tuck, Turner and Walkinshaw. The motion passed.

Mr. Fye stated that the second action would authorize the executive director to send a scope of work for technical consultant support for NVTC's WMATA Operating Funding and Reform Working Group to up to five firms on DRPT's General Planning Contract (GPC) and execute a contract with the selected firm. This is the same procurement vehicle as described for the previous action item. The selected consultant team will support NVTC in convening the working group as well as provide technical and policy research to support the working group. The product of this effort will be a set of recommendations for a new financial operating model for WMATA that reflects Virginia's unique funding and modal relationship with Metro. It is anticipated that this effort would inform a larger regional discussion. This effort is also funded through the existing Research and Analysis line item in the FY 2023 NVTC General and Administrative Budget and is estimated not to exceed \$70,000. Staff anticipate the working group effort to be completed within six to eight months from Notice to Proceed.

Chair Aguirre stated that he is excited that NVTC is taking this first step and making sure Northern Virginia's voice is heard on these issues. Ms. Bagley asked if there are concurrent efforts being done by Maryland and the District. Mr. Letourneau stated that as COVID relief funding is drying up, transit agencies all across the country are having similar discussions regarding operating assistance, so it is a larger discussion. He is not aware yet of specific discussions occurring in Maryland and the District. Ms. Bagley suggested some kind of interjurisdictional work session would be helpful at the right time. Chair Aguirre stated that there could be some new opportunities with a new administration in Maryland.

Mr. Snyder asked about the composition of the members of the working group. Mr. Fye stated that it is anticipated to be a senior staff level effort, similar to the 3% Cap Working Group. Mr. Snyder asked if a Commissioner wanted to apply their expertise to this, such as financial expertise, how would they do that. Mr. Fye stated this could be considered as staff writes the scope of work. Mr. Snyder asked for clarity so that Commissioners can provide their expertise. Mr. Fye stated that the NVTC WMATA Committee and the Legislative and Policy Committee will receive briefings on the work of the working group. He reminded Commissioners that they can attend all committee meetings. Ms. Garvey stated that Northern Virginia has a big stake in this as it's the jurisdictions that pay for WMATA service.

Mr. Alcorn moved, with a second by Ms. Palchik, to authorize the executive director to request proposals via the DRPT General Planning Contract for Technical and Analysis Support for NVTC's WMATA Operating Funding and Reform Working Group and to execute the associated contract. The vote in favor was cast by Commissioners Aguirre, Alcorn, Bagley, Clemente, Cristol, de Ferranti, DeBruhl, Ebbin, Foust, Garvey, Gilroy, Letourneau, McKay, Meyer, Palchik, Skiles, Snyder, Tuck, Turner and Walkinshaw. The motion passed.

Report from the Chair of the Legislative and Policy Committee

Chair Aguirre asked Mr. Meyer to give his report.

NVTC 2023 Legislative and Policy Agenda Mr. Meyer reported that over the last few months, the draft Legislative and Policy Agenda has been presented to the Commission for discussion. The Commission is now being asked to approve the 2023 Legislative and Policy Agenda.

Ms. Mattice noted that the overview of NVTC's legislative priorities is included in the meeting materials and reflects what was presented last month. The one modification expands the priority to encourage federal agency return to work policies that promote commuting days to be spread uniformly across the work week.

Mr. Meyer moved, with a second by Mr. McKay, to approve the NVTC 2023 Legislative and Policy Agenda. The vote in favor was cast by Commissioners Aguirre, Alcorn, Bagley, Clemente, Cristol, de Ferranti, Ebbin, Foust, Garvey, Gilroy, Letourneau, McKay, Meyer, Palchik, Snyder, Tuck, Turner and Walkinshaw. Commissioners DeBruhl and Skiles abstained. The motion passed.

General Assembly Session Look Ahead. Mr. Meyer reported that the deadline for bills to be drafted is today, December 1, followed closely by the much-anticipated Youngkin administration budget being released on December 15. As a reminder, Governor Youngkin and his administration will be presenting amendments to the two-year budget that was finally signed in June of 2022. The overall outlook for the financial state of the Commonwealth is good, but with a lot of warnings that the growth seen over the last two years will not be repeated moving forward and that any spending should take that into account. NVTC's Legislative Liaison Aimee Perron Siebert will be attending the budget roll out when the Joint House Appropriations, House Finance and Senate Finance and Appropriations meet to receive the governor's budget and she will be watching the transportation and transit sections closely.

Annual Joint NVTC-PRTC Legislative Forum. Mr. Meyer encouraged Commissioners to attend the annual Joint NVTC-PRTC Legislative Forum next Monday, December 5 at 8:30 a.m. at the Embassy Suites by Hilton in Springfield. Congressman Don Beyer is confirmed to give the welcome message and DRPT Director Jennifer DeBruhl is the keynote speaker. Other confirmed speakers include NVTC Chair Canek Aguirre, PRTC Chair Victor Angry, WMATA General Manager/CEO Randy Clarke, VRE Chief Executive Officer Rich Dalton, PRTC Executive Director Bob Schneider, and NVTC Executive Director Kate Mattice.

Transit Resource Center – NoVaTransit Data Dashboard

Chair Aguirre shared the exciting news that staff are ready to launch the new NoVaTransit Data Dashboard. This has been a multi-month effort to provide accessible and robust information on how the region's transit system are serving Northern Virginia. He asked Mr. Fye to introduce this item.

Mr. Fye stated that Xavier Harmony and Sophie Spiliotopoulos have been working hard behind the scenes to build the NoVaTransit Data Dashboard. Mr. Fye thanked jurisdictional staff for providing data and making sure it is accurate. He asked Mr. Harmony and Ms. Spiliotopoulos to give an overview and demonstration of the dashboard.

Mr. Harmony stated that the big driver of the dashboard is to create more transparency. The purpose of the NoVaTransit Data Dashboard is 1) to aggregate and visualize these data in a publicly accessible way and 2) to make the region's transit data more accessible and transparent to both the public as well as professionals who might find the data useful for their own work. This is a "living" dashboard which will continue to be updated with new data. He reviewed the six data pages:

- **Home:** The home page gives an overview of NVTC's jurisdictions as well as the transit agencies that operate within these jurisdictions.
- **Ridership:** This page describes transit monthly ridership by operator, mode and year.
- **Service:** Transit service is the activity of buses, trains and other transit vehicles when a vehicle is available to the public and there is an expectation of carrying passengers. Transit service is split into two main categories:
 - Scheduled service - what a transit agency plans to provide (i.e., what you see on transit schedules).
 - Actual service - a record of the service actually provided.
- **Productivity:** Transit productivity is the relationship between transit output (ridership) and transit input (service). It helps the user understand how transit service might affect ridership as well as better understand service efficiency.
- **Access to Transit:** The access to transit page reports the number/percent of the jurisdiction's population with access to either a transit stop or station.
 - Access is defined as being within a quarter mile of a bus stop, half mile of a Metrorail station, or a mile of a VRE commuter rail station. Access to paratransit is calculated as the population within three-fourths of a mile of a fixed route, as required by the Federal Transit Administration (FTA).
- **Access to Jobs:** The access to jobs page reports the number/percent of jobs in a jurisdiction with access to either a transit stop or station.
 - Access is defined as being within a quarter mile of a bus stop, half mile of a heavy rail station, or a mile of a commuter rail station. Access to paratransit is calculated as the population within three-fourths of a mile of a fixed route, as required by the Federal Transit Administration (FTA).

Ms. Spiliotopoulos gave a demonstration of some of the ways the data can be used and how to navigate the dashboard. She announced that staff intend to go live with the NoVaTransit Data Dashboard on December 16. This will enable any final comments to be incorporated into the dashboard.

Ms. Palchik stated that this dashboard is phenomenal. She asked if at some point if it can be available in other languages. Mr. Harmony stated that staff could work on that. Mr. Alcorn asked about Metrobus data. Mr. Harmony explained that staff are still waiting for one more data set for Metrobus.

Mr. Alcorn encouraged staff to include this kind of data in meeting materials and presentations when associated with certain issues or actions. Mr. Meyer stated that some General Assembly members may find this data very helpful. Ms. Bagley expressed kudos to staff. She suggested for the future she would like to see it layering in other information, such as equity areas or activity centers. She also wondered if there is a way to incorporate data on how people are getting to these transit locations, such as biking, walking, etc. to better understand connectivity. Mr. Harmony stated that the intent is to incorporate more information. Ms. Garvey stated that the dashboard makes data understandable. She asked if staff were surprised by any of the data. Mr. Harmony stated that there are so many good findings.

Mr. Turner stepped out of the room.

Virginia Railway Express (VRE)

Chair Aguirre noted that there are three VRE actions items. As Mr. Dalton had not arrived yet from PRTC, he suggested Mr. Walkinshaw introduce the action items.

VRE's FY 2022 Annual Comprehensive Financial Report. Mr. Walkinshaw stated that the VRE Operations Board recommends Commission approval of Resolution #2489, which will accept VRE's FY 2022 Annual Comprehensive Financial Report (ACFR) and associated information from the auditors and authorize the VRE CEO to distribute the ACFR. The audit of VRE's FY 2022 financial statements was completed by the auditing firm of PBMares, LLP, and they have issued an unmodified opinion. The opinion letter states the VRE statements, in all material respects, fairly and accurately present the financial position of the organization. This opinion is the best outcome of a financial audit. He stated that the auditors met with the VRE Audit Committee on November 18, 2022 to review the statements and their opinion, which was followed by a presentation at the full Operations Board meeting.

Mr. Walkinshaw moved, with a second by Ms. Garvey, to approve Resolution #2489 to accept VRE's FY 2022 Annual Comprehensive Financial Report and associated information from the auditors and authorize the VRE CEO to distribute the report. The vote in favor was cast by cast by Commissioners Aguirre, Alcorn, Bagley, Clemente, Cristol, de Ferranti, DeBruhl, Ebbin, Foust, Garvey, Gilroy, Letourneau, McKay, Meyer, Palchik, Skiles, Snyder, Tuck and Walkinshaw. The motion passed. Mr. Turner was out of the room for the vote.

2023 VRE Legislative Agenda. Mr. Walkinshaw reported that the VRE Operations Board also recommends Commission approval of Resolution #2490, which will approve the 2023 VRE Legislative Agenda and authorize the VRE CEO to actively pursue the elements of the Agenda. The Commission has seen the VRE Legislative Agenda for presentation and discussion over the last few months. The Legislative Agenda will serve as guidance for staff and the contracted legislation liaisons during the legislative session.

Mr. Walkinshaw explained that the Operations Board made one wording change to the Legislative Agenda to change "consultants" to "contractors" in reference to identifying opportunities to request strategies spreading the days federal workers and contractors are

physically in the office throughout the work week. This change has been incorporated into the VRE Legislative Agenda as the version being approved at this meeting.

Mr. Walkinshaw moved, with a second by Mr. McKay, to approve Resolution #2490, which will approve the 2023 VRE Legislative Agenda and authorize the VRE CEO to actively pursue the elements set forth in the document. The vote in favor was cast by Commissioners Aguirre, Alcorn, Bagley, Clemente, Cristol, de Ferranti, Ebbin, Foust, Garvey, Gilroy, Letourneau, McKay, Meyer, Palchik, Skiles, Snyder, Tuck and Walkinshaw. Ms. DeBruhl abstained. The motion passed. Mr. Turner was out of the room for the vote.

Boundary Line Adjustment Deed and Plat for Conveyance of Manassas Park Property to the Commissions. Mr. Walkinshaw reported that the VRE Operations Board recommends Commission approval of Resolution #2491, which will approve a Boundary Line Adjustment Deed and Plat for the conveyance of Manassas Park property to the Commissions and authorize the VRE CEO to execute the boundary line adjustment deed and plat on behalf of the Commissions. The Manassas Park VRE station currently has two contiguous 300-space surface parking lots, one owned by the City of Manassas Park and one owned by VRE. The city and VRE's joint parking garage project will require permanent fixtures within the city-owned lot immediately adjacent to the station platform. Instead of the city conveying easements to VRE, it was agreed the city should convey to VRE an 8,000 square foot strip of land adjacent to the platform so the fixtures would be on VRE property and not on any city property. Conveyance of the strip of land would be achieved through an adjustment of the boundary line between the city property and the VRE property. Commission approval is required for a boundary line adjustment deed and plat.

Mr. Walkinshaw moved, with a second by Mr. Skiles, approve Resolution #2491, which will approve a Boundary Line Adjustment Deed and Plat for Conveyance of Manassas Park Property to the Commissions. The vote in favor was cast by Commissioners Aguirre, Alcorn, Bagley, Clemente, Cristol, de Ferranti, DeBruhl, Ebbin, Foust, Garvey, Gilroy, Letourneau, McKay, Meyer, Palchik, Skiles, Snyder, Tuck and Walkinshaw. The motion passed. Mr. Turner was out of the room for the vote.

Charge to the Operations Board Officers Nominating Committee Regarding Subordinate Officers. Mr. Walkinshaw reported that at its November 18 meeting, the Operations Board approved a Charge to the 2023 Operations Board Officers Nominating Committee Regarding Subordinate Officers. He explained that over the past year VRE Chair Franklin and the Bylaws Committee met to discuss whether changes to the VRE Operations Board Bylaws were needed to adjust the membership of the VRE Executive Committee to:

- 1) better ensure a balance is maintained of the interests of the two Commissions,
- 2) that the interests of the citizens patronizing the VRE are better represented, and/or
- 3) to better ensure a balance is maintained of the interests of all VRE jurisdictions and their citizens.

Mr. Walkinshaw noted that ultimately, the committee found changes to the Bylaws were not warranted, but rather the Operations Board Officers Nominating Committee should take those issues into consideration each year when presenting a slate of nominations for VRE Operations

Board officers and consider if additional subordinate officers would help balance the Executive Committee. He stated that no action is needed for this item.

VRE CEO Report. Mr. Dalton reported that this afternoon the U.S. Senate voted on legislation regarding the freight railroad agreements. Once the president signs the bill, the strike will be averted. If there had been a strike, VRE service would have had to shut down. He also announced that tickets for VRE Santa Trains on December 10 are sold out. It is a great community event.

Department of Rail and Public Transportation (DRPT)

DRPT Director DeBruhl stated that she is happy to be in person this month. She announced that earlier this week the region celebrated the opening of the I-66 Outside the Beltway Express Lanes, which will generate \$600 million for transit investments over the life of the project. She also reported that DRPT's FY 2024 grant cycle opened today.

DRPT Director DeBruhl announced that DRPT is celebrating the one-year anniversary of the launch of the Highlands Rhythm Virginia Breeze route in November. The Highlands Rhythm route carried 10,729 passengers in its first year, exceeding expectations. It operates between Bristol, Virginia and Washington D.C. with stops in Wytheville, Radford, Christiansburg, Harrisonburg, Dulles International Airport, and the West Falls Church Metrorail station. The Amtrak Virginia service is also exceeding ridership projections, with the highest ridership months in September and October.

Mr. Turner returned and joined the discussion.

Executive Director Report

Ms. Mattice encouraged Commissioners to read her Executive Director Newsletter, which has multiple photos of the Silver Line opening events. The newsletter also highlights the reopening of Metrorail stations south of the Airport through Alexandria, at least three ribbon cutting events for the Silver Line, and the opening of the I-66 Express Lanes Outside the Beltway. She also had the opportunity to serve on the steering committee of yesterday's ULI Washington Future Forum on Housing and Infrastructure which provided a deep dive for real estate and land use professionals to better understand their role in public transit.

Ms. Mattice stated that as Mr. Meyer announced earlier, the Joint NVTC-PRTC Legislative Forum is being held next Monday on December 5 at 8:30 a.m. at the Embassy Suites by Hilton (8100 Loisdale Road, Springfield). She also reminded Commissioners about the all-virtual NVTC WMATA Committee meeting on Friday, December 9 at 9:00 a.m.

Ms. Mattice noted that the October 2022 Financial Report was provided in the written meeting materials. Commissioners had no questions.

Closed Session

Chair Aguirre stated that the Commission needs a Closed Session for the executive director's annual performance review. He explained that for the benefit of the listening public, the Commission will return to Open Session. The YouTube feed will continue with it muted and a screen notice stating that NVTC is in Closed Session. The meeting will resume LIVE when NVTC returns to Open Session.

Mr. Skiles moved, with a second by Mr. Ebbin, to move the following motion:

"Pursuant to the Virginia Freedom of Information Act, Section 2.2-3711.A.1 of the Code of Virginia, I move that the Northern Virginia Transportation Commission convene a closed meeting for discussion of a personnel matter concerning the executive director's performance evaluation."

The vote in favor was cast by Commissioners Aguirre, Alcorn, Bagley, Clemente, Cristol, de Ferranti, DeBruhl, Ebbin, Foust, Garvey, Gilroy, Letourneau, McKay, Meyer, Palchik, Skiles, Snyder, Tuck, Turner and Walkinshaw. The motion passed.

The Commission entered into Closed Session at 8:43 p.m. and returned to Open Session at 8:59 p.m. Mr. (McKay left the meeting at the beginning of the Closed Session and did not return.) The live stream feed was restored for public viewing.

Ms. Cristol moved, with a second by Ms. Palchik, the following certification:

The Northern Virginia Transportation Commission 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, Bagley, Clemente, Cristol, de Ferranti, DeBruhl, Ebbin, Foust, Garvey, Gilroy, Letourneau, Meyer, Palchik, Skiles, Snyder, Tuck, Turner and Walkinshaw. The motion passed.

Mr. Alcorn moved, with a second by Ms. Palchik, to approve the contract amendments to the executive director's contract as discussed in Closed Session. The vote in favor was cast by Commissioners Aguirre, Alcorn, Bagley, Clemente, Cristol, de Ferranti, DeBruhl, Ebbin, Foust, Garvey, Gilroy, Letourneau, Meyer, Palchik, Skiles, Snyder, Tuck, Turner and Walkinshaw. The motion passed.

Adjournment

Without objection, Chair Aguirre adjourned the meeting at 9:02 p.m.

Approved this 5th day of January 2023.

Chair

Secretary-Treasurer



RESOLUTION OF COMMENDATION

SUBJECT: Commending the Honorable David L. Meyer on His Departure from NVTC

WHEREAS: The Northern Virginia Transportation Commission (NVTC) serves as the voice of public transit in Northern Virginia, promoting the region's transit network through effective and efficient public transit and ridesharing programs to foster economic vitality in the region and the Commonwealth;

WHEREAS: The Honorable David L. Meyer was first elected to the City of Fairfax City Council in 2008 and served five terms before being elected as Mayor from 2017-2022;

WHEREAS: Mr. Meyer was appointed to NVTC in 2014 as an Alternate and then appointed as a Principal Commissioner in 2018;

WHEREAS: Mr. Meyer served as the chair of the NVTC Legislative and Policy Committee and led the committee to develop NVTC's annual Legislative and Policy Agendas and NVTC's federal and state legislative advocacy strategies;

WHEREAS: Mr. Meyer also served on NVTC's Executive Committee, WMATA Committee and the Program Advisory Committee;

WHEREAS: Mr. Meyer has been an advocate for a strong safety culture at WMATA, a voice for transit equity by spearheading efforts to make the CUE system fare-free, and a champion for the environmental benefits of transit; and

WHEREAS: As Mr. Meyer did not seek re-election, his term on NVTC is ending at the end of 2022.

NOW, THEREFORE, BE IT RESOLVED that the Northern Virginia Transportation Commission hereby commends the Honorable David L. Meyer for his many years of service to the citizens of Northern Virginia and to the Commonwealth of Virginia.

BE IT FURTHER RESOLVED that NVTC prepare a copy of this resolution for presentation to Mr. Meyer as an expression of its gratitude and in appreciation for his work on the Commission in promoting and funding public transit and ridesharing in Northern Virginia.

Approved this 1st day of December 2022.

A handwritten signature in black ink, appearing to read "CAJ", is written over a horizontal line.

Canek Aguirre
Chair



RESOLUTION #2489

SUBJECT: Accept and Authorize Distribution of VRE's FY 2022 Annual Comprehensive Financial Report

WHEREAS: The VRE Operations Board has contracted with the firm of PBMares, LLP for the audit of its financial statements;

WHEREAS: The audit of the VRE FY 2022 financial statements has been completed;

WHEREAS: The auditors have issued an unmodified opinion that the VRE statements, in all material respects, fairly and accurately present the financial position of the commuter rail operation; and

WHEREAS: The VRE Operations Board recommends the following action.

NOW, THEREFORE, BE IT RESOLVED that the Northern Virginia Transportation Commission hereby accepts the FY 2022 Annual Comprehensive Financial Report (ACFR) and associated information from the auditors and hereby authorizes the VRE Chief Executive Officer to forward this information to interested groups, firms and members of the public.

Approved this 1st day of December 2022.

A handwritten signature in black ink, appearing to read "Matt de Ferranti", is written over a horizontal line.

Matt de Ferranti
Secretary-Treasurer

A handwritten signature in black ink, appearing to read "Canek Aguirre", is written over a horizontal line.

Canek Aguirre
Chair



RESOLUTION #2490

SUBJECT: Approve the 2023 VRE Legislative Agenda

WHEREAS: VRE is an essential part of the regional transportation network for the Northern Virginia and the DC Metropolitan region;

WHEREAS: VRE serves residents throughout the Commonwealth to provide a meaningful public transportation option;

WHEREAS: It is essential for VRE to educate and advocate for desired legislative and regulatory outcomes with members of Congress and their staff, with staff of federal entities, in the Virginia General Assembly and with the Governor and his administration;

WHEREAS: VRE has coordinated its Legislative Agenda with the staffs of the Commissions and member jurisdictions; and

WHEREAS: The VRE Operations Board recommends the following action.

NOW, THEREFORE, BE IT RESOLVED that the Northern Virginia Transportation Commission hereby approves the 2023 VRE Legislative Agenda and authorizes the VRE Chief Executive Officer to actively pursue the elements set forth in the document.

Approved this 1st day of December 2022.

A handwritten signature in black ink, reading "Matt de Ferranti".

Matt de Ferranti
Secretary-Treasurer

A handwritten signature in black ink, reading "Canek Aguirre".

Canek Aguirre
Chair



RESOLUTION #2491

SUBJECT: Approve a Boundary Line Adjustment Deed and Plat for Conveyance of Manassas Park Property to the Commissions

WHEREAS: The Manassas Park VRE station currently has two contiguous 300-space surface parking lots, one owned by the City of Manassas Park and one owned by VRE;

WHEREAS: In order to provide additional parking at the Manassas Park VRE Station, the City of Manassas Park and VRE have been working on a joint project for the design and construction of a parking garage located near the City Hall across the Norfolk Southern railroad tracks from the above-described existing parking;

WHEREAS: The parking garage project will require permanent fixtures within the city owned lot immediately adjacent to the station platform;

WHEREAS: Instead of the City of Manassas Park conveying easements to VRE, it was agreed the city should convey to VRE an 8,075 square foot strip of land adjacent to the platform so the fixtures would be on VRE property and not the city's;

WHEREAS: Conveyance of the strip of land would be achieved through an adjustment of the boundary line between the city property and the VRE property;

WHEREAS: Commission approval is required for a boundary line adjustment deed and plat; and

WHEREAS: The VRE Operations Board recommends the following action.

NOW, THEREFORE, BE IT RESOLVED that the Northern Virginia Transportation Commission hereby approves the boundary line adjustment deed and plat for conveyance of Manassas Park property to the Commissions and authorizes the Chief Executive Officer to execute the boundary line adjustment deed and plat on behalf of the Commissions.

Approved this 1st day of December 2022.

A handwritten signature in black ink, appearing to read "Matt de Ferranti", is written over a horizontal line.

Matt de Ferranti
Secretary-Treasurer

A handwritten signature in black ink, appearing to read "Canek Aguirre", is written over a horizontal line.

Canek Aguirre
Chair

**MEETING SUMMARY
JOINT NVTC-PRTC LEGISLATIVE BRIEFING
DECEMBER 5, 2022
Embassy Suites Hotel – Springfield, Virginia
9:00 A.M.**

NVTC Members Present

Canek Aguirre
Walter Alcorn
Sarah Bagley
Katie Cristol
Matt de Ferranti
Jennifer DeBruhl (Alternate, Commonwealth of Virginia)
Libby Garvey
Jeff McKay
David Meyer
Paul Smedberg
Michael Turner
James Walkinshaw

NVTC Members Absent

John Bell
Nick Clemente
Adam Ebbin
John Foust
Aimee Gilroy
Matt Letourneau
Dalia Palchik
M. David Skiles
David Snyder
John C. Tuck III

NVTC Staff Present

Kate Mattice, Executive Director
Monique Blyther
Genoveva Cutrell
Matt Friedman
Allan Fye
Rhonda Gilchrest
Adam Hager
Scott Kalkwarf
Ann McGrane
Becky Merriner
Tenley O'Hara
Ben Owen
Aimee Perron Seibert
Sophie Spiliotopoulos
Brittany Sumpter
Colethia Quarles
Melissa Walker
Ronnetta Zack-Williams

PRTC Members Present

Victor Angry
George Barker
Jennifer DeBruhl
Monica Gary
Todd Horsley (Alternate, Commonwealth of Virginia)
Jeanette Rishell
Kimberlee Short (Alternate, Prince William County)

PRTC Members Absent

Tinesha Allen
Andrea Bailey
Kenny Body
Margaret Franklin
Deborah Frazier
Elizabeth Guzman
Lori Hayes
Matthew Kelly
Jeanine Lawson
Pamela Sebesky
Yesli Vega

PRTC Staff Present

Bob Schneider, Executive Director
Althea Evans
Lakeshia Lewis
Byren Lloyd
Ben Matters
Becky Merriner
Holly Morello
Philip Parella, Jr.
Perrin Palistrant
Cynthia Porter-Johnson
Christine Rodrigo
Joe Stainsby

Opening Remarks: Northern Virginia Transportation Commission (NVTC) Executive Director Kate Mattice

NVTC Executive Director Kate Mattice welcomed everyone to the forum. She stated that the forum is being recorded and will be available for viewing on NVTC's website after the event.

Ms. Mattice kicked things off by reviewing some triumphs in the world of transit over the past year, including the opening of Metro's Silver Line Phase II, rebounding bus ridership numbers, and new I-66 Outside the Beltway express lanes. She also touched on upcoming hurdles: fiscal cliffs, staffing needs and the changing dynamics of how people move around the region following the COVID-19 pandemic.

Ms. Mattice then recognized NVTC and PRTC Commissioners, elected officials, and legislative staff in attendance.

Ms. Mattice introduced NVTC Chair Canek Aguirre.

Introduction of Congressman Beyer: NVTC Chair Canek Aguirre

NVTC Chair Canek Aguirre remarked that over the past year things in the transit world have started to bounce back after some major setbacks due to the COVID-19 pandemic. NVTC Chair Aguirre noted that during his time as chair, NVTC has helped coordinate services during the Blue/Yellow Line shutdowns, kept a steady eye on the reintroduction of 7000-series trains at WMATA, welcomed the new WMATA General Manager Randy Clarke, and saw the completion of Silver Line Phase II – a project more than 60 years in the making. NVTC Chair Aguirre stated that under the leadership of Kate Mattice, NVTC's staff have been working on exciting projects, including the upcoming rollout of the new NoVaTransit Data Dashboard, the robust Commuter Choice program, and successful marketing campaigns and promotional media.

NVTC Chair Aguirre then introduced Congressman Don Beyer, from Virginia's 8th Congressional District.

Welcoming Remarks: U.S. Congressman Don Beyer

Congressman Beyer welcomed those in attendance to the 8th District, noting that he is honored to serve and be in attendance this morning. Congressman Beyer reminded the audience that last November, Congress passed the bi-partisan infrastructure bill (Infrastructure Investment and Jobs Act, H.R. 3684), which set aside \$90 billion for transit. Congressman Beyer reviewed other regional transportation achievements such as rehabilitating the Memorial Bridge, authorizing the construction of Long Bridge which will relieve a major rail bottleneck, the opening of Silver Line Phase II, and fixing the George Washington Parkway to make it safer.

Ms. Mattice then introduced PRTC Chair Victor Angry to provide remarks and introduce keynote speaker, DRPT Director Jennifer DeBruhl.

Introduction of Keynote Speaker: PRTC Chair Victor Angry

PRTC Chair Angry began his remarks by listing off some fun facts about DRPT Director Jennifer DeBruhl, and then transitioned into comparing the plot of her favorite movie, *Sliding Doors*, with a similar narrative about how the transit industry has had to navigate the COVID-19 pandemic. PRTC Chair Angry talked about successes in the transportation world and what needs to happen to keep things moving in the right direction. He observed a key factor upon which success depends is transit operators and staff and that he hopes forums like these will help inform how transit continues to improve. Like Director DeBruhl's favorite movie, PRTC Chair Angry expressed his hope that in the end, the story of transit overcoming challenges from the pandemic will be a success story.

Keynote Address: Virginia Department of Rail and Public Transportation (DRPT) Director Jennifer DeBruhl

DRPT Director DeBruhl began by stating that the story of transit is the story of overcoming hardships and growing from challenges. Director DeBruhl said that a key theme emerging from the pandemic is innovation and she specifically commended OmniRide for reorganizing their commuter-based model and meeting the new needs of transit by offering all-day localized service.

Director DeBruhl observed that DRPT celebrated their 30-year anniversary in June, and this is especially notable because Virginia is the only state in the nation that has a separate department focused solely on transit and rail. Over the past 30 years, DRPT's core objectives have remained the same: connecting people, businesses and communities in Virginia.

Director DeBruhl observed that there has been a lot to celebrate over the past year, including the opening of the Silver Line to Dulles, which will improve the quality of life for residents by reducing driving, solidifying the Dulles technology corridor, and diversifying the housing stock. Slowly but surely, across Northern Virginia, transit ridership is coming back. Director DeBruhl noted that transit ridership across Virginia has increased 56% from the previous fiscal year. Looking closer, ridership is up 29% in the first quarter of FY 2023 compared to the first quarter of FY 2022 so the trajectory is heading in the right direction. She also noted that Amtrak Virginia has also seen ridership growth.

Director DeBruhl continued, stating that those in the room have an opportunity to continue the current positive trend by applying for the funding in the Infrastructure Improvement and Jobs Act (IIJA), that Congress passed in 2021. She encouraged attendees to come forward with bold visions to meet the growing and changing mobility demands of Virginia communities. Director DeBruhl committed that DRPT would be a partner in this process.

Director DeBruhl turned her focus to the future. In 2023 DRPT will be supporting all the transit agencies throughout the Commonwealth with a marketing campaign to help inform people about the benefits of using transit. DRPT is also focused on growing the Transit Ridership Incentive Program, with more projects coming before the Commonwealth Transportation Board at their December meeting. There will be further work and transition planning with zero-emission bus

programs. DRPT just launched a new comprehensive state-wide low- or no-emissions vehicle study to investigate the challenges associated with low- or no-emission vehicle fleets and to provide guidance to service providers. Some of these programs are recommendations that came out of DRPT's award winning Transit Equity and Modernization Study, the first of its kind in the nation. Shelter improvement projects is another key focus of DRPT as they work with other state agencies. Statewide procurement for technology and innovation projects is also in the works.

Continuing this theme, Director DeBruhl wrapped up by stating that there are roughly 15,000 bus stops around the Commonwealth. As an outcome from the Transit Equity and Modernization Study, DRPT is working to streamline the process that goes into upgrading those bus facilities. The last few recommendations to come out of this study are condensing and organizing the procurement process and identifying the need for more robust public engagement. Director DeBruhl then announced that DRPT will take steps in 2023 to procure the construction of the new Long Bridge.

Following Director DeBruhl's remarks, there was a time for event attendees to ask questions. Mr. Rob Whitfield, with the Fairfax County Taxpayers Alliance, asked about a study to look at the potential for adding an Amtrak station in the Springfield vicinity. Ms. DeBruhl commented that she would pass on his concerns to the appropriate parties but that one thing to be mindful of is that adding more stops has the potential to reduce efficiency.

Transit Panel of Regional Transit Operators: Washington Metropolitan Area Transit Authority (WMATA) General Manager/CEO Randy Clarke, Virginia Railway Express (VRE) CEO Rich Dalton and Potomac and Rappahannock Transportation Commission (PRTC)/OmniRide Executive Director Bob Schneider

As moderator, Ms. Mattice began the transit panel by showing a brief video which was a compilation of regional transit news over the past year. Following the video, Ms. Mattice asked the first panel question: When it comes to public transit in our region, where is the media getting it right, and where are they getting it wrong?

Dr. Schneider responded that where they are getting it right is that these are real and identifiable issues, but where the media is getting it wrong is that these are systemic issues and need to be addressed as such. Dr. Schneider said a lot of the issues facing transit didn't develop overnight but have been results of long-term systemic issues. He pointed to workforce reductions and operators having trouble with staffing. Mr. Dalton stated that the media is getting it right by identifying opportunities for improvement. He stated that VRE currently has projects at all 19 of their stations. Mr. Clarke added that the media is getting a lot right by holding agencies accountable and transit agencies must build trust by being open and transparent. Mr. Clarke added that the media could improve by telling better stories about the people who work in transit and who are dedicated public servants. Mr. Clarke added that there is a narrative about safety that is not accurate and that as an industry, transit operators and advocates need to be able to tell that story better.

Ms. Mattice then asked the next question: What are your next steps as transit agencies to respond and pivot this coming year and beyond, keeping in mind we're coming out of pandemic and are aware of the uncertainty of how people are moving in the region?

Mr. Clarke responded that before long-term issues can be resolved, the first priority at WMATA is to get the system running well from a very basic level, meaning frequent and reliable service. Mr. Dalton answered that continuing to partner with the Commonwealth on capacity enhancement programs will allow VRE to come out of the traditional commuter rail model and respond to changes in ridership behavior moving forward. Mr. Dalton also built upon what Mr. Clarke said, reemphasizing that VRE will be focusing on getting back to basics and providing excellent service. Dr. Schneider added that OmniRide will be focusing on how they respond to patterns of travel now that traditional working and commuting hours have dramatically changed. Dr. Schneider emphasized that there aren't enough transportation options outside of the traditional 9-5 model and his agency will be looking at creating different service patterns to meet these new needs.

Ms. Mattice then followed up by asking the panelists to talk about some things that local, state and federal officials and legislators can do to help transit agencies meet their goals.

Dr. Schneider said that the best thing is to continue to let the technical professionals do their jobs to the best of their abilities. He pointed to quick pivots that technical professionals had to make when the COVID-19 pandemic hit in 2020. Dr. Schneider's take-away for elected officials and legislators is to keep letting the experts be great at what they do, to deliver the necessary resources and hold agencies accountable. Mr. Dalton added that he would like to see state and local governments continue to partner with VRE on innovation and technology. He gave the example of VRE modifying their on-board bicycle policy to accept bicycles on every train – this increased the numbers of commuters using bikes by nearly 10-fold. Mr. Clarke said that the number-one request from WMATA is for local, state and federal officials and legislators to see and experience the transit systems firsthand. Mr. Clarke added that his other request is for elected officials and legislators to have large, aspirational visions for how transit looks and how it can function in this region, while looking beyond jurisdictional boundaries.

Next, Ms. Mattice asked the panel to discuss major projects in the transit space that they would like to see happen in the region.

Dr. Schneider led off the discussion, stating he would like to see bi-directional I-95 express lanes and that consistent and unified technology across transit agencies would be a major project he would like to see in the future. Mr. Dalton agreed with Dr. Schneider and added that a major project he would like to see completed is the Union Station rehabilitation program. Beyond that, Mr. Dalton said that he'd like to see all points on the Northeast Corridor expansion program completed as part of a long-term objective to separate passenger and freight rail lines. Mr. Clarke added that he looks forward to the Potomac Yard Station opening in 2023 and beyond that the Better Bus Network Redesign is a big project that will make regional bus operations more efficient. Lastly, the next big project he would like to see addressed is the Rosslyn Tunnel bottleneck by expanding the capacity to move trains under the Potomac River. Mr. Clarke added

that addressing this soon will be critical and that it will need to fall within the time constraints of the Infrastructure Investment and Jobs Act.

For her final question, Ms. Mattice asked the transit panel to share a piece of underreported good news happening at the panelist's respective agencies.

Mr. Dalton said that expanding VRE's capacity to accommodate bikes on trains has been a game changer. This changed the narrative from something negative – empty space on commuter rail – and turned it into a positive as a customer focused outcome which allowed more commuters to travel with their bikes. Mr. Clarke answered that something underreported has been all the good happening at WMATA and all the committed people who are devoted to collaboration between the WMATA Board and agency staff. Mr. Clarke added that his agency is committed to being more transparent and committed people are doing a lot of good for the community. Dr. Schneider added that an underreported news item from his agency is that OmniRide/PRTC won Best Places to work in Prince William County, and that his agency is attracting and keeping talented employees.

Ms. Mattice then invited the event attendees to ask questions.

NVTC Commissioner Libby Garvey, who is also a member of the Arlington County Board, asked the panelists to discuss a unifying and clear vision on transit for the region, one that could transcend politics and serve as a common goal. Mr. Clarke responded that he would very much like to see something like this in the future; however, the reality of conflicting political voices in the United States makes this a challenge. Rising above the jurisdictional constraints would be ideal to make something like this happen.

NVTC Commissioner Mike Turner, who is also a member of the Loudoun County Board of Supervisors, asked the panelists to comment on the issue of fare evasion and encouraged them to spend money on technology to help address this problem. Mr. Clarke said a big challenge has been the interjurisdictional nature of fare evasion enforcement across political boundaries and that there needs to be some type of regional decision on how to address this. Mr. Clarke also added that a bigger conversation needs to happen on how we treat transit as a public good and how we pay for this good. Dr. Schneider added that agencies need to ask questions and identify who is evading fares and why. Is it an income issue? Is it an access issue? Dr. Schneider stated that once these questions are answered one can achieve the desired results by harvesting the revenue the right way.

Mr. Jason Stanford, with the Northern Virginia Transportation Alliance, asked the panel to comment on how their agencies can grow ridership to keep pace with the growing population in the region. Mr. Clarke stated that WMATA must operate better and deliver more services and if they do that, more people will use the transit system. Mr. Dalton agreed and added that VRE needs to position itself to offer service during the times and frequencies that people demand. Dr. Schneider said that focusing on rider outreach and being recognizable and accessible will make transit competitive with the convenience of driving.

Mr. Rob Whitfield, with the Fairfax County Taxpayers Alliance, asked about WMATA's long range plan. Mr. Clarke said that he can't speak for the past administration but there is still a lot of work to be done around what WMATA can and is able to do. Mr. Clarke stated that the next step is moving the public process forward to decide as a region what transit operators are going to do.

Ms. Mattice then asked the panel to share with the audience a parting message. Dr. Schneider said that at the end of the day, the message is that local service matters, even in more suburban areas like Prince William County. Mr. Dalton shared that he is optimistic that within the transportation network, the best days are ahead, and he wished those in attendance a safe and happy holiday season. Mr. Clarke capped off the transit panel session by adding that the future for transit is incredibly bright so long as everyone comes together and agrees to make it bright and takes partnerships to a higher level.

Closing Remarks: NVTC Executive Director Kate Mattice

Ms. Mattice closed out the forum by recognizing NVTC Commissioner David Meyer, who did not seek reelection as mayor of the City of Fairfax and therefore will be retiring from his role as a NVTC Commissioner at the end of the year. Mr. Meyer has been involved with the Northern Virginia Transportation Commission since 2014 and has chaired the Legislative and Policy Committee for a number of those years. Ms. Mattice thanked Mr. Meyer for his service to NVTC, the City of Fairfax and the entire region.

Ms. Mattice then thanked speakers and attendees for participating in today's forum. NVTC Chair Canek Aguirre and PRTC Chair Victor Angry were thanked for participating as well as the leaders who serve on NVTC and PRTC. Ms. Mattice then thanked staff from NVTC and PRTC for helping put together the event. Ms. Mattice wished everyone a happy holiday season.

The 2022 Legislative and Policy Forum concluded at approximately 11:00 a.m.

Approved this 5th day of January 2023.

Chair

Secretary-Treasurer

TO: Chair Aguirre and NVTC Commissioners
FROM: Kate Mattice
DATE: December 21, 2022
SUBJECT: Annual Leadership and Governance

At the January 2023 meeting, the Commission will be asked to take actions to appoint new officers, committee and board appointments, and signatories and pension trustees. Chair Aguirre will be recognized for his outstanding service over the last year as chair of NVTC.

A. ACTION ITEM: Approve the Recommended Slate of Officers for 2023

At the January meeting, the Commission will be asked to approve the recommended slate of officers for 2023:

Dalia Palchik, Chair
Matt de Ferranti, Vice-Chair
David Snyder, Secretary-Treasurer

Following approval, outgoing Chair Aguirre will administer the oath of office to the new 2023 officers.

B. ACTION ITEM: Approve a Resolution Commending the Honorable Canek Aguirre for His Service as Chair of the Northern Virginia Transportation Commission for 2022

Outgoing Chair Canek Aguirre will be recognized at the January meeting for his outstanding leadership during 2022. A Resolution of Commendation will be presented to him at the meeting.

C. ACTION ITEM: Approve Resolution #2492: Approve the Selection of NVTC Representatives to Various Boards

At the January meeting, the Commission will be asked to approve Resolution #2492 to approve the appointments to the WMATA Board of Directors, Virginia Railway Express (VRE) Operations Board and Virginia Transit Association (VTA) Board of Directors.

The resolution affirms the appointments of the WMATA Board members and their terms. Member terms and requirements are subject to the Code of Virginia (§33.2-1907.4). Matt Letourneau's term expires on January 3, 2023 and the recommendation is to appoint him to another four-year term. VRE Operations Board appointments are selected by each VRE jurisdiction and then appointed by NVTC. Arlington County has selected Katie Cristol to serve as a principal member of the VRE Operations Board but still needs to select her alternate.

Some of these actions may be contingent on subsequent action by local boards and councils as their NVTC appointments may not be known by January 5, 2023. [Resolution #2492](#) reflects the recommended appointments as of December 21, 2022. The resolution will be updated as a blue item if jurisdictions make further appointments between the materials posting date and the January 5 meeting. The recommended appointments are as follows:

NVTC's WMATA Board of Directors

Principals:

Paul Smedberg (Commonwealth Appointee)
Term expires 01-05-2026

Matt Letourneau (NVTC Appointee)
Term expires 01-05-2027 **proposed**

Alternates:

Canek Aguirre
Term expires 01-07-2025

Walter Alcorn
Term expires 01-04-2024

Virginia Railway Express (VRE) Operations Board

Principals:

Fairfax County:

Walter Alcorn
Daniel Storck
James Walkinshaw

City of Alexandria:

Sarah Bagley

Arlington County:

Katie Cristol

Alternates:

Fairfax County:

Jeff McKay

City of Alexandria:

Canek Aguirre

Arlington County:

Virginia Transit Association (VTA) Board of Directors

Principals:

David Snyder
Kate Mattice

Alternates:

Katie Cristol
Canek Aguirre

D. ACTION ITEM: Approve the Recommended 2023 NVTC Committee Membership

At the January meeting the Commission will be asked to approve the recommended appointments to NVTC's committees, including the Executive Committee, WMATA Committee, Legislative and Policy Committee, and Program Advisory Committee. The [NVTC By-Laws](#) determine the membership of the Executive Committee and also speak to the make-up of the other committees. For 2023, the major changes to the committee roster are the proposed appointments of Canek Aguirre to serve as chair of the Legislative and Policy Committee and Sarah Bagley to serve as chair of the Program Advisory Committee. She will also join the Executive Committee as all the committee chairs serve on the Executive Committee.

Some of these actions may be contingent on subsequent action by local boards and councils as their NVTC appointments may not be known by January 5, 2023. Since the City of Fairfax Council will not make its NVTC Commissioner appointment until January 10, 2023, the committee

appointments will need to be updated at a future date. The following committee roster for 2023 reflects the recommended appointments as of December 21,2022:

NVTC Executive Committee

Chair, Dalia Palchik*

Vice-Chair, Matt de Ferranti*

Secretary-Treasurer, David Snyder*

WMATA Committee Chair, Walter Alcorn

Program Advisory Committee Chair, Sarah Bagley*

Legislative & Policy Committee Chair & Immediate Past
Chair, Canek Aguirre*

General Assembly Member, Adam Ebbin

Non-Voting Members:

WMATA Principal Member, Paul Smedberg

WMATA Principal Member, Matt Letourneau

NVTC Legislative and Policy Committee

Chair, Canek Aguirre*

Commission Members:

(drawn from member jurisdictions in a representative manner)

Arlington County, Libby Garvey

City of Fairfax, _____

City of Falls Church, David Snyder

Fairfax County, James Walkinshaw

Loudoun County, Matt Letourneau

Non-Voting Member:

General Assembly Member, Adam Ebbin

**Nominated*

NVTC WMATA Committee

Chair, WMATA Alternate Member, Walter Alcorn

WMATA Principal Member, Matt Letourneau

WMATA Principal Member, Paul Smedberg

WMATA Alternate Member, Canek Aguirre

Commission Members:

(drawn from member jurisdictions in a representative manner)

Arlington County, Matt de Ferranti

City of Fairfax, _____

City of Falls Church, David Snyder

NVTC Program Advisory Committee

Chair, Sarah Bagley*

Commission Members:

(drawn from member jurisdictions in a representative manner)

Arlington County, Libby Garvey

City of Fairfax, _____

Fairfax County, John Foust

City of Falls Church, David Snyder

Loudoun County, Michael Turner

E. ACTION ITEM: Approve Resolution #2493: Approve the Designation of NVTC Signatories and Pension Trustees

At the January meeting the Commission will be asked to approve Resolution #2493 to designate NVTC signatories and pension trustees. Every January the Commission authorizes the executive director, director of finance and administration, and the newly elected secretary-treasurer to serve as signatories for financial transactions exceeding \$5,000. Also, these persons plus the NVTC comptroller are selected to serve as NVTC's employees' pension trustees. The resolution will be updated to its final version after the election of officers. David Snyder has been nominated to serve as the secretary-treasurer for 2023.



RESOLUTION OF COMMENDATION

- SUBJECT:** Commending the Honorable Canek Aguirre for His Service as Chair of the Northern Virginia Transportation Commission for 2022
- WHEREAS:** The Northern Virginia Transportation Commission (NVTC) serves as the voice of public transit in Northern Virginia, promoting the region's transit network through effective and efficient public transit and ridesharing programs to foster economic vitality in the region and the Commonwealth;
- WHEREAS:** The Honorable Canek Aguirre was elected chair of the Northern Virginia Transportation Commission for 2022;
- WHEREAS:** Mr. Aguirre has been an advocate for equity in all aspects of transit, including zero and reduced fare initiatives that benefits those most in need, multi-lingual community outreach and marketing, and transit-oriented economic development in Northern Virginia;
- WHEREAS:** In 2022, Mr. Aguirre led NVTC during its 58th year of operations and, as chair, he engaged with the NVTC WMATA Committee, local jurisdictional leaders and regional stakeholders to develop the 5th *Annual Report on the Performance and Condition of WMATA*;
- WHEREAS:** Mr. Aguirre supported the Program Advisory Committee's recommendation to award over \$15 million in Commuter Choice funding for seven multi-modal projects that will benefit toll-payers and commuters along the I-66 corridor;
- WHEREAS:** Mr. Aguirre championed NVTC's efforts to coordinate effective transit options for riders while several Yellow and Blue Line Metrorail stations were closed to integrate the new Potomac Yard Metrorail Station and major rehabilitation work on the Yellow Line Bridge;
- WHEREAS:** Mr. Aguirre advocated for NVTC's ongoing work to bring Bus Rapid Transit service to the Route 7 corridor, connecting riders to the Silver and Orange Lines, the City of Alexandria's West End Transitway and Arlington County's high-capacity transit service along Columbia Pike.
- WHEREAS:** Mr. Aguirre oversaw the launch of NVTC's NoVaTransit Data Dashboard, an interactive tool to share and explore significant amounts of transit data in a user-friendly way; and
- WHEREAS:** Mr. Aguirre supported the Commission's efforts to develop the Northern Virginia Zero-Emission Bus (ZEB) Strategic Plan, a regional effort to ensure collaboration on ZEB policy and implementation while enabling the region to leverage Federal ZEB funding.

NOW, THEREFORE, BE IT RESOLVED that the Northern Virginia Transportation Commission hereby commends the Honorable Canek Aguirre for his leadership as chair of NVTC for 2022 and his service to the citizens of Northern Virginia and to the Commonwealth of Virginia.

BE IT FURTHER RESOLVED that NVTC prepare a copy of this resolution for presentation to Mr. Aguirre as an expression of its gratitude and in appreciation for his leadership and work on the Commission in promoting and funding public transit and ridesharing in Northern Virginia.

Approved this 5th day of January 2023.

Chair



RESOLUTION #2492

SUBJECT: Selection of NVTC Representatives to Various Boards

WHEREAS: NVTC is empowered to make appointments to the Board of Directors of the Washington Metropolitan Area Transit Authority (WMATA), the Virginia Railway Express (VRE) and the Virginia Transit Association (VTA);

WHEREAS: Some of NVTC's jurisdictions may not formally appoint their NVTC members prior to NVTC's January meeting and some may not be ready with recommendations for appointment to various boards; and

WHEREAS: Virginia Secretary of Transportation Shannon Valentine designated Paul C. Smedberg to be the Secretary's designee on NVTC and the WMATA Board, which became effective January 1, 2019 with the term expiring January 4, 2022, and designated him again for a term starting on January 4, 2022 and expiring January 5, 2026;

NOW, THEREFORE, BE IT RESOLVED that the Northern Virginia Transportation Commission hereby appoints and confirms the following persons to serve as principals and alternates to the WMATA Board of Directors, subject to possible subsequent action by NVTC's jurisdictions that alters their NVTC members for 2023 and their recommendations for members of the various boards:

WMATA Board of Directors:

Principals

Paul C. Smedberg
(Commonwealth Appointee)
Term expires 01-05-2026

Matthew F. Letourneau
(NVTC Appointee)
Term expires 01-05-2027 (proposed)

Alternates

Canek Aguirre
Term expires 01-07-2025

Walter Alcorn
Term expires 01-04-2024

BE IT FURTHER RESOLVED that NVTC hereby appoints the following persons to serve on the VRE Operations Board, subject to possible subsequent action by NVTC's jurisdictions that alters their NVTC members for 2023 and their recommendations for members of the various boards:

VRE Operations Board:

Principals

Walter Alcorn
Daniel G. Storck
James Walkinshaw
Katie Cristol
Sarah Bagley

Alternates

Jeffrey C. McKay

Canek Aguirre

BE IT FURTHER RESOLVED that NVTC hereby appoints the following persons to serve on the Virginia Transit Association Board, subject to possible subsequent action by NVTC’s jurisdictions that alters their NVTC members for 2023 and their recommendations for members of the various boards:

Virginia Transit Association Board:

Principals

David F. Snyder
Katherine A. Mattice

Alternates

Katie Cristol
Canek Aguirre

Approved this 5th day of January 2023.

Chair

Secretary-Treasurer



RESOLUTION #2493

SUBJECT: Designation of NVTC Signatories and Pension Trustees

WHEREAS: The Honorable David F. Snyder (nominated) has been elected secretary-treasurer of NVTC for 2023; and

WHEREAS: NVTC desires that the person holding the office of secretary-treasurer be designated as an official signatory as well as a pension trustee.

NOW, THEREFORE BE IT RESOLVED that the Northern Virginia Transportation Commission hereby selects the following persons to serve as NVTC signatories (who are eligible to sign individually for any transaction of less than \$5,000 and with one other signatory for transactions of \$5,000 or greater):

Hon. David F. Snyder (nominated)	Secretary-Treasurer
Katherine A. Mattice	Executive Director
Scott C. Kalkwarf	Director of Finance and Administration

BE IT FURTHER RESOLVED that the individuals listed above shall serve as NVTC employees' pension trustees, with the addition of NVTC's Comptroller Colethia Quarles.

Approved this 5th day of January 2023.

Chair

Secretary-Treasurer

TO: Chair Aguirre and NVTC Commissioners
FROM: Kate Mattice
DATE: December 21, 2022
SUBJECT: NVTC 2022 Year in Review

At the January 2023 meeting, the executive director will present the Commission's accomplishments during 2022. A hard copy of the report will be provided at each Commissioner's seat and the report will be posted on the NVTC website.

The presentation will provide an overview of NVTC's financial position and disbursements for the year as well as details on the major accomplishments and deliverables from each NVTC program: WMATA, Commuter Choice, Transit Technology, and the Transit Resource Center. It will also highlight NVTC's public engagement efforts and staff's collaboration with colleagues across the transit industry.

TO: Chair Aguirre and NVTC Commissioners
FROM: Kate Mattice, Scott Kalkwarf and Allan Fye
DATE: December 21, 2022
SUBJECT: NVTC FY 2024 General and Administrative Budget and 2023-2024 Work Plan

At the January 2023 meeting, the Commission will receive public comments on the 2023 – 2024 Work Plan, and then be asked to approve NVTC’s FY 2024 General and Administrative Budget and 2023-2024 Work Plan.

A. Public Comment on NVTC’s 2023-2024 Work Plan

At each January meeting the public is given an opportunity to provide comments to the Commission regarding NVTC’s upcoming Work Plan. The proposed [NVTC 2023-2024 Work Plan](#), which covers the time period of January 2023 to June 2024, is consistent with the previous 2022 Work Plan.

NVTC has multiple ways the public can provide comments on the Work Plan. **The public comment period on the draft Work Plan will be open from December 20, 2022 until 12:00 p.m. (noon) on January 5, 2023.**

In-Person:

NVTC will accept in-person public comment on its Work Plan during the January 2023 Commission meeting. The public hearing will be located on the first-floor conference room of 2300 Wilson Boulevard, Arlington, Virginia 22201. This location is transit accessible. The closest Metro station is Court House and Metrobus and Arlington Transit have bus stops nearby.

For those wishing to speak, please arrive before the 7:00 p.m. meeting to add your name to the sign-up sheet. During the Commission meeting, the chair will open the meeting for public comment and ask if anyone in the audience wishes to address the Commission on NVTC’s 2023 Work Plan. During the public comment period, any interested parties may step forward to the podium. Speakers must state their name and the city or county in which they live for the record and will be allowed three (3) minutes to speak.

Speakers may also submit a written statement for the record. If they wish to provide a written statement to be distributed to Commissioners, speakers should provide twenty-five (25) printed copies to NVTC staff prior to the start of the meeting. Audio-visual equipment is not available for public use.

Other Options for Comment Submission:

There are multiple ways for the public to provide comment:

- Submit written comments via NVTC's [Google Document](#) system.
- Email your written comments to nvtc@novatransit.org. Please provide your name and tell us where you live (example: Arlington County, City of Fairfax, etc.).
- Leave a voicemail message at: 571-721-1451. Time limit: Three (3) minutes.
- Send a pre-recorded video: Visit <https://wettransfer.com> and upload the video to nvtc@novatransit.org. Time limit: Three (3) minutes, Size limit: 2GB

Written comments will be read aloud at the January 5, 2023 Commission meeting with a limit of three (3) minutes per submission. Voicemail and video messages will be played at the Commission meeting with a maximum playback time of three (3) minutes. **The deadline to submit public comment is January 5 at 12:00 p.m. (noon).**

B. ACTION ITEM: Approve NVTC's FY 2024 General and Administrative Budget and 2023-2024 Work Plan

Following public comment, Commissioners will be asked to approve [NVTC's FY 2024 General and Administrative Budget and 2023-2024 Work Plan](#). At the December meeting the Commission was briefed on the proposed budget and NVTC Work Plan. The Executive Committee has approved both documents to be provided to the full Commission as presented for action.

▪ General and Administrative Budget

As presented to the Commission at the December 1, 2022 meeting, the [proposed FY 2024 General and Administrative Budget](#) includes resources to accomplish the NVTC Work Plan, including the administration of the I-66 and the I-395/95 Commuter Choice programs, oversight of WMATA, and management of the next phase of the Envision Route 7 BRT project.

The proposed budget totals \$4,394,650, including \$691,200 for the administration of the Commuter Choice program, which is funded entirely with toll related revenue, and \$157,800 for management of the Envision Route 7 BRT project, funded from the related project budget. The balance of the program is funded primarily by the member jurisdictions through direct contributions and state aid received by NVTC that would otherwise be available to the jurisdictions for other transit purposes, which totals \$3,243,650, a 4.4% increase over the final approved FY 2023 Budget. Other revenue sources include interest earnings, project chargebacks and grant billings, and a carryover of prior period favorable net budget variances in excess of minimum operating requirements.

Total expenses are proposed to increase by \$314,650, or 7.7% over the FY 2023 Budget. The FY 2024 Budget includes a new program analyst position to provide additional support for NVTC's programs. A new project manager position is also included to manage the next phase of the Envision Route 7 BRT project and will be funded by the Route 7 project budget. A provision for cost-of-living (COLA) and performance-based increases for existing staff is included.

A research support line for \$200,000, which was first included in the FY 2023 Budget at the Commission's request, is maintained in the Proposed FY 2024 Budget. This line is to provide funding for NVTC in-house research efforts, which for FY 2023 includes an update to the Value of the Northern Virginia Transit Network to the Commonwealth study, the Role of Metrobus in Northern Virginia White Paper, and technical support and analysis for NVTC's WMATA Operating Funding and Reform Working Group. Staff will continue to seek direction and approval from the Commission for the individual projects to be undertaken in FY 2024.

The contracted support line for the Commuter Choice program shows an \$82,200 decrease from the FY 2023 Budget, to \$152,500 for FY 2024. As the program continues to mature, the reliance on this outside support continues to decline.

■ **2023-2024 Work Plan**

The [NVTC 2023-2024 Work Plan](#) provides an overview of the programmatic and operational work conducted by staff to support the goals and objectives of the Commission. The Work Plan covers the period from January 2023 to June 2024 and reflects comments from the Management Advisory Committee.

NVTC staff deliverables for 2023 and 2024 include the following:

NVTC 2023 -2024 Work Plan Deliverables



Commuter Choice

- I-395/95 FY 2024-2025 scoring and program development
- I-66 FY 2025-2026 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
- *Role of Metrobus in Northern Virginia White Paper*
- *Convene NVTC's WMATA Operating Funding & Reform Working Group*

Transit Technology

- Northern Virginia Low/Zero-Emission Bus Strategic Plan and Working Group
- Conclude Regional Fare Collection Strategic Plan tasks

NVTC Staff Support to VRE

- Audited annual ridership survey and GIS analysis

Transit Resource Center

- Maintain and update NoVa Transit Data Dashboard
- PostCOVID Transportation Analyses
- Lead Northern Virginia Regional Bus Analysis Study
- Complete Route 7 BRT Phase 4 Analysis
- *Initiate next phase of Route 7 BRT funded through Congressional Community Project Funding grant*

Legislative and Policy Efforts

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

Communications

- Public outreach for Commuter Choice and Route 7 BRT program milestones
- Daily headlines, weekly and monthly newsletters
- PostYellow 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



NVTC Work Plan

January 2023 to June 2024

The NVTC Work Plan serves as a guiding document for NVTC staff to support the mission of the Commission. This Work Plan identifies specific programs, projects and tasks that NVTC staff intend to perform during the period from January 2023 through June 2024 (FY 2024). It is intended to be a living document that can be updated as priorities and projects change.

This document supports NVTC's Strategic Framework, Implementation Plan and was developed in consultation with the Management Advisory Committee (MAC), the body of professional staff representing NVTC's jurisdictions and partners. The MAC is a forum to facilitate cooperative regional solutions, to keep local governments informed and to solicit feedback on ongoing programs, projects and initiatives.

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NVTC's Mission, Vision and Strategic Goals

Mission: As the premier transit organization in Northern Virginia, NVTC brings the region together to plan, coordinate and secure funding for transit systems that are financially sustainable and high performing.

Vision: Northern Virginia businesses and residents are served by a high capacity, high quality network of transit systems that allows our diverse region to thrive economically.

Strategic Goals:

- Increase the capacity of the regional transit network by expanding and improving the quality, coverage and frequency of new and existing systems, including WMATA, VRE and new transit services.
- Improve access and mobility throughout Northern Virginia by connecting the regional and local transit systems.
- Promote safe, reliable and financially sound performance and management of regional transit systems.

Programs and Crosscutting Functions

NVTC has six programs that support the implementation of the Commission's mission and vision. These programs provide technical assistance, enable data collection and analysis, facilitate regional engagement and jurisdictional coordination as well as manage a groundbreaking funding program. It is important to note that these programs interact with and support each other on a regular basis, enabling NVTC to provide comprehensive support to member jurisdictions, partner agencies and to the Commission. In addition, these programs provide the best representation for our jurisdictions and ensure NVTC's work adds value for Northern Virginia, the greater Washington DC region and the Commonwealth.



A. NVTC Committee Structure

NVTC has three standing committees. In addition to the Executive Committee, NVTC has the Program Advisory Committee (PAC), the WMATA Committee and the Legislative and Policy Committee. The scope of each of these committees is articulated in NVTC's By-Laws.

For all committees, NVTC staff is responsible for the development and distribution of committee materials, meeting logistics (in coordination with the Commission Secretary) and all other responsibilities to support the needs of the committee.

B. NVTC Programs

Commuter Choice

Commuter Choice is a groundbreaking program that reinvests toll revenue into transit service, transportation demand management and other multimodal improvements along the I-66 Inside the Beltway and I-395/95 toll corridors. NVTC, in partnership with the Potomac and Rappahannock Transportation Commission (PRTC), Virginia Department of Transportation (VDOT), Virginia Department of Rail and Public Transportation (DRPT) and the Commonwealth Transportation Board (CTB), manages this competitive funding program through the tasks outlined in the section below.

1) Program Management and Administration

- a) Provide ongoing administration of I-66 Commuter Choice and I-395/95 Commuter Choice to ensure compliance with relevant Memorandums of Agreement (MOAs).
 - i. Work with staff and legal counsel on policy changes and decisions governing future calls for projects and program administration.
 - ii. Coordinate with PRTC (as needed) on the ongoing management and administration of I-395/95 Commuter Choice.
 - iii. Work with the NVTC finance team and, if applicable, financial counsel and financial advisors to ensure sufficient cash flow for projects and address any financing arrangements should NVTC issue debt to fund projects.
 - iv. Maintain and update the Commuter Choice program website to provide relevant, timely information for applicants, recipients and stakeholders.
 - v. Monitor program operations and communications with recipients to identify any needed policy changes or updates.
 - vi. Execute Standard Project Agreements (SPA) and ensure that projects comply with all SPA requirements.
 - vii. Coordinate with NVTC's WMATA program to develop policy guidance as needed to enable WMATA-operated/Commuter Choice-funded projects to be considered in WMATA's annual budget process, including potential adoption of policy guidance by the WMATA Board and/or Commission(s).
 - viii. Support and participate in recipient-led events to highlight major project milestones, such as groundbreakings and openings.

- ix. Ensure that, for completed projects, Commuter Choice-funded assets remain in use in a manner benefiting corridor toll payers by obtaining annual asset management certifications from the corresponding funding recipients.
- b) Prepare Commuter Choice annual report and program updates
 - i. Prepare and submit the fiscal year report to the CTB as required by the MOAs.
 - ii. In coordination with NVTC's Transit Resource Center, prepare Corridor Transit Reports (subject to data availability) describing travel trends in the two program corridors for presentation to the PAC and Commission(s).
 - iii. Update (as needed) recipient handbook that provides a comprehensive guide to Commuter Choice program eligibility, policies, and procedures.

Deliverables: Commuter Choice Annual Report to the CTB; biennial Corridor Transit Report updates (in even calendar years) reflecting the latest fall traffic volume and transit ridership data; updated program guidance materials as applicable; SPAs distributed to recipients for funded projects

2) Call for Projects and Project Selection Process

- a) Prepare Commuter Choice application materials and secure Commission(s) approval to open calls for projects.
- b) Hold workshops with eligible applicants while calls for projects are open. Provide technical assistance and guidance during application process.
- c) Conduct (in coordination with DRPT) the initial eligibility screening, evaluation and scoring of project applications.
- d) Provide program updates at Commission(s) meetings and present final program of projects for Commission(s) approval.
- e) Coordinate with DRPT to receive Commonwealth Attorney General project eligibility concurrence and to prepare project list and supporting materials for CTB consideration.
- f) Develop staff-recommended program of projects for consideration by the Program Advisory Committee (PAC)/Joint Commission Working Group (JCWG) and consideration by the Commission(s).
- g) Hold a public meeting or hearing, in person or online, and facilitate online public outreach efforts in English and Spanish to explain proposed projects to the public, answer questions about the program and maximize public input.

Deliverables: I-395/95 Commuter Choice FY 2024-2025, Project Evaluation and Scoring, and Program Development and Selection, including eligibility screening workshop with DRPT and JCWG briefings; I-66 Commuter Choice FY 2025-2026 Call for Projects, Project Evaluation and Scoring, and Program Development and Selection, including eligibility screening workshop with DRPT and PAC briefings.

3) Reimbursement and Financial Reporting

- a) Host quarterly meetings with recipients to receive required project level reports and ensure projects are meeting implementation, reporting and financial milestones.
- b) Review and approve project reimbursement requests.
- c) Track expenses and reimbursements by corridor, fiscal year program, project, recipient, etc.
- d) Coordinate with NVTC financial team to develop policy/programmatic solutions for financial-related questions/issues.

NVTC Oversight of Washington Metropolitan Area Transit Authority

NVTC exercises leadership through the appointment and support of Virginia's members of the Washington Metropolitan Area Transit Authority (WMATA) Board of Directors to promote safe, reliable and financially sound performance, management and oversight of WMATA. Staff supports the NVTC WMATA Committee to facilitate and represent jurisdictional interests and to ensure access to NVTC's WMATA principal member.

1) WMATA Committee Support

- a) Work with the NVTC WMATA Committee chair to develop and implement the committee's annual work plan.
- b) Manage and staff the NVTC WMATA Committee to facilitate committee guidance and feedback on NVTC's priorities for WMATA, leading to committee endorsement and recommendation for the full Commission to approve the annual *Report on the Performance and Condition of WMATA*.
- c) Manage and staff the NVTC WMATA Committee to provide a venue for discussion of WMATA issues directly affecting the NVTC region and NVTC jurisdictions including but not limited to: annual WMATA budget comments, fare policy and comments on any major WMATA studies.
- d) Manage and lead a jurisdictional staff working group to provide staff support for NVTC's WMATA Board principal member and members of NVTC's WMATA Committee.
- e) Provide the WMATA Committee with a summary of the NVTC Peer Transit Agency Operating Funding Models research done by Summer 2022 Transit Fellow.
- f) Inform NVTC Commissioners of pending WMATA Board decisions of regional significance.

2) Annual Report on the Performance and Condition of WMATA

- a) Develop and submit to the General Assembly and the Governor by December 15 an annual report on the performance and condition of WMATA that includes the following:
 - i. The safety and reliability of the rapid heavy rail mass transportation system and bus network.
 - ii. The financial performance of WMATA related to the operations of the rapid heavy rail mass transportation system, including farebox recovery, service per rider and cost per service hour.

- iii. The financial performance of WMATA related to the operations of the bus mass transportation system, including farebox recovery, service per rider and cost per service hour.
 - iv. Potential strategies to reduce the growth in such costs and to improve the efficiency of WMATA operations.
 - v. Use of the funds provided from the Mass Transit Fund to improve the safety and condition of the rapid heavy rail mass transportation system.
 - vi. Ridership of the rapid heavy rail mass transportation system and the bus mass transportation system.
 - vii. Any other areas of NVTC WMATA Committee interest or priority for that year's annual report.
- b) Manage technical staff to ensure that the report will meet expectations of the Commission, the General Assembly and the administration.
 - c) Support the executive director's presentation of this report to the Commonwealth Transportation Board, Governor's Office, General Assembly and other interested stakeholders.
 - d) Coordinate with Communications team to publicize (press, social media, etc.) the recommendations and other relevant elements of the report.
 - e) Publish the report and associated information on NVTC's website.
- 3) Annual Certification of WMATA Documents
- a) Request the following documents from WMATA annually:
 - i. Annual capital budget; annual independent financial audit;
 - ii. National Transit Data annual profile; and
 - iii. Single audit report issued in accordance with the Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards (2 C.F.R Part 200).
 - b) Certify the receipt of these documents to the Commonwealth Comptroller no later than June 30 of each year.
- 4) Virginia WMATA Board Member Support
- a) Support the executive director's role in facilitating the Commission's annual appointment of Virginia's two principal and two alternate members of the WMATA Board of Directors (January).
 - b) Provide primary staff support on WMATA related meetings and issues to NVTC's WMATA Board principal member or their designated alternate.
 - c) Facilitate and lead NVTC WMATA Board member staffing calls in advance of or after WMATA Board and committee meetings.
 - d) Ensure communication and coordination between the Commonwealth and NVTC's principal WMATA Board members.

- e) Provide staff support and talking points to WMATA Board members prior to NVTC Commission meetings.
- f) Participate on WMATA's Joint Coordinating Committee (JCC).
 - i. Monitor and report on the development of WMATA's annual operating and capital budgets and multi-year CIP.
 - ii. Coordinate with jurisdictional staff and DRPT on WMATA's compliance with CTB policy guidelines for the implementation of governance and funding reforms for WMATA as needed.
 - iii. Actively participate in the development, negotiations and any updates to the Capital Funding Agreement. The next CFA update is not expected during the period of this work plan.

5) Support for Northern Virginia Jurisdictions

- a) Participate in JCC meetings and follow WMATA Board actions and share key items/actions with Northern Virginia jurisdictional staff (as needed) in conjunction with recurring WMATA Board member/staff calls.
- b) Facilitate jurisdictional issues with WMATA that rise to the attention of the NVTC WMATA Board principal member.
- c) Represent NVTC's interests and coordinate internal communications and comments at key points of WMATA-led planning studies, including but not limited to the *Bus Network Redesign, Blue/Orange/Silver Capacity and Reliability Study*, etc.

6) Facilitate Northern Virginia Transit Response Coordination Group

- a) Facilitate regional calls with WMATA and affected stakeholders to coordinate mitigation efforts and communications strategies around large transit disruptions due to planned Metrorail work.
- b) Track and resolve issues identified during planning meetings and coordination calls.
- c) Brief the Commission prior to and throughout the shutdown (as requested or needed) and document lessons learned from Major Blue and Yellow Line Construction.

7) Implement NVTC-focused Recommendations from the 2022 *Report on the Performance and Condition of WMATA*

- a) Develop a scope of work, identify funding, and procure consultant support for the *Role of Metrobus and Local Transit Operators in Northern Virginia* study.
- b) Develop a scope of work, framework, list of deliverables and schedule for the creation of NVTC's WMATA Operating Funding and Reforms Working Group.
- c) Brief the NVTC WMATA Committee, Legislative and Policy Committee and Commission at key milestones and deliverables.

Deliverables: NVTC *Report on the Performance and Condition of WMATA*; Annual certification letter to the Commonwealth; Letters of Comment from the Commission, as necessary

Envision Route 7

1) Envision Route 7 Bus Rapid Transit (BRT) Study

a) Complete the *Envision Route 7 Phase 4-1 Mobility Study*

- i. Engage public stakeholders in Spring 2023 to solicit feedback on the impacts of BRT in the City of Falls Church.
- ii. Brief elected officials and other official stakeholder groups (Commissions, Councils, Advisory Boards, etc.) along the entire project corridor.
- iii. Present findings to the MAC, Program Advisory Committee, Commission and other elected bodies. Prepare written updates as needed.
- iv. Complete Phase 4-1 Final Report for Commission acceptance (Summer/Fall 2023).
- v. Continue to coordinate with relevant jurisdictional and stakeholder staff to further the study of high-quality transit on Route 7.
- vi. Manage consultant contract and coordinate with NVTC staff regarding study-related public outreach efforts.
- vii. Assist in identifying financial resources for continued study and programming for BRT along the Route 7 Corridor.

b) Conduct the *Envision Route 7 BRT Project Strategic Framework*

- i. Develop the Envision Route 7 BRT strategic framework that identifies key policy, governance and funding steps necessary to successfully design, construct and operate the system.
- ii. Facilitate one-on-one and regional workshops with senior leadership from jurisdictions along the corridor and other key stakeholders (DRPT, VDOT, WMATA).
- iii. Brief elected officials and other official stakeholder groups (Commissions, Councils, Advisory Boards, etc.) along the entire project corridor.
- iv. Present findings to the MAC, Program Advisory Committee, Commission and other elected bodies. Prepare written updates as needed.
- v. Complete Strategic Framework Final Report for Commission acceptance (Summer/Fall 2023).
- vi. Manage consultant contract to ensure all deliverables are met.
- vii. Identify staff, technical and financial resources to implement the Strategic Framework.

c) Initiate Next Project Phase of Route 7 (Phase 2 of the Mobility Study, Preliminary Design and Environmental Efforts)

- i. Secure Congressional Community Project Funding Grant and coordinate with Finance and Administration team to execute the grant.

- ii. Apply for FY 2024 DRPT Technical Assistance Grant as part of the local match to the federal grant and coordinate with local jurisdictions for local match to the DRPT grant.
 - iii. Prepare scope of work and budget for the next phase of analysis (complete mobility analysis, preliminary design and environmental efforts) and identify staffing needs.
 - iv. Lead procurement of technical consultant services and seek Commission approval to award a contract for the next phase of analysis in coordination with the Finance and Administration team.
 - v. Coordinate with relevant jurisdictional and stakeholder staff to advance Route 7 BRT to implementation.
 - vi. Initiate discussions with the Federal Transit Administration (FTA) to identify the appropriate level of environmental review.
 - vii. Develop scope of work for specific project phases to align with available funding and phases.
 - viii. Identify staff resources needed to advance the project through the next phase of analysis (complete mobility analysis, preliminary design, and environmental efforts) and identify staffing needs.
- d) Brief the MAC, PAC and Commission at key milestones and decision points; prepare written updates as needed.
 - e) Coordinate with the NVTC Communications team to promote and publicize Route 7 progress, milestones, and projects.
 - f) Publish reports and associated information on NVTC's website.

Deliverables: Phase 4-1 Deliverables (per scope), Envision Route 7 BRT Project Roadmap deliverables (per scope), Phase 4-2 Project Deliverables (per scope), Preliminary Design and Environmental deliverables (per scope)

Transit Resource Center

The Transit Resource Center provides technical assistance to member jurisdictions; collects, analyzes and reports data from all NVTC's programs and supports coordination with other regional transportation organizations. An overview of the tasks within the Transit Resource Center are outlined below.

1) Regional Transit Data Collection, Analysis and Visualization

- a) Launch the NOVaTransit Data Dashboard which serves as a repository of historical and current transit data metrics and allows users to interact with the data to identify trends and conduct analysis.
 - i. Regularly update and maintain the dashboard to ensure accurate, up-to-date data is available, reliable operation, and ease of use for the public and partners.
 - ii. Collect and manage regional transit and related data, with work including:

- (1) Cataloging, collecting and cleaning data that can be shared with stakeholders/archived for future use; and
 - (2) Identifying opportunities to use data sources to communicate NVTC's transit policies, positions and storytelling.
- iii. Report the Washington Metropolitan Area Transit Authority's (WMATA) monthly ridership and parking utilization to comply with the Department of Rail and Public Transportation's (DRPT) OLGA reporting requirements.
- iv. Coordinate with NVTC's Communications team and external communications partners to share data analysis and visualization through reports, presentations, etc.
- b) *Complete NVTC's Regional Bus Analysis Study*
 - i. Assess and analyze the regional impact of individual jurisdictional and transit system strategic plans, including WMATA, DASH, Fairfax Connector, CUE, ART, Loudoun County Transit and OmniRide (services in the NVTC district).
 - ii. Identify regional bus transit gaps and opportunities, including potential for high-capacity transit corridors that may require additional analysis in the future.
 - iii. Identify opportunities for shared infrastructure and opportunities to leverage DRPT's TRIP funding related to interjurisdictional services.
 - iv. Coordinate with NVTC, jurisdiction and transit agency staff regarding study-related stakeholder engagement, including the creation of a Technical Advisory Committee (TAC).
 - v. Manage the DRPT grant and consultant contract.
 - vi. Provide updates to the MAC, Program Advisory Committee and Commission at key milestones.
- c) *Conduct and Support Regional Transit Analysis*
 - i. Develop scope of work, budget and funding plan to support NVTC-led transit policy analysis efforts, contingent on funding. FY 2024 efforts may include a study on the environmental benefits of Northern Virginia transit and/or a study on bicycle and transit connections in Northern Virginia.
 - ii. Conduct additional post-COVID and recovery-related analysis for presentation to the MAC, PAC and Commission.
 - iii. Provide jurisdictional and regional transit performance data through materials and presentations, and post standardized, downloadable data on NVTC's website.
 - iv. Provide data analysis for NVTC jurisdictions and the Commission on regional and national issues that impact transit planning, operations, organizations and ridership.
 - v. Disseminate findings through authoring reports and presentations.

2) Commuter Choice Corridor Analyses

- a) Coordinate with Commuter Choice Program team to conduct annual analysis on the transit ridership and other metrics to understand the performance of transit along the I-66 Inside the Beltway and I-395/95 Corridors, including the impacts of COVID-19 and recovery efforts (pending data availability).
- b) Coordinate with VDOT, Transurban and Transportation Planning Board to collect corridor-based data necessary for analyses.

3) Manage NVTC NTD Technical Assistance

- a) Work with local governments to coordinate collection of performance data for the Federal Transit Administration's (FTA) National Transit Database (NTD).
- b) Manage the contract for NTD data collection on behalf of Northern Virginia's transit systems. Oversee data collection efforts to facilitate the receipt of federal funds to the region.

4) Regional Coordination and Collaboration

- a) Ensure NVTC transit performance research complements and does not duplicate other regional analyses through the participation in regionally focused technical, program or study committees assisting in planning, funding, preliminary engineering and environmental analysis for transit in the region, including but not limited to:
 - i. Transportation Planning Board
 - ii. Potomac and Rappahannock Transportation Commission
 - iii. Northern Virginia Transportation Authority
 - iv. Virginia Department of Rail and Public Transportation
 - v. Virginia Department of Transportation
 - vi. Virginia Railway Express
 - vii. Metropolitan Washington Council of Governments
 - viii. Washington Metropolitan Area Transit Authority

Deliverables: NOVaTransit Data Dashboard; Data and Policy Analysis Reports; Regional Bus Analysis Final Report (per scope)

Transit Technology

The Transit Technology program engages with regional, state and national transit technology stakeholders to build Commission knowledge about innovative transit mobility services and emerging technologies. An overview of the tasks within the Transit Technology Program are outlined below.

1) Regional Low/Zero-Emission Bus Coordination

- a) Manage the development of the NVTC Regional Zero-Emission Bus Strategic Plan including procuring contractor support and working closely with the NVTC Zero-

Emission Bus Working Group and Northern Virginia transit providers in implementing zero-emission buses and associated technology and infrastructure.

- b) Facilitate NVTC's Zero-Emission Bus Working Group to assist regional partners in low/zero-emission bus implementation, including coordination, technical assistance and/or procurement coordination.
- c) Attend regional meetings on low/zero-emission bus efforts, including but not limited to TPB, WMATA, PRTC, APTA, DRPT and NVTA.

2) Zero/Reduced Fare Research

- a) Identify additional research and analysis opportunities that are related to and build off NVTC's existing work.
- b) Identify potential funding opportunities and other necessary resources.

3) Implementation of the NVTC's Regional Fare Collection Strategic Plan

- a) Provide updates to the MAC, PAC and Commission on the status of milestones in the 2021 Strategic Plan.
- b) Support Northern Virginia transit operators by facilitating regional coordination through the Regional Fare Collection Working Group, including coordination, planning, exchange of information as well as facilitating future plans.

4) Technology-related Symposia

- a) Plan, implement and deliver at least two symposia per year on transit technology topics that are timely and relevant to the mission of the Commission.
- b) Provide regular updates to the MAC, PAC and Commission on technology-related topics.
- c) Attend regional meetings on transit technology, including but not limited to TPB, WMATA, DRPT and NVTA.

Deliverables: Scopes of work, budgets and grant application materials (for DRPT-funded efforts); Annual Work Plan for Transit Technology Program

NVTC Support of Virginia Railway Express

NVTC, as co-owner (with the Potomac and Rappahannock Transportation Commission) of the Virginia Railway Express (VRE), provides oversight of the railway to promote safe, reliable and financially sound performance and management.

1) VRE Operations Board Support

- a) Facilitate the annual appointment of NVTC's principal and alternate members of the VRE Operations Board.
- b) Provide staff support, in coordination with jurisdictional staff when necessary, to NVTC-appointed VRE Board members.
- c) Participate on VRE's Coordination Committee (VCC) and Chief Administrative Officer's Task Force and attend VRE Operations Board meetings.

2) Budget and Financial Management

- a) Facilitate NVTC's approval of VRE's annual operating and capital budgets, including the prioritization of the Commuter Rail Operation and Capital (C-ROC) Fund. Participate and provide technical support at budget review sessions.
- b) Apply and receive state and regional assistance on behalf of VRE, including DPRT transit capital and operating funding, Rail Enhancement, VPRA Funding, SmartScale and NVTA funds.
- c) Assist VRE planning staff on planning studies, federal funding programs and other technical items.

3) VRE Customer Service and Annual Ridership Surveys

- a) Provide staff and technical support to VRE for the customer service surveys each spring by assisting with on-board survey distribution.
- b) Provide staff and technical support to VRE for the Master Agreement Annual Ridership Survey each fall by assisting with on-board survey distribution and conducting the survey address verification process using GIS software.

4) Technical and Communications Support

- a) Amplify and actively share VRE public communications through NVTC social media.
- b) Serve on technical and legislative advisory committees, as requested.
- c) Review Operations Board materials for consistency with the Master Agreement and approved budgets. Maintain close communications with PRTC and VRE staff to coordinate the writing and presentation of VRE action items to the two Commissions.

Deliverables: Audited annual survey report and maps

C. Financial Analysis and Administration

Identify and implement cooperative strategies with member governments to maximize transit revenues aimed at achieving adequate, dedicated, stable and reliable financial support from the federal government, Commonwealth, region and private sector. Facilitate the fair and equitable allocation of transit assistance among governments. Manage grants, contracts and trust funds fairly and effectively, according to state and federal laws and NVTC's policies.

Support for Member Jurisdictions

- 1) Ensure the stability of the current sources of transit funding available to NVTC's local governments.
- 2) Serve as the central point of contact for Northern Virginia transit system financial information.
- 3) Analyze funding proposals produced by regional and statewide studies and identify policy issues for consideration by the Commission.
- 4) Identify and help obtain funding for new transit projects that are recommended by NVTC's jurisdictions.

Deliverables: Provide NVTC funding, local system and WMATA subsidy data to interested parties.

Financial Analysis

1) Regional Gas Tax Revenues

- a) Monitor NVTC's regional gas tax receipts from the Division of Motor Vehicles (DMV) for reasonableness of collections in total and by jurisdiction.
- b) Employ database and spreadsheet models to identify unanticipated discrepancies at the taxpayer level by jurisdiction and in total.
- c) Maintain communications with DMV regarding both unusual activities identified by NVTC and DMV audit activity. Make suggestions for improving the program.
- d) Brief the MAC as needed on processes, issues and solutions.

2) State Transit Revenues

- a) Participate in the Transit Service Delivery Advisory Committee (TSDAC) to assist DRPT in reviewing the distribution process for transit capital and operating funds.

3) Transit Funding Opportunities

- a) Produce financial projections and an analysis of the growing gap between transit operating and capital needs versus available financial resources.
- b) Participate in regional and statewide efforts to define public transit needs and identify funding sources.
- c) Identify and seek to implement stable, reliable, permanent and dedicated funding sources for operating and capital expenses for WMATA, VRE and local transit systems.
- d) Coordinate regional efforts and prepare analytic tools, communication materials and editorials to promote such funding.

Deliverables: Annual formula for allocation of gas tax revenue; Input to the DRPT funding process; Financial analysis and projections, as needed

Financial and Grants Management, Trust Funds, Contracts and Compliance

1) State Assistance

- a) Review and monitor DRPT assistance calculations of WMATA assistance to NVTC as grantee for NVTC jurisdictions' share of WMATA operating subsidies and capital requirements.
- b) Report WMATA annual ridership, and other information requested by DRPT as a requirement for receiving state assistance.
- c) Review and submit state operating and capital assistance applications for local systems through DRPT's Online Grant Administration (OLGA) system as agent for the NVTC jurisdictions.
- d) Manage NVTC and NVTC jurisdiction state grants, including the preparation, review and submission of timely grant invoicing.

- e) Track project funding activity, submit extension requests and de-obligate projects as needed.
 - f) Participate with VRE and NVTC jurisdictions in quarterly project status review meetings with DRPT.
 - g) Work with DRPT and grantees to achieve the maximum funding available.
- 2) Commuter Choice in the I-66 and I-395/95 Corridors
- a) Monitor and reconcile net toll revenue receipts from VDOT with actual collections and Commonwealth Transportation Board (CTB) approved project funding levels.
 - b) Review reimbursement requests for adequate support of eligible expenses; approve and transfer funds.
 - c) Ensure recipient compliance with project agreement provisions.
 - d) Account for direct costs of administering the program.
 - e) Account for and report toll revenue activity as separate Special Revenue funds for each corridor.
- 3) NVTC Subsidy Allocation Model
- a) Maintain NVTC's subsidy allocation model (SAM) utilizing the most recent WMATA and local budget information on transit costs, revenues and subsidies.
 - b) Determine each local government's share of NVTC assistance using the annual SAM percentages.
 - c) Apportion shares of the direct local contributions to NVTC's administrative budget using the annual SAM percentages.
 - d) Provide projections and other analysis of annual transit assistance to the NVTC jurisdictions for planning purposes.
- 4) NVTC Jurisdiction Trust Funds
- a) Allocate revenue to NVTC jurisdictions through the NVTC trust fund upon receipt using the annual SAM percentages.
 - b) Prepare timely and accurate quarterly cash flow forecasts of available transit assistance sources and uses for the NVTC jurisdictions.
 - c) Prepare quarterly reports of actual NVTC trust funds activity for use by NVTC jurisdictions.
 - d) Manage and invest trust funds according to NVTC policy by safeguarding assets while maximizing liquidity and investment return.
- 5) Commuter Rail Operations and Capital Fund (CROC)
- a) Monitor and direct collections of CROC Funds from the Department of Motor Vehicles (DMV).
 - b) Provide periodic reports to the Commissions about the funds in the CROC Fund, including monthly receipts, amounts expended, the amount of funds held and investment earnings.

6) Financial Reporting, Accounting, Audit, Compliance and Contracting

- a) Prepare the annual financial statements for the seven NVTC funds and on an entity-wide basis, disclosures, Management's Discussion and Analysis, and supplementary information for NVTC's annual audit.
- b) Prepare the Schedule of Expenditures of Federal Awards and related notes for NVTC's annual federal compliance audit.
- c) Manage a multi-year audit services contract.
- d) Accomplish unqualified auditors' opinions on the fair presentation of the financial statements, internal control over financial reporting and compliance and other matters, and compliance for each major federal program and internal control over compliance.
- e) Provide financial and compliance reports to the appropriate regulatory agencies.
- f) Maintain up-to-date compilations of state and federal grant regulations and ensure staff is adequately trained in grant, contract and project management.
- g) Attend procurement education seminars to remain apprised of state and federal purchasing techniques, theory and best practices.
- h) Maintain current documents and policies to facilitate prompt and competitive procurement in compliance with state and federal laws.
- i) Perform internal accounting functions, including DRPT and FTA project tracking, Commuter Choice reimbursement request tracking, local match invoicing, accounts receivable, cash receipts, accounts payable, disbursements, internal fund transfers, payroll, general ledger and reconciliations.

7) Federal Grants

- a) Apply for federal grants on behalf of member jurisdictions and manage grants as the designated recipient for FTA funds. Currently, NVTC is the designated recipient of federal grants for the cities of Alexandria and Falls Church and is anticipating a planning grant award in 2023 for the Envision Route 7 BRT project. For these grants, NVTC will:
 - i. Maintain any subrecipient agreements which outline terms, conditions and expectations.
 - ii. Ensure any subrecipient agreements include all the information required by FTA and 2 CFR 200.
 - iii. Review reimbursement requests to ensure costs are reasonable, allocable and allowable in accordance with 2 CFR 200 and terms of the award.
 - iv. Drawdown approved reimbursement requests and transfer funds to subrecipients, if applicable.
 - v. Host quarterly project management meetings with the subrecipient, if applicable, and FTA.
 - vi. File quarterly financial and milestone reports (1/30, 4/30, 7/30, 10/30), semi-annual Disadvantaged Business Enterprise (DBE) reports (6/1, 12/1) and other required documentation in FTA's grants management system (TrAMS).

- vii. Monitor subrecipients to ensure proper stewardship of federal funds and performance goal attainment.
- viii. Provide technical assistance as needed.
- ix. Close out completed grants.
- b) Report on NVTC's FFY 2024-2026 Overall DBE Goal attainment in accordance with 2 CFR 26.45.
- c) Administer and ensure NVTC's compliance with Title VI and DBE Programs and provide technical assistance to subrecipients as needed.
- d) Ensure NVTC and subrecipients comply with all relevant FTA regulations and guidelines in numerous areas such as legal, financial management, technical capacity, continuing control, maintenance, procurement, civil rights and National Transit Database.
- e) Attend workshops and webinars presented by FTA to maintain awareness of changes in federal requirements and processes.
- f) Submit annual certifications and assurances to the FTA and maintain subrecipient's signed annual certifications and assurances on file.

Deliverables: DRPT grant applications and grant agreements for local and WMATA assistance; Commuter Choice program reimbursements; annual updates to SAM formula; Trust Fund revenue projections and reporting; annual audited financial statements and single audit reports; submit NVTC's FFY 2024-2026 Triennial DBE Goal to FTA

D. Communications and Engagement

Improve the public's understanding and appreciation of transit's role in Northern Virginia and the Commonwealth and increase participation in transit-related decision-making.

1) Partnerships

- a) Identify opportunities to host or participate in transit-related events with Northern Virginia's chambers of commerce and other business representatives.
- b) Identify and apply for grants, in partnership with local jurisdictions and transit agencies, to support a multi-faceted marketing campaign designed to increase bus and rail ridership in Northern Virginia.
- c) Identify opportunities to host one or more transit tours of Northern Virginia for state legislators.
- d) Partner with government agencies, business groups and national, state and local associations to promote transit through educational programs, complementary messaging and attendance at conferences, seminars and workshops.
- e) Partner with WMATA, VRE and local transit agencies to promote advances in fare collection and innovative transit technology initiatives.
- f) Leverage network of jurisdictional and agency public information officers to facilitate the sharing of information, work on projects of mutual benefit and leverage resources.

- g) Serve on the Virginia Transit Association's (VTA) annual awards and conference planning committees.

2) Internal and External Relations

- a) Serve as the point of contact for the news media, interest groups, U.S. Congress and Virginia General Assembly and public for transit issues in Northern Virginia.
 - i. Keep the news media, interest groups and local jurisdictions apprised of Commission meetings and hearings, actions, analyses, research, reports and events.
 - ii. Share transit-related information from external sources - print/broadcast media, online publications and bloggers, transit agencies and state/local governments - with Commissioners, MAC, agency public information officers, transit advocacy groups, staff and through social media channels.
 - iii. Participate and speak at chamber of commerce events, homeowner association meetings and jurisdictional governing-body and committee meetings as requested.
- b) Develop and distribute information and resources necessary for Commissioners to fulfill their responsibilities, including the annual member manual, NVTC website, newsletters and monthly Executive Director reports.
- c) Develop and distribute written and visual communications, such as project fact sheets, issue briefs, web content, frequently asked questions, news releases and targeted e-mail communications on transit-related topics, as well as testimony for Commissioners and NVTC senior leadership.
- d) Provide experts for news media interviews on regional transportation and transit topics and conduct media training to support leadership and staff.

3) Commuter Choice Outreach and Marketing

- a) Plan and implement public meetings and public input process.
- b) Plan and implement groundbreaking events in collaboration with local jurisdictions and transit providers.
- c) Promote the Commuter Choice program and events through NVTC's social media and other venues.
- d) Support ongoing updates and maintenance of the Commuter Choice sections of NVTC's website to provide both programmatic information as well as marketing resources for grantees, stakeholders, etc.

4) Envision Route 7 Outreach and Marketing

- a) Work closely with contractor to implement public meetings and public input process.
- b) Promote Envision Route 7 events and public comment periods through NVTC's social media and other venues.
- c) Support ongoing updates and maintenance of the Transit Resource Center section of NVTC's website to provide both programmatic information as well as marketing resources for grantees, stakeholders, etc.

Deliverables: Public outreach report for I-66 and I-395/95 Programs of Projects; Public outreach for Envision Route 7.

5) Online Communication

- a) Maximize NVTC's online presence to further its mission.
 - i. Provide regular updates to the information, data and tools on NVTC's website to maintain it as a research and information resource.
 - ii. Expand NVTC's social media presence to drive traffic to novatransit.org and program pages; raise NVTC's profile and promote discussion of regional transit issues.
 - iii. Maintain up-to-date project information on the website to inform the public and Commissioners on the latest project news.
 - iv. Use online analytics and surveys to monitor the effectiveness of online communication and outreach efforts.
 - v. Develop new content, such as podcasts and videos, to enhance NVTC's reputation as the primary source of transit-related information in Northern Virginia and improve the public's understanding of both transit and NVTC's role in the region.

6) Public Outreach

- a) Develop and implement communications plans and budgets for transit studies and multimodal grant programs.
 - i. Publicize and solicit public comment through multiple channels, such as meetings and hearings, advertising, pop-up events, online crowdsourcing, email, mail and telephone.
 - ii. Plan and promote public meetings and hearings in consultation with local jurisdictions, transportation agencies and transit providers.
 - iii. Design and create materials, such as flyers, handouts, infographics, email blasts, display boards, PowerPoint presentations and videos.
- b) Plan and implement activities that engage the public and promote NVTC programs and initiatives.
- c) NVTC 60th Anniversary.
 - i. Develop promotional and potential marketing plan for the 60th anniversary in 2024 of the founding of NVTC to include, but not limited to, pop-up events, historical lookbacks, social media engagement, news releases and paid marketing efforts.
 - ii. Seek out paid sponsorship opportunities, if appropriate, to support event planning, marketing and other outreach activities.
- d) Participate in and support the annual public meeting for Northern Virginia transportation organizations, as required by HB1285 (2018).
- e) Support and coordinate with Commuter Choice program outreach and marketing efforts.

- f) Update and streamline NVTC website to ensure user friendliness and adherence to usability standards.
- g) Unify NVTC outreach materials to ensure consistent branding and messaging across all platforms.
- h) Expand in-person outreach efforts through networking and attendance at public events.

Deliverables: Daily headlines email; Weekly updates for Commissioners and jurisdictional staff; Monthly newsletter; Annual organizational report; News releases and media relations; Website and social media posts; Marketing campaign(s) scope and budget; Presentations and handouts

E. Legislative and Policy Efforts

Legislative and Policy Committee Support

Per the Commission's By-Laws, the Legislative and Policy Committee is responsible for the development of the annual legislative and policy agenda and serves as a venue for discussion of legislative and policy matters that directly affect NVTC programs, the NVTC region and transit in Northern Virginia. The committee is typically convened regularly between October and March.

NVTC staff is responsible for the development and distribution of committee materials, meeting logistics (in coordination with the Commission Secretary), and all other responsibilities to support the needs of the committee.

Development of Legislative and Policy Agenda

Devise, coordinate and implement legislative and policy strategies based on sound policy analysis in coordination with legislative staff from relevant jurisdictions, agencies and partner organizations.

1) State and Federal Legislative Policy Agenda

- a) Assist NVTC's Legislative and Policy Committee with adopting a state and federal legislative and policy agenda to guide NVTC's legislative support in the coming year.
- b) Develop strategies to effectively implement NVTC's annual legislative and policy agenda in collaboration with NVTC jurisdictions' legislative liaisons and the Virginia Transit Association (VTA).
- c) Work with delegations in Richmond and Washington D.C. as needed to promote NVTC's approved agenda. Focus should include, but not be limited to long term, sustainable transit capital funding and maintenance of existing NVTC programs and authorities.
- d) Identify transit issues that require policy decisions. Assemble data and perform policy analyses to facilitate those decisions (e.g. fare integration, development of new

technology, service expansion, customer safety, system security and the business case for and value of public transit).

- e) Conduct an annual joint NVTC and PRTC legislative forum.
- f) Develop messaging and a plan to educate the public about the need for transit funding in Virginia as well as the benefits of public transit throughout the Commonwealth.

2) Value of Northern Virginia's Transit to the Commonwealth

- a) Publish and distribute NVTC's latest study to quantify and visualize the overall economic benefits and revenue that bolster the Commonwealth due to investments in Northern Virginia's transit systems.
- b) This update to NVTC's 2016 study will expand the scope of analysis to include the economic benefit to the Commonwealth of the entire transit network in Northern Virginia - Metrorail, VRE, Metrobus, DASH, ART, CUE, Fairfax Connector and Loudoun County Transit. (Spring/Summer 2023)
- c) Manage consultant contract.
- d) Provide updates to MAC, Legislative and Policy Committee, and Commission at key milestones.

3) Virginia General Assembly Session

- a) Prepare and support NVTC legislative and policy efforts before and during the General Assembly.
- b) Reach out to legislators to garner support for NVTC's legislative agenda and educate them about the benefits of public transportation, including identifying opportunities for tours of Northern Virginia transit investments (as noted in D.1.c above).
- c) Conduct NVTC's February meeting during the General Assembly Session in Richmond, when it can be coordinated with other agency's legislative advocacy days.
- d) Use an online legislative monitoring service and share access with member jurisdictions.
- e) Provide legislative alerts to Commissioners and local staff during the General Assembly Session.

4) Commonwealth Transportation Board

- a) If requested by the Commission, prepare written statements and deliver testimony at the CTB's semi-annual hearings on transit funding priorities and other hearings as appropriate.
- b) Advocate for NVTC's policies, including balanced transportation and stable and reliable funding.
- c) Support DRPT's Transit Service Delivery Advisory Committee (TSDAC) by following the Commonwealth transit funding reform process, facilitating discussions by jurisdictional staff and relaying feedback from transit agencies to TSDAC discussions.

5) Transit Industry Groups and Trade Associations

- a) Participate in analysis and dialogs on local, state and national transit issues with state and national transit industry associations and other bodies.
- b) Virginia Transit Association (VTA)
 - i. Contribute to VTA's state legislative strategy for the transit industry and strengthen VTA's response to Northern Virginia's concerns.
 - ii. Provide technical and communications support regarding the economic benefits of transit.
 - iii. Co-chair VTA events and encourage NVTC Commissioners to serve as VTA officers.
 - iv. Serve as VTA's member of the Transit Service Delivery Advisory Committee (TSDAC), providing technical guidance on performance-based funding for transit capital and operations.
 - v. Serve on VTA's awards and conference planning committees.
- c) American Public Transportation Association (APTA)
 - i. Provide technical assistance and feedback to APTA on federal transit program implementation issues.
 - ii. Participate or lead APTA committees that can help further the best practices and information sharing to benefit NVTC and its jurisdictions.
 - iii. Participate in defining and implementing a federal legislative strategy as part of a broad, nationwide pro-transit coalition.
- d) Provide technical assistance and policy analysis support to state and national boards and committees, including, but not limited to:
 - i. DRPT's Transit Service Delivery Advisory Committee (TSDAC)
 - ii. VTA Executive Committee
 - iii. The General Assembly's Joint Committee on Transportation Accountability
 - iv. APTA Legislative Committee
 - v. APTA Policy and Planning Committee
 - vi. APTA Public Private Partnership Committee
 - vii. APTA Commuter Rail Committee
 - viii. Transit Cooperative Research Program (TCRP) Dissemination and Implementation of Research Findings Project Panel

Deliverables: Joint NVTC/PRTC Legislative Forum; policy briefs and supporting information to support legislative priorities; legislative tracking reports

F. Commission Management

Provide staff support and execute duties to ensure the smooth running of day-to-day operations of the Commission.

- 1) Day to Day Commission Management
 - a) Develop and distribute information and resources necessary for Commissioners to fulfill their responsibilities, including the annual member manual, NVTC website, newsletters and monthly executive director reports.
 - b) Plan strategically Commission actions, meetings and events throughout the year using an Annual Agenda and other planning tools.
 - c) Prepare materials for monthly Commission meetings. Coordinate with external speakers to present to the Commission when appropriate.
 - d) Schedule, oversee and record minutes of Commission meetings, as well as other NVTC events.
 - e) Provide accurate and timely responses to Commissioners, jurisdictional staff and the public.
 - f) Support NVTC's committees, through the development of agendas, meeting summaries and handouts.
 - g) Ensure the issuance of per diem payments for Commissioners.
 - h) Verify Commissioner compliance with state regulations regarding economic and financial disclosure statements.
 - i) Conduct new Commissioner orientations.
 - j) Maintain archival Commission materials and provide access to archival documentation when requested.
 - k) Respond to Freedom of Information Act (FOIA) requests.
 - l) Ensure NVTC is complying with Code requirements regarding Freedom of Information Act (FOIA) and records management.
- 2) NVTC 60th Anniversary/Strategic Visioning Exercise
 - a) Scope and implement strategic planning and/or visioning effort to align with NVTC's 60th anniversary celebration.

Deliverables: Annual Commission Meeting Schedule; Monthly Commission materials

G. Internal Operations

Strengthen NVTC as an organization through improvements of internal policies to ensure a rewarding and equitable work environment.

- 1) Human Resources and Administration
 - a) Develop the annual NVTC general and administrative (G&A) budget, in coordination with jurisdictional staff, for consideration by the Commission.

- b) Leverage human resources support assistance to enhance and support human resource functions.
- c) Administer NVTC Transit Fellows Program to attract talent to supplement NVTC staff on specific projects.
- d) Refine and implement a professional development plan for staff, including offering appropriate training.
- e) Continue to refine the staff earning structure and align job descriptions and benefits, such as health and retirement, with NVTC's jurisdictions.
- f) Administer a performance management system that aligns individuals with organizational performance in a meaningful and transparent manner.
- g) Manage employee benefit programs, including retirement plan, 457 plan, group health insurance, group life insurance, disability insurance, flex benefit plan, bike share and Zip Car.

2) Procurement

- a) Solicit Proposals and implement a multiyear on-call consulting contract to support policy and other research.
- b) Administer a competitive procurement process, which includes, but is not limited to, the following:
 - i. Develop the Requests for Proposals (RFP) indicating the services that will be procured, the factors that will be used to evaluate proposals, and the applicable contractual terms and conditions.
 - ii. Distribute the RFP to the NVTC website and other public platforms to maximize public interest and participation.
 - iii. Host a pre-proposal meeting to allow potential offerors an opportunity to ask questions and receive answers about the solicitation.
 - iv. Conduct an initial administrative review of the proposals received to ensure that they are timely and responsive to the requirements set forth in the RFP.
 - v. Oversee and protect the integrity of the formal evaluation of proposals by ensuring that the evaluation team renders impartial, technically sound, and objective advice throughout the selection process.
 - vi. Prepare the final binding contractual documents and present the award to the selected firm.

3) Telework and Office Space

- a) Provide technical support to staff to enable telework and other remote work activities.
- b) Resolve issues related to the office space (lease, maintenance, facilities, etc.).

4) Information Technology

- a) Provide ongoing strategy, operation, maintenance and enhancement of computer, communication and information systems as an essential support function to enable NVTC to accomplish its objectives.

- b) Acquire, implement and maintain new information technology systems, software and services to support business operations and programs.

5) Procedures Manual

- a) Implement, maintain and regularly update a procedures manual for on-boarding new staff of procedures for office (Style Guide, safety procedures, templates, contacts, etc.).

Deliverables: NVTC General and Administrative Budget; NVTC Work Plan

DRAFT



PROPOSED BUDGET

**FISCAL YEAR
2024**

(July 1, 2023 – June 30, 2024)

January 5, 2023

NORTHERN VIRGINIA TRANSPORTATION COMMISSION
SCHEDULE OF REVENUE
Proposed Budget FY 2024

	<u>FY 2022 Actual</u>	<u>Approved Revised Budget FY 2023</u>	<u>Proposed Budget FY 2024</u>	<u>Increase (Decrease)</u>
Local Share from State Aid (Note 1)	\$ 2,359,253	\$ 2,823,453	\$ 2,959,403	\$ 135,950
Local Direct Contributions (Note 1)				
Alexandria	41,964	44,387	43,665	(722)
Arlington	66,434	66,211	68,483	2,272
City of Fairfax	4,453	4,788	3,879	(909)
Fairfax County	160,006	160,532	160,796	264
Falls Church	2,064	2,067	2,087	20
Loudoun	9,325	6,262	5,337	(925)
Total Local Direct	284,246	284,247	284,247	-
Total Contributions	2,643,499	3,107,700	3,243,650	135,950
Interest and Other Revenue	881	3,000	22,000	19,000
Project Chargebacks (Note 2):				
Commuter Choice Program	551,400	754,300	691,200	(63,100)
VRE	80,000	80,000	80,000	-
Envision Route 7 BRT	-	-	157,800	157,800
Project Grant Billings (Note 3)	21,760	40,000	40,000	-
Appropriated Surplus (Note 4)	(199,686)	95,000	160,000	65,000
Total Revenue	\$ 3,097,854	\$ 4,080,000	\$ 4,394,650	\$ 314,650

**NORTHERN VIRGINIA TRANSPORTATION COMMISSION
SCHEDULE OF EXPENDITURES**

Proposed Budget FY 2024

		Approved Revised Budget FY 2023	Proposed Budget FY 2024	Increase (Decrease)
	FY 2022 Actual			
<u>Personnel Costs</u>				
Salaries and Wages (Note 5)	\$ 1,829,411	\$ 2,246,500	\$ 2,594,000	\$ 347,500
Fellow Program (Note 5)	27,200	50,000	50,000	-
Total Personnel Costs	1,856,611	2,296,500	2,644,000	347,500
<u>Benefits</u>				
Employer's Contributions				
FICA and Medicare (Note 6)	133,967	155,300	180,700	25,400
Group Health Insurance (Note 7)	144,313	200,400	205,900	5,500
Retirement (Note 8)	166,483	170,000	170,000	-
Workers & Unemployment Comp.	4,827	5,100	6,000	900
Life Insurance	5,662	6,600	6,800	200
Long Term Disability Insurance	9,806	12,500	15,000	2,500
Total Benefit Costs	465,058	549,900	584,400	34,500
<u>Administrative Costs</u>				
Commissioners Per Diem (Note 9)	12,450	14,700	14,000	(700)
Rents:	388,831	419,100	433,000	13,900
Office Rent (Note 10)	387,045	394,900	408,800	13,900
Parking / Metrochek	1,786	24,200	24,200	-
Insurance:	7,344	7,300	8,000	700
Public Official Bonds	2,500	2,300	2,500	200
Liability and Property (Note 11)	4,844	5,000	5,500	500
Travel, Training and Development	31,016	65,800	64,800	(1,000)
Conferences / Prof. Devel (Note 12)	19,809	47,100	47,100	-
Non-Local Travel	701	2,500	2,500	-
Local Travel, Meetings (Note 13)	10,506	16,200	15,200	(1,000)
Communication:	16,614	17,200	17,800	600
Postage (Note 14)	1,289	1,400	1,400	-
Telephone and Data (Note 15)	15,325	15,800	16,400	600
Publications & Supplies	22,499	28,900	29,500	600
Office Supplies (Note 16)	2,504	2,500	2,500	-
Duplication and Printing (Note 17)	8,785	8,900	9,500	600
Public Engagement (Note 18)	11,210	17,500	17,500	-
Operations:	32,229	53,300	59,700	6,400
Furn.and Equip. (Capital) (Note 19)	13,123	25,500	25,500	-
Repairs and Maintenance	897	1,000	1,000	-
Computer Operations (Note 20)	18,209	26,800	33,200	6,400
Other General and Administrative	10,426	10,000	11,100	1,100
Memberships	1,534	1,600	1,600	-
Fees and Miscellaneous	8,170	6,900	8,000	1,100
Advertising (Note 21)	722	1,500	1,500	-
Total Administrative Costs	521,409	616,300	637,900	21,600
<u>Contracting Services and Other</u>				
Auditing (Note 22)	24,355	27,600	25,850	(1,750)
Contract Services & Support (Note 23)				
Commuter Choice	120,087	234,700	152,500	(82,200)
Research Support (Note 24)	-	200,000	200,000	-
Other Technical	80,334	120,000	120,000	-
Legal (Note 25)	30,000	35,000	30,000	(5,000)
Total Contract Services	254,776	617,300	528,350	(88,950)
Total Operating Program	\$ 3,097,854	\$ 4,080,000	\$ 4,394,650	\$ 314,650

NORTHERN VIRGINIA TRANSPORTATION COMMISSION
Notes to Fiscal Year 2024 Proposed Budget

1. Revenue: Jurisdictional Contributions

Revenue from Local Direct Contributions

Each NVTC jurisdiction is assigned a share of the local portion of NVTC's administrative budget based on its share of revenue received by NVTC on behalf of jurisdictions from all sources in the previous year. This procedure is required by state statute and results in changes in contributions from one year to another that vary for each jurisdiction depending on relative shares of revenue received. The allocation in this FY 2024 budget is based on the FY 2022 revenue and Subsidy Allocation Model (SAM) formula.

Revenue from State Assistance

NVTC receives state operating and capital assistance for its WMATA compact members' annual commitments to WMATA and those jurisdictions' local transit systems. NVTC allocates this revenue among the jurisdictions based on NVTC's SAM and holds the funds in trust for the jurisdictions' transit use. Before the funding is allocated, NVTC's SAM resolution states that amounts are to be applied to certain NVTC projects, and a portion of the general and administrative budget of NVTC. The amount used for NVTC's general and administrative expenses is determined each year by NVTC's approved budget.

2. Revenue: Project Chargebacks

Commuter Choice Program

The general and administrative budget is reimbursed by the Commuter Choice program for costs incurred in administering the program in both the I-66 and I-395/95 corridors.

Virginia Railway Express

NVTC receives revenue from VRE as reimbursement for staff support and other expenses.

Envision Route 7 BRT

Included in the general and administrative budget is a line for reimbursements from the Envision Route 7 BRT project budget for payroll and related expenses that are expected to be incurred in managing the next phase of the project. The project budget includes Federal, state and local funding sources, although it is expected only state and local sources will be available to reimburse the general and administrative budget.

3. Revenue: Project Grant Billings

The FY 2024 budget assumes a grant from DRPT's Intern Program that provides funding at 80% of payroll and related costs of NVTC's Transit Fellows program.

4. Revenue: Appropriated Surplus

Included as a source of revenue in the FY 2024 budget is projected excess accumulated surplus that is available to offset the budget expenses, which is the result of prior year

NORTHERN VIRGINIA TRANSPORTATION COMMISSION
Notes to Fiscal Year 2024 Proposed Budget

favorable budget variances. This available surplus is in excess of the Commission's anticipated minimum operating requirements.

5. Personnel Costs

Salaries and Wages

The FY 2024 budget adds a new Program Analyst position to provide additional program support to WMATA, transit technology and the transit resource center, as well as NVTC's policy research efforts. In addition, a new Project Manager position is included to manage the next phase of the Envision Route 7 BRT project. That position will be funded entirely through the Envision Route 7 BRT project budget. The salaries and wages line includes a provision for Merit and COLA increases for existing staff.

Fellows Program

The budget continues the NVTC Fellows Program, which began in FY 2015, by building NVTC's technical capacity and strengthening its ties with members of the research network. The budget assumes grant funds from DRPT's Intern Program will be available to provide 80% of payroll and related costs of this program.

The Fellows Program provides a cost efficient and flexible way to employ new graduates and mid-career professional to complete specific short-term projects generally over a one- to six-month period. While the primary purpose is to provide high-priority technical expertise for specific projects and products, it has also served as a valuable recruitment tool and created opportunities to connect with university programs within Virginia and nationally.

6. FICA and Medicare

NVTC's budgeted share of FICA and Medicare taxes is a function of budgeted payroll and the current tax rates.

7. Group Health Insurance

A provision for health insurance coverage is included for all NVTC staff positions, with the exception of the executive director position, regardless of whether or not the current employees in those positions participate in NVTC's health insurance plan. Unless all eligible employees participate in NVTC's health insurance program, actual expenditures will be less than budgeted. The budgeted amount is based on actual rates with a provision for increasing premiums.

8. Retirement

The budgeted amount of employer pension contributions for the NVTC Target Benefit Pension Plan is based on actuarial formulas using budgeted staff and salary levels for FY 2024. Because the formulas take into account factors in addition to payroll costs, such as years to

NORTHERN VIRGINIA TRANSPORTATION COMMISSION
Notes to Fiscal Year 2024 Proposed Budget

retirement and investment return, changes in budgeted contributions do not necessarily change directly with budgeted payroll. The estimated liability is reduced by non-vested funds that were forfeited by former plan participants and are expected to be available during the fiscal year. The plan functions as a defined contribution plan and is fully funded each fiscal year.

9. Commissioners' Per Diem

The FY 2024 budget is based upon the FY 2022 actual expenditures with a provision for increased Commission and committee meeting attendance. Commissioners, other than senators and delegates, are paid by NVTC at the statutory rate of \$50.

10. Office Rent

The administrative office lease was renewed during FY 2019 for a larger space effective March 15, 2019 to accommodate NVTC's increasing staff levels. Rent expense included in the FY 2023 budget is based upon the fixed costs of the lease, which increase at 2.5% per year, plus an estimate of pass-through expenses and real estate taxes. The lease contains a provision for the abatement of the first month's rent for the first seven years of the lease, and the additional abatement of approximately 29% of the leased space for the balance of the first lease year ending March 14, 2020. Off-site file storage is also included in this budget line.

11. Insurance: Liability and Property

The FY 2024 budget is based on the most recent premium year with a provision for increasing costs and coverage.

12. Conference / Professional Development

Included in this line for FY 2024 are the estimated registration fees for conferences, professional development, in-house training, and accreditation and related travel costs. The budget assumes NVTC staff will participate in training opportunities and speaking engagements at the Governor's Transportation Conference, the Virginia Transit Association Conference, the Transportation Research Board, and the Virginia chapter of the American Planning Associations, as well as represent the Commission at events hosted by a variety of organizations. These funds will also allow our professional staff to maintain the required trainings to keep their professional accreditations as well as funding for executive development and special opportunities. Wherever possible, NVTC will continue to minimize travel expenditures through locally sponsored events, online conferences, and events where the registration fee is discounted or waived.

13. Local Travel, NVTC and Other Meetings

This line includes the costs of NVTC Commission meetings, hosting regional meetings and events, and the costs of NVTC staff traveling to meetings elsewhere in the region.

NORTHERN VIRGINIA TRANSPORTATION COMMISSION
Notes to Fiscal Year 2024 Proposed Budget

14. Postage

This item is based on an average of prior years' actual costs.

15. Telephone and Data

This line includes the fixed contracted cost for phone and data service at NVTC's office, and mobile and data service for staff.

16. Office Supplies

The FY 2024 budget for this item is based on the average of prior years' actual costs.

17. Duplication and Printing

During FY 2016, NVTC negotiated a five-year copier lease and service contract. The FY 2024 budget is based on these agreements and projected usage levels.

18. Public Engagement

The budget includes a provision for costs related to public engagement on WMATA matters as required by HB1539, costs related to public engagement as required by HB1285, the costs to produce NVTC's annual report, and other public outreach costs such as social media.

19. Furniture and Equipment

This budget category provides for the replacement and acquisition of office furniture and equipment, including computer hardware, and the migration of NVTC's server to a cloud-based structure.

20. Computer Operating Expense

Computer operating expenses include outside network consulting and services, software licensing fees, software upgrades and supplies, web hosting fees, hosted email, video conferencing services, cyber security assessment, and a provision for disaster recovery efforts. The FY 2024 budget is based on an average of prior year actual costs, recognizing an increase in NVTC's subscriptions for software and virtual meeting services, with a provision for increased third party network support.

21. Advertising (Personnel/Procurement)

The FY 2024 budget includes a provision for personnel and procurement advertising.

NORTHERN VIRGINIA TRANSPORTATION COMMISSION
Notes to Fiscal Year 2024 Proposed Budget

22. Auditing

NVTC entered into a three-year contract for auditing services beginning with the audit of FY 2022, with two, two-year options. The FY 2024 budget is based on the costs included in this contract.

23. Contract Services and Support

Commuter Choice Programs

I-66 Commuter Choice Program

As part of a 40-year agreement with the Commonwealth of Virginia, NVTC has been assigned the authority to administer a program of projects to be funded using revenue generated by the tolling of I-66 Inside the Beltway. In FY 2017 NVTC launched the initial year of the I-66 Commuter Choice Program.

I-395 Commuter Choice Program

In 2017, NVTC and the Potomac and Rappahannock Transportation Commission (PRTC) entered into a 66-year agreement with the Commonwealth of Virginia to fund a program of projects to be funded by revenues generated by the tolling of I-95/I-395.

Other Technical

The FY 2024 budget includes a provision for technical support efforts, specialized analysis, related publications, contracted human resource support, and strategic planning efforts. NVTC's state liaison contract is also funded in this line item.

Whenever possible, NVTC intends to leverage other funding sources and utilize contracts of other agencies in an effort to reduce costs.

24. Research Support

This budget line added in FY2023 includes a provision for NVTC funded policy research and required local match for grants funded projects. Staff will seek approval from the Commission for these projects. FY 2023 efforts include: 1) an update to the *Value of the Northern Virginia Transit Network to the Commonwealth* study, 2) the *Role of Metrobus in Northern Virginia* white paper, and 3) technical support and analysis for the New Financial Model for WMATA Working Group. Projects planned for FY 2024 potentially include additional policy and industry research related to zero-fare and reduced-fare transit as well as other topics identified during Commission discussions.

NORTHERN VIRGINIA TRANSPORTATION COMMISSION
Notes to Fiscal Year 2024 Proposed Budget

25. Legal

In FY 2021, NVTC entered into an agreement with VRE to receive counsel services on all legal matters.

TO: Chair Aguirre and NVTC Commissioners
FROM: Kate Mattice, Allan Fye and Ronnetta Zack-Williams
DATE: December 21, 2022
SUBJECT: Washington Metropolitan Area Transit Authority (WMATA)

7000-Series Railcar Update

WMATA has provided a phased return to service plan and anticipates returning to budgeted FY 2023 service levels in May 2023 after the Yellow Line reopens. WMATA has created a [web page for service updates and a blog on the 7000-series railcars](#).

At the January 2023 meeting, the Commission will receive reports from the Virginia WMATA Board members and the NVTC WMATA Committee Chair.

A. Report from the Virginia WMATA Board Members

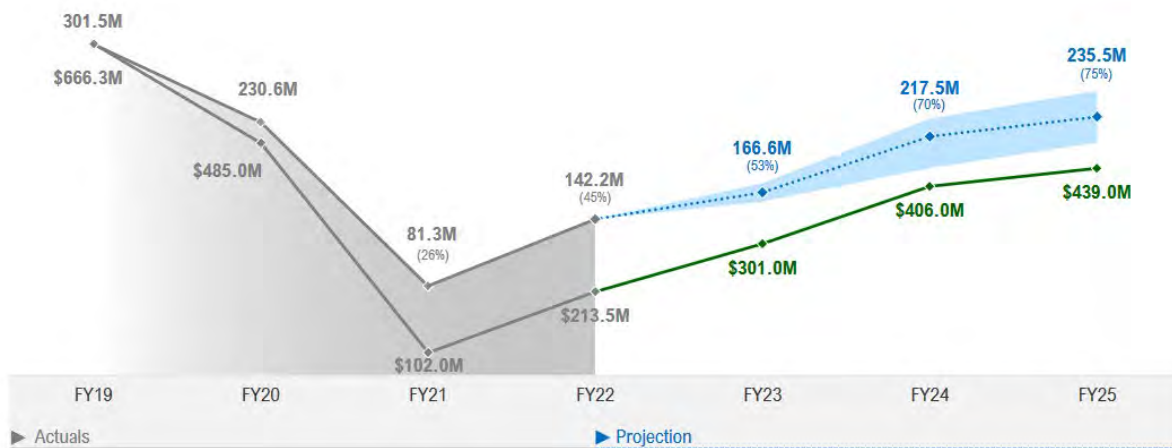
▪ GM/CEO's Proposed FY 2024 Operating and Capital Budget

On December 8, WMATA staff presented the [General Manager and Chief Executive Officer's Proposed FY2024 Operating and Capital Budgets and the FY 2024-2029 Capital Improvement Program \(CIP\)](#) to the Finance and Capital Committee. The proposed budget initiatives include:

- Enhancing Safety
- More Frequent and Reliable Service
- Capital Improvements
- More Simplified and Equitable Fares
- Improved Customer Service and Communications
- Sustainability

The Proposed FY 2024 Budget reflects revenue recovery growing at the same pace as ridership, with a projection of 70% of pre-pandemic ridership or 217.5 million trips (Figure 1). Based on this projection, the expected passenger revenue is \$406 million, a 35% increase from the FY 2023 Budget.

Figure 1: WMATA's Projected Ridership Recovery



Source: [WMATA December 8 Finance and Capital Committee Meeting](#)

Passenger Revenue & Non-Passenger Revenue

Passenger revenues are estimated at \$406 million and predicted to increase from the previous fiscal year by \$11.4 million from continued ridership improvements and fare evasion mitigation initiatives. Non-passenger revenues include parking, advertising, joint development, fiber optics and other non-transit revenues. In FY 2024, non-passenger revenues are estimated at \$103 million, which is a 27% percent increase from FY 2023.

Total revenue will be \$509 million, excluding the American Rescue Plan (ARPA) relief, which is a 33% increase. The projected ARPA relief funding is \$561 million.

Operating Expenses

In FY 2024 the total operating expense is projected to be \$2.4 billion. This projected expense is an increase of \$75 million from FY 2023. Operating expenses are largely made up of personnel expenses which account for 68% of total expenses in FY 2024 or \$1,567.9 million. The \$2.4 billion projected operating expense brings the total jurisdictional subsidy to \$1,252 million. The FY 2024 subsidy adheres to the legislatively mandated 3% growth gap. The total base subsidy is \$1,228 million. The total jurisdictional subsidy increases by \$24 million due to the proposed legislative exclusions to fund proposed bus and rail service increases and Potomac Yard operations.

Proposed Service and Fare Optimization

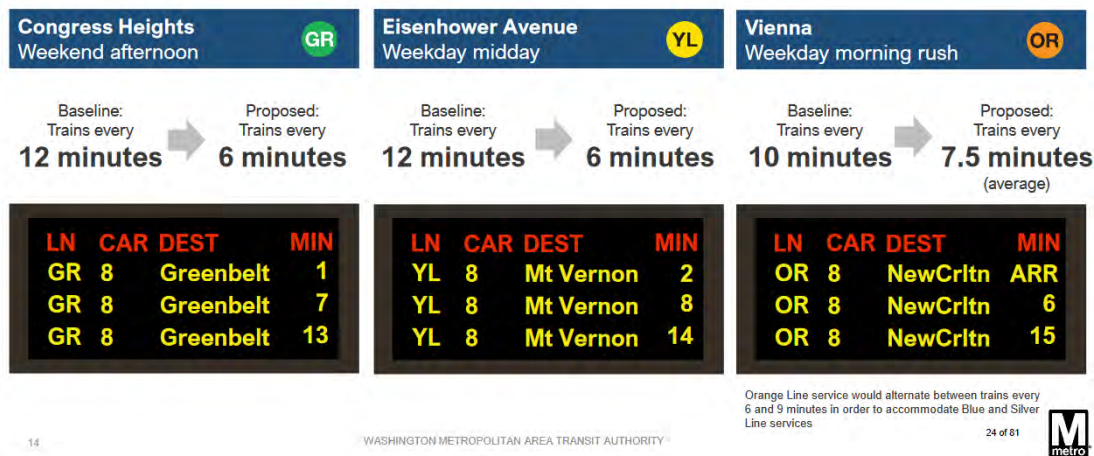
WMATA has proposed several Service and Fare Optimization changes to strengthen Metro's transit network, simplify the Metrorail fare structure, grow ridership and revenue, and makes transit more affordable for Metro's most price sensitive customers.

Service Optimization

- Green and Yellow Line trains would arrive every six minutes all day, with all Yellow Line trains turning around at Mt. Vernon Square Station

- Orange Line trains would operate every 7.5 minutes on average during peak service, and every 10 minutes during off-peak service
- The 16M service would be a restructuring of the existing 16G service, connecting Skyline to Crystal City every 12 minutes all day
- The A12 line would be restructured and extended into two routes connecting to Downtown Largo and New Carrollton, both operating every 20 minutes
- The B2 line would increase to service every 12 minutes all day

Figure 2: Metrorail Service Optimization



Source: [WMATA December 8 Finance and Capital Committee Meeting](#)

Fare Optimization

- Metrorail Weekday peak and off-peak fare structure would be consolidated
- Metrorail mileage rate would be standardized at \$0.40 per mile (after 3 miles)
- Metrorail max fare would increase to \$6.50
- Metrorail base fare would match the Metrobus base fare of \$2 all week
- Metro would administer a regional low-income fare program

Figure 3: Fare Optimization



Source: [WMATA December 8 Finance and Capital Committee Meeting](#)

Options for Closing the FY 2024 Operating Budget Gap (Figure 4)

The FY 2024 operating budget gap of \$185 million will be closed by a combination of revenue increases, expense reductions and federal funding assistance, including both ARPA funding and increased Infrastructure Investment and Jobs Act (IIJA) Federal Formula Funding for Maintenance. Passenger and non-passenger revenues are projected to increase by \$28.5 million. The budget also calls for \$10 million in expense reductions from operating efficiencies and vacancy reductions. The proposed fare optimization initiatives will further reduce the gap by \$7.1 million. Furthermore, in addition to the ARPA funding, Metro has the option of using additional IIJA Federal Formula Funding for maintenance activities. The Federal Transit Administration (FTA) outlines the operating activities, supplies, materials and labor costs eligible for preventive maintenance (PM). While the current Metro PM allocation to capital is \$60 million, the GM/CEO proposes to increase WMATA's FY 2024 IIJA Federal Formula Funding for maintenance by \$139.1 million to close the remaining operating budget gap.

Figure 4: Options for Closing the FY 2024 Operating Budget Gap

Passenger Revenue Increases

\$11.4M

Improving Ridership

(65% to 70% Recovery, improve fare recovery)

\$11.4M

Non-Passenger Revenue Increases

\$3.0M

Revenue Growth

(Parking, Advertising, etc.)

\$14.1M

Joint Development

(Lease Revenue, etc.)

\$17.1M

Expense Reductions

\$7.0M

Operating Efficiencies

\$3.0M

Vacancy Reduction

\$10.0M

Board Policy Decisions

\$7.1M

Fare Optimization

\$139.1M

IIJA Federal Formula Funding for Maintenance

\$146.2M

Source: [WMATA December 8 Finance and Capital Committee Meeting](#)

Capital Program Overview

WMATA's proposed Capital Improvement Program (CIP) would continue to invest in safety, state of good repair and reliability programs. The proposed FY 2024 Capital Budget is \$2.4 billion and the Proposed FY 2024-2029 CIP is \$14 billion. The CIP invests in six categories including railcar and railcar facilities, rail systems, track and structure rehabilitation, bus/bus facilities and paratransit, stations and passenger facilities, and operations and business support (see Figure 5 for financial breakdown and funding sources).

Figure 5: Capital Investment Categories and Funding Sources

Capital Investment Categories (\$M)	FY2024 Proposed Budget	FY2025 – FY2029 Plan	Six-Year Total*	Funding Source* (\$M)	FY2024 Proposed Budget
Railcars and Railcar Facilities	\$424	\$2,390	\$2,814	Formula & Other Grants and Match	\$587
Rail Systems	\$323	\$1,293	\$1,616	PRIIA Grant & Match	\$292
Track and Structure Rehabilitation	\$284	\$1,514	\$1,798	System Performance	\$177
Stations and Passenger Facilities	\$353	\$1,500	\$1,853	Dedicated Funding	\$500
Bus, Bus Facilities, and Paratransit	\$528	\$2,256	\$2,784	Reimbursable Projects	\$31
Operations and Business Support	\$294	\$1,253	\$1,547	Debt	\$800
Total Capital Investments	\$2,205	\$10,207	\$12,412	Total Funding Sources	\$2,388
Revenue Loss from Capital Projects	\$10	\$50	\$60		
Debt Service - Dedicated Funding	\$173	\$1,739	\$1,912		
Total Capital Program Cost	\$2,388	\$11,996	\$14,384		

*FY2024-FY2029 Plan capital investment category allocation subject to change as project costs and schedules are refined.

*Estimated sources in millions of dollars, amounts subject to change. Pay-Go availability may change based on total debt issued. Numbers may not sum due to rounding.

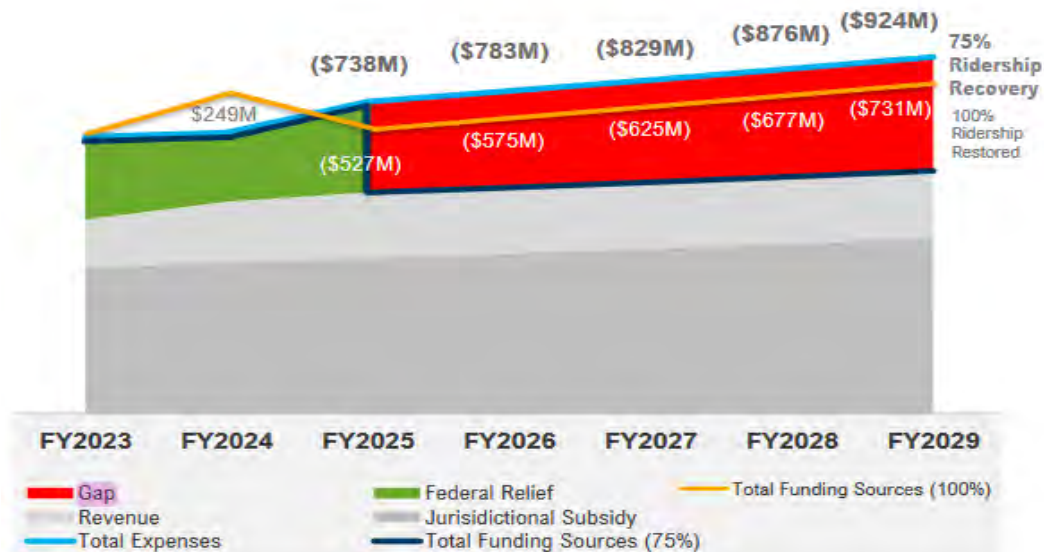
Source: [WMATA December 8 Finance and Capital Committee Meeting](#)

The CIP includes ongoing projects to address previously unmet or underfunded needs including the Yellow Line tunnel and bridge rehabilitation project, tunnel ventilation pilot, Bladensburg and Northern Bus Garage Facility, the Heavy Repair and Overhaul Facility, and the acquisition of 8000-series railcars.

Operating Budget and Capital Program Risks/Considerations

While the FY 2024 operating budget gap will be closed, WMATA currently projects the FY 2025 operating budget gap at \$738 million which grows to \$924 million by FY 2029 (Figure 6). These long-term operating gaps are the result of structural challenges to WMATA's operating budget which have been accelerated by the pandemic. Federal aid has acted as a temporary stopgap, and these multi-year operating gaps will require some difficult choices about how to balance expenses and revenues while maintaining momentum on ridership recovery.

Figure 6: Operating Budget Outlook



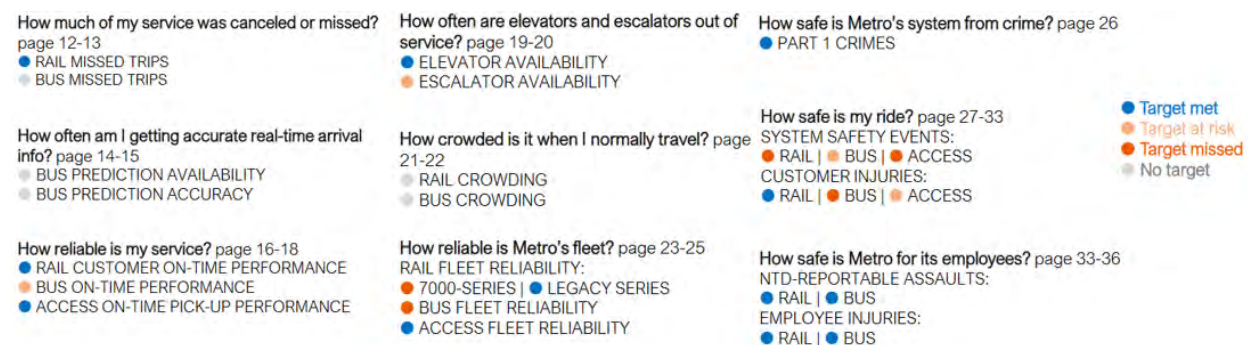
Source: [WMATA December 8 Finance and Capital Committee Meeting](#)

The capital program faces the risk of additional material and labor costs associated with inflation, and market escalations, as well as risks related to the pandemic. Furthermore, risks to capital funding include federal funding uncertainty and the long-term dedicated funding debt capacity. Continuation of state of good repair projects to sustain reliability and prevent future backlogs requires ongoing funding. Unfunded needs include Zero-Emission Bus implementation, the Next Generation Signal System, Blue/Orange/Silver Line capacity and reliability improvements, and railcar fleet and facility improvements for future rail system capacity and frequency improvements. The capital budget has enough funding capacity for the next few years; however, Metro's 10-year needs exceed \$25 billion and far surpass the projected available funding.

▪ Q1/FY 2023 Metro Performance Report

On December 8, WMATA staff presented the [Q1/FY 2023 Metro Performance Report](#). This report focuses on ridership as well as safety and service reliability key performance indicators (KPI). The KPIs follow industry standards set by the Federal Transit Administration's National Public Safety Transportation Plan, which evaluates the agency's mission to provide safe, equitable, reliable and cost-effective public transit. WMATA met 12 of 21 key performance metrics, while the remaining five metrics had no target (Figure 7).

Figure 7: Q1 / FY 2023 Performance Summary



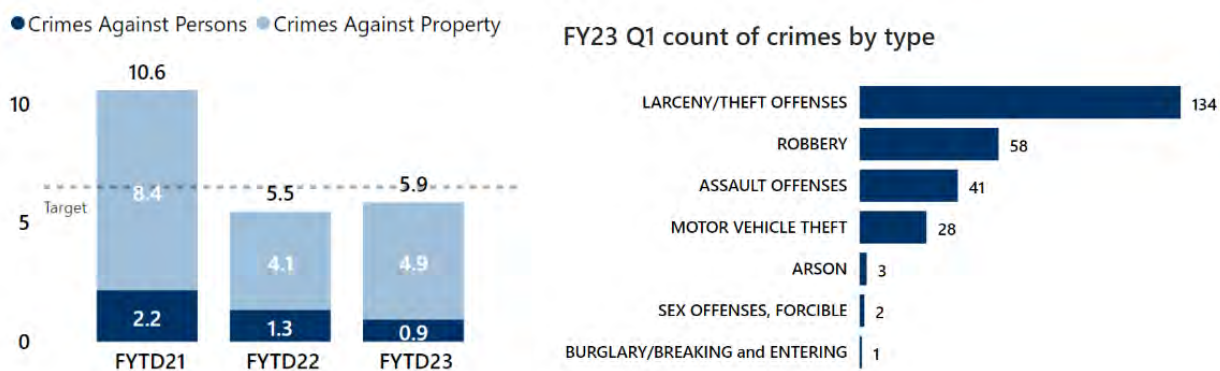
Source: [WMATA December 8 Safety and Operations Committee](#)

There were 45.6 million passenger trips taken in Q1 of FY 2023, which is 10% above the forecast of 41.3 million and a 36% increase from the same period in FY 2022. September 2022 was the highest ridership Metro has seen the beginning of the pandemic in March 2020, at 60% of ridership in September 2019. Metrobus continues to be the primary mode of transportation with five million more trips taken compared to Metrorail.

The performance report shows that Part 1 crimes, crimes against persons and crimes against property, have met target. The crime rate was 5.8 per million customers, meeting the target of no more than 6.5 per million. Crimes against persons has slightly fallen, while crimes against property have slightly risen (Figure 8). There were 267 crimes in Q1 of FY 2023. There were 37 crimes on a bus or at a bus stop, 185 on rail and 43 in Metro parking lots. The most common type of crime is theft or robbery, followed by assault and motor vehicle theft.

WMATA has committed to taking several actions to address crime including the launch of Operation “Helping Hands,” which is a program that puts more officers in the Metro system to interact with customers and prevent crime, collaborating with public relations to highlight Metro’s phone number and text-tip line and developing partnerships with community resources for youth focused initiatives and individuals experiencing homelessness or mental health crisis.

Figure 8: Part 1 Crime Rate



[Source: WMATA December 8 Safety and Operations Committee](#)

The customer injury rate met the target for Metrorail; however, did not meet the targets for Metrobus and MetroAccess. Sixty percent of customer injuries account for slips, trips and falls. WMATA is executing station modernization improvements including the Platform Improvement Project and piloting new escalator signage, updating DriveCam units and implementing the Safety Management System.

In terms of the employee injury rate, it was below target and this was driven by a decrease from last quarter in struck by/against, stress and assault injuries. Collision-related injuries were the highest injury type followed by stress and slips, trips and falls. To address this employee injury rate, WMATA plans to reduce collisions by identifying trends in driver behavior and intersections or corridors with multiple crashes, train all new bus operators and station managers in de-escalation techniques and increase police presence on Metrobus and Metrorail through Operation “Helping Hands.”

WMATA met On-Time Performance targets for Metrorail and MetroAccess. The gradual return of the 7000-series trains to service has allowed Metrorail to improve performance. Metrobus’s On-Time Performance slightly missed target due to the return to school traffic in September 2022, resulting in an increase in late buses. Railcar fleet reliability did not meet target for the 7000-series trains due to its return to service in June 2022, resulting in lower than usual mileage; however, railcar reliability was met for the legacy fleet. Metrobus fleet reliability also did not meet target largely due to global supply chain issues delaying parts and the delivery of new buses, while MetroAccess fleet reliability did meet its target. Asset availability met target for elevator availability but did not for escalator availability. Rehabs and replacements were the main reason for lower escalator availability, with 24 units on average out of service this quarter for capital work. Customer satisfaction fell below target for Metrorail, Metrobus and

MetroAccess. However, rail and bus customer satisfaction rose from the previous quarter (Figure 9). MetroAccess customer satisfaction slightly declined but is still high.

Figure 9: Q1/FY2023 Customer Satisfaction



Source: WMATA December 8 Safety and Operations Committee

▪ Rail Signal Safety Update

On December 8, the WMATA Board received an [update on additional safety improvements through activation of the train control system: automatic train operations and auto doors](#). Through initial planning and inception, Metro was designed to operate utilizing automatic mode operations or grade of automation 2 (GoA2). Beginning in 2009, WMATA began using manual operations or grade of automation 1 (GoA1) due to the Fort Totten collision that took place the same year. WMATA intends to move to GoA2, where starting and stopping are automated, but the driver operates the doors, drives the train if needed and handles emergencies (Figure 10). GoA2 will likely lead to a decrease in red signal overturns which are the result of human errors. WMATA currently has administrative and procedural controls which are general reactive measures. Preventing errors is not possible under manual mode but can become a reality under a higher grade of automation. When looking at 42 transit agencies around the globe, WMATA is one of eight agencies that still operate in manual mode. WMATA has identified moving to a higher grade of automation as a necessary step to enhance safety practices and will begin GoA2 testing on the Red Line in Q4 of FY 2023.

Figure 10: Grade of Automation

GRADE OF AUTOMATION	TRAIN OPERATION	SETTING TRAIN IN MOTION	DRIVING AND STOPPING	DOOR CLOSURE	OPERATION IN EVENT OF DISRUPTION
GoA 1	Automatic Train Protection with Driver			Driver	
GoA 2	Automatic Train Protection + Automatic Train Operation with Driver				
GoA 3*	Driverless Train Operation	Automatic		Attendant	
GoA 4*	Unattended Train Operation				

* Platform doors required

Source: WMATA December 8 Safety and Operations Committee

B. Report from the Chair of the NVTC WMATA Committee

The [NVTC WMATA Committee met on December 9, 2022](#) and received a briefing from WMATA staff on the draft WMATA Strategic Transformation Plan, a long-term strategy to direct WMATA's day-to-day decision making over the next five plus years. WMATA received input from its staff, customers and various stakeholders that led to the development of the following goals:

- Service Excellence
- Regional Opportunity and Partnership
- Sustainability
- Talented Teams

Each goal the supported by objectives and metrics which are set to achieve WMATA's vision of the future.

WMATA anticipates adoption of the Strategic Transformation Plan by the WMATA Board in 2023, following a public hearing on the Plan. The adoption of a strategic plan every three years and the associated public hearing is a condition of Virginia's portion of the dedicated capital funding that was approved in 2018.

C. Other WMATA News

- [Potomac Yard Metrorail Station Expected to Open in May 2023](#)

On December 13, WMATA announced the [Potomac Yard Metrorail Station in Alexandria will open in May 2023](#). The Potomac Yard station will be an infill station between Ronald Reagan Washington National Airport and Braddock Road Stations on the Blue and Yellow lines. On November 5, Metro concluded work to tie in the station and new tracks with the rest of the Metrorail system. The station is 90% complete and WMATA continues to work with the City of Alexandria, the contractor and safety partners to complete construction and prepare for passenger service. The station will be Metro's 98th station and is expected to support 26,000 new jobs and 13,000 new residents, as well as new developments including the new Virginia Tech Innovation Campus.

TO: Chair Aguirre and NVTC Commissioners
FROM: Kate Mattice
DATE: December 21, 2022
SUBJECT: Legislative Update

At the January 2023 meeting, the Commission will be briefed on state and federal legislative issues.

A. General Assembly Update

NVTC Legislative Liaison Aimee Perron Siebert will provide an update on the upcoming General Assembly Session, which convenes on January 11, 2023. On December 15, 2022, Governor Youngkin presented his proposed budget to state lawmakers, who will consider amendments to the two-year spending plan when the Session convenes. More detail can be found on the [Virginia State Budget Portal](#).

B. Federal Update

Executive Director Kate Mattice will provide a federal update. The [U.S. Senate introduced a FY 2023 appropriations omnibus bill](#) early in the morning of December 20 that allocates \$30 billion for the Department of Transportation – \$29.0 billion (gross) for the regular operations of the Department (\$1.85 billion more than in fiscal year 2022) and appropriates an additional \$1.0 billion for repair of highway and mass transit facilities damaged by major natural disasters. The bill also includes \$2 million for NVTC to complete planning and National Environmental Policy Act work to further the Envision Route 7 BRT project.

The bill is expected to be voted on and signed into law in advance of the expiration of the current continuing resolution on December 23, 2022.

Table 1 is an excerpt from the Explanatory Statement that accompanies the bill noting NVTC's anticipated earmark. A full list of Congressionally-directed Community projects for the Departments of Housing and Urban Development and Transportation can be found at [Division L - THUD Statement FY23.pdf \(senate.gov\)](#).

Table 1: Excerpt from Division L - Transportation, Housing and Urban Development, And Related Agencies Appropriations Act, 2023

DEPARTMENT OF TRANSPORTATION—Continued
(Community Project Funding/Congressionally Directed Spending)

Agency	Account	Project	Recipient	State	Amount	Requestor(s)		Origination
						House	Senate	
Department of Transportation	Transit Infrastructure Grants	Connecting Communities Through Bus Stop Infrastructure	Brazos Transit District	TX	865,000	Sessions		H
Department of Transportation	Transit Infrastructure Grants	Capital Metro North Austin ADA Paratransit Base—Wheelchair Accessible Vehicles	Capital Metropolitan Transportation Authority	TX	3,300,000	Sessions		H
Department of Transportation	Transit Infrastructure Grants	DART Fuel System Modernization Project	Dallas Area Rapid Transit (DART)	TX	2,000,000	Veasey		H
Department of Transportation	Transit Infrastructure Grants	Maintenance and Joint Development Facility — Design Phase	Gulf Coast Transit District	TX	1,175,000	Weber (TX)		H
Department of Transportation	Transit Infrastructure Grants	UTA Westside Express	Utah Transit Authority	UT	3,500,000	Owens		H
Department of Transportation	Transit Infrastructure Grants	200 South Transit Corridor Phase 3—Transit Lane Compliance and Capacity Optimization	Salt Lake City Corporation	UT	2,000,000	Stewart		H
Department of Transportation	Transit Infrastructure Grants	Paratransit Vehicle Acquisition	Hampton Roads Transit	VA	2,240,000		Kaine, Warner	S
Department of Transportation	Transit Infrastructure Grants	City of Richmond—Main Street Station	City of Richmond	VA	700,000		Kaine, Warner	S
Department of Transportation	Transit Infrastructure Grants	Envision Route 7 Bus Rapid Transit	Northern Virginia Transportation Commission (NVTC)	VA	2,000,000	Beyer, Connolly		H
Department of Transportation	Transit Infrastructure Grants	Duffy's Lane Transit Transfer Center Relocation	City of Norfolk	VA	500,000	Luria	Kaine, Warner	H

Source: United States Senate, Explanatory Statement from H.R. 2617, Consolidated Appropriations Act of 2023.

TO: Chair Aguirre and NVTC Commissioners
FROM: Kate Mattice
DATE: December 21, 2022
SUBJECT: Virginia Railway Express (VRE)

At the January 5, 2023 meeting, VRE CEO Rich Dalton will update the Commission on recent VRE activities. The Commission will be asked to take two actions related to VRE's FY 2023 and FY 2024 budget and applications to the Commuter Choice program.

A. VRE CEO Report and Minutes

VRE CEO Rich Dalton will provide his report. The [VRE CEO Report for December 2022](#) is attached. The Minutes of the December 9, 2022 VRE Operations Board meeting will be provided as a blue sheeted item at the January meeting.

B. ACTION ITEM: Approve [Resolution #2494](#): Adopt and Refer VRE's FY 2023 Revised and FY 2024 Recommended Budgets to the Jurisdictions

On the recommendation from the VRE Operations Board, the Commission will be asked to approve [Resolution #2494](#), which will approve the [Amended FY 2023 VRE Operating and Capital Budget and the recommended FY 2024 VRE Operating and Capital Budget](#) and authorize the VRE CEO to refer them to the jurisdictions for their formal review and adoption. The resolution would also authorize the executive directors of NVTC and PRTC to take the necessary actions to apply for federal and state grant funding. (The [attached budget](#) is the version presented to the Operations Board at its December 16 meeting. The budget document will be updated prior to the NVTC meeting to reflect the changes made at the Operations Board meeting.)

VRE staff presented a balanced budget to the Operations Board. The FY 2024 VRE Budget presented by staff included no changes to passenger fares as compared to FY 2023 and a total jurisdictional subsidy contribution of \$18.3 million. However, at the December 16 meeting, the Operations Board approved the budget with a change to the jurisdictional subsidy contribution, reducing it to \$16.0 million. An [updated subsidy chart](#) is attached. (More information on the jurisdictional subsidy is below.)

The Recommended FY 2024 VRE Operating and Capital Budget totals \$190.7 million. The budget projects average daily ridership of 10,000 passengers which results in \$28.6 million of total annual fare revenue. These projections, while higher than the past two years, are still lower than pre-pandemic figures. The total jurisdictional contribution of \$16,000,000 represents an increase of approximately \$2.5 million over the FY 2023 budget amount of \$13,544,122. The FY 2024 budget also includes no changes to passenger fares.

The [attached VRE memorandum](#) provides more information about key budget assumptions, ridership and fare revenue, federal pandemic relief funding, the Capital Improvement Program (CIP), the Six-Year Financial Forecast, the Commuter Rail Operating and Capital Fund (C-ROC) and the FY 2023 amended budget. The [attached Capital Improvement Program by Committed Funding Source Chart](#) provides more information about the CIP.

FY 2024 Jurisdictional Subsidy Allocation

In November 2022, VRE and the Commissions successfully conducted the first Master Agreement Survey since 2019, after the 2020 and 2021 surveys were cancelled due to the pandemic. The survey validated what has been observed regularly in the field – namely, that while ridership overall remains below pre-pandemic levels, it has recovered more strongly on longer-distance trips, particularly for trips on the Fredericksburg Line originating in Spotsylvania County and the City of Fredericksburg.

This change in the composition of VRE’s ridership has two important impacts. First, as described in the Master Agreement, a jurisdiction’s share of ridership determines its representation on the Operations Board. Second, the allocation of the annual jurisdictional subsidy is determined by the survey results. The subsidy allocation formula considers both the number of riders from a jurisdiction as well as an estimate of the amount of fare revenue paid by those riders.

The recommended total subsidy for FY 2024 is \$16.0 million, as modified and approved by the Operations Board on December 16. The [attached updated Subsidy by Jurisdiction Chart](#) utilizing the latest survey results shows the changes between FY 2021 and FY 2024. In FY 2022 and FY 2023, the subsidy was reduced to provide relief to the jurisdictions, and the additional required funding came from federal pandemic relief funds. Given the projected pace of ridership return in the next few years and the associated levels of fare revenue, VRE will continue to rely on those federal pandemic funds to support the operating budget.

C. ACTION ITEM: Approve [Resolution #2495](#): Authorize the VRE CEO to Submit Applications to the I-395/95 FY 2024-2025 Commuter Choice Program

On the recommendation from the VRE Operations Board, the Commission will be asked to approve [Resolution #2495](#), which will authorize the VRE Chief Executive Officer to submit, on behalf of the Commissions, VRE application(s) to the I- 395/95 Commuter Choice FY 2024-2025 program, to make any necessary corrections to the project amount or descriptions in the application(s) and execute all project funding agreements that may result from consideration of the VRE application(s). It should be noted that the Commission’s action does not constitute approval of any VRE application(s) or eliminate the need for the VRE application(s) to qualify for funding based on an objective evaluation using criteria established for the adopted I-395/95 Commuter Choice project selection process.

VRE staff have identified a group of capital and operating improvements that support and implement planned service enhancements authorized in the Transforming Rail in Virginia (TRV) initiative and are proposed for inclusion in a VRE Commuter Choice application(s). They include TRV Post-Acquisition Service Start, Step-Up Service Restart and Fare Buy-Down, and Capital Funding for VRE Station Improvements. The [attached VRE memorandum](#) provides more information about each potential project as well as background information.

D. 2023 VRE Operations Board Officers

At the December Operations Board meeting, the following slate of officers was approved for 2023:

Chair: James Walkinshaw (NVTC)
Vice-Chair: Meg Bohmke (PRTC)
Treasurer: Sarah Bagley (NVTC)
Secretary: Ralph Smith (PRTC)

Installation of the 2023 VRE Officers shall take place at the January 2023 VRE Operations Board meeting. According to the VRE Bylaws, each of the Commissions (NVTC and PRTC) provide two officers from among its Operations Board Members. The offices of chair and vice-chair shall not be held at the same time by members representing the same jurisdiction or the same appointing Commission; and the office of chair is rotated each year between the two Commissions.

CEO REPORT

DECEMBER 2022



OUR MISSION

The Virginia Railway Express, a joint project of the Northern Virginia Transportation Commission and the Potomac Rappahannock Transportation Commission, will provide safe, cost-effective, accessible, reliable, convenient, and customer responsive commuter-oriented rail passenger service. VRE contributes to the economic vitality of its member jurisdictions as an integral part of a balanced, intermodal regional transportation system.



CEO REPORT | DECEMBER 2022

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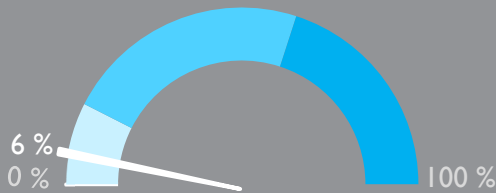
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VIRGINIA RAILWAY EXPRESS
A better way. A better life.

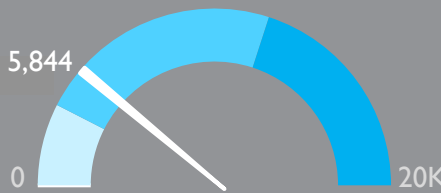


PERFORMANCE AT A GLANCE



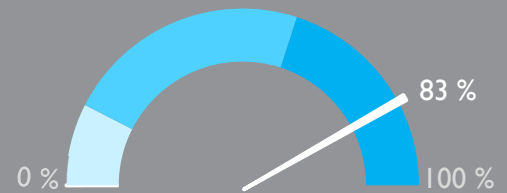
PARKING
UTILIZATION

The total number of parking spaces used in the VRE system during the month, divided by the total number of parking spaces available.



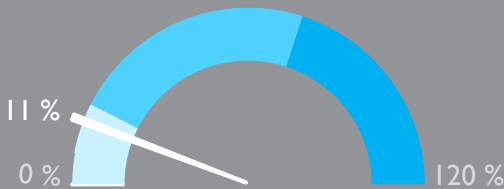
AVERAGE DAILY
RIDERSHIP

The average number of boardings each operating day inclusive of Amtrak Step-Up boardings and reduced, "S" schedule, service.
Same month, previous year: 3,036



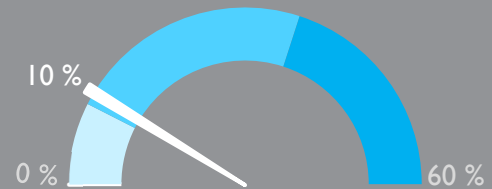
ON-TIME
PERFORMANCE

Percent of trains arriving at their destination within 5 minutes of the schedule.
Same month, previous year: 88%



SYSTEM CAPACITY

The percent of peak hour train seats occupied. The calculation excludes reverse flow and non-peak hour trains.



OPERATING RATIO

Through September 2022

Year-to-date operating revenues divided by year-to-date operating expenses, which represents the share of operating costs paid by the riders.

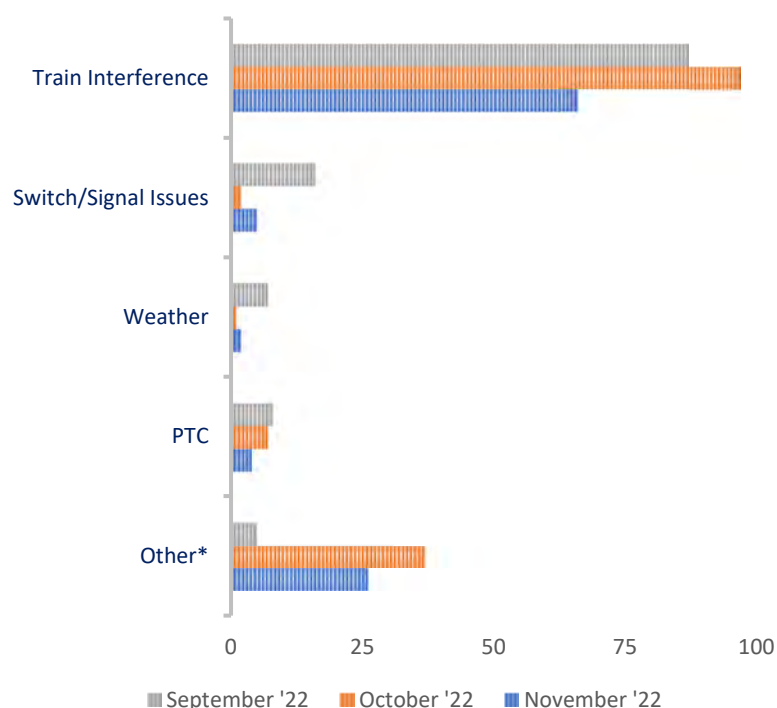
November 2022

ON-TIME PERFORMANCE

OUR RECORD

	November 2022	October 2022	November 2021
Manassas Line	80%	75%	83%
Fredericksburg Line	87%	80%	92%
Systemwide	83%	77%	88%

PRIMARY REASON FOR DELAY



VRE operated 607 trains in November. The on-time rate for November was 83 percent.

One hundred three trains arrived more than 5 minutes late to their final destinations. Of those late trains, 62 were on the Manassas Line (60 percent), and 41 were on the Fredericksburg Line (40 percent).

Train interference, which includes congestion at Washington Union Station, was once again the leading cause for delay.

*Includes trains that were delayed due to operational testing and passenger handling.

LATE TRAINS

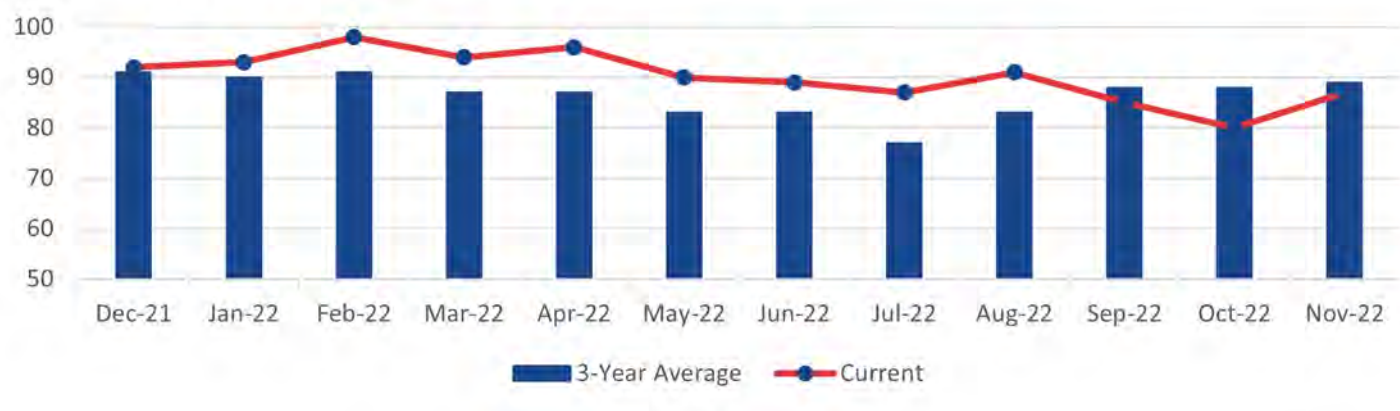
	System Wide			Fredericksburg Line			Manassas Line		
	Sept.	Oct.	Nov.	Sept.	Oct.	Nov.	Sept.	Oct.	Nov.
Total late trains	123	144	103	48	64	41	75	80	62
Average minutes late	23	14	14	22	14	16	23	13	13
Number over 30 minutes	25	8	7	9	4	5	16	4	2
Heat restrictions	0	0	0	0	0	0	0	0	0

ON-TIME PERFORMANCE

VRE SYSTEM



FREDERICKSBURG LINE



MANASSAS LINE



AVERAGE DAILY RIDERSHIP

VRE SYSTEM



FREDERICKSBURG LINE



MANASSAS LINE



RIDERSHIP UPDATES

Average daily ridership in November was 5,844. There were 19 service days.

Ridership numbers fell slightly from October, as is usual when we enter the holiday season.

	November 2022	October 2022	November 2021
Monthly Ridership	111,028	122,984	57,688
Average Daily Ridership	5,844	6,149	3,036
Full Service Days	19	20	19
"S" Service Days	0	0	0

SUMMONSES ISSUED

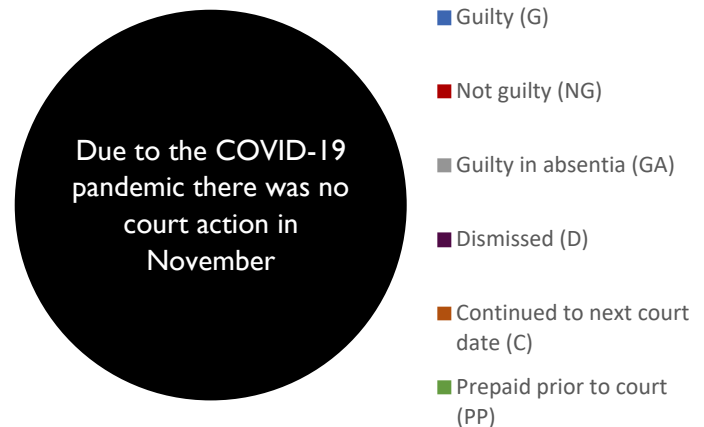
VRE SYSTEM



SUMMONSES WAIVED OUTSIDE OF COURT

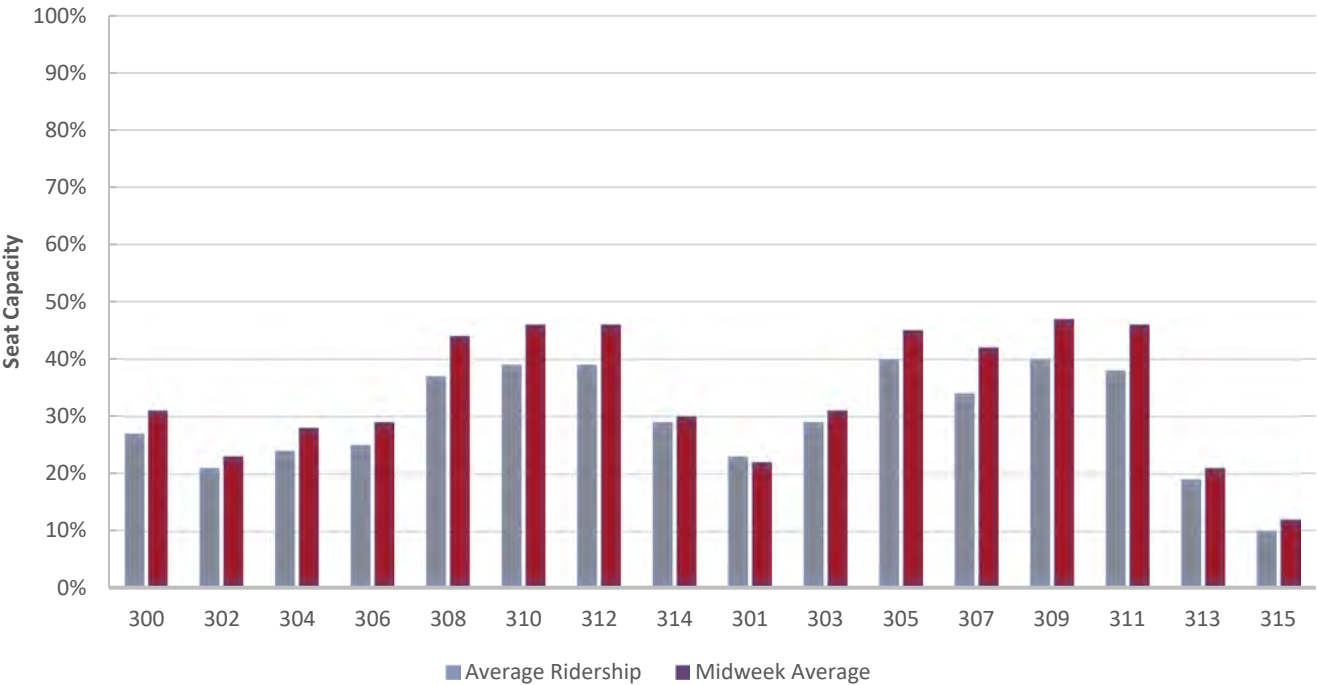
Reason for Dismissal	Occurrences
Passenger showed proof of a monthly ticket	0
One-time courtesy	0
Per the request of the conductor	0
Defective ticket	0
Per ops manager	0
Unique circumstances	0
Insufficient information	0
Lost and found ticket	0
Other	0
Total Waived	0

MONTHLY SUMMONSES COURT ACTION

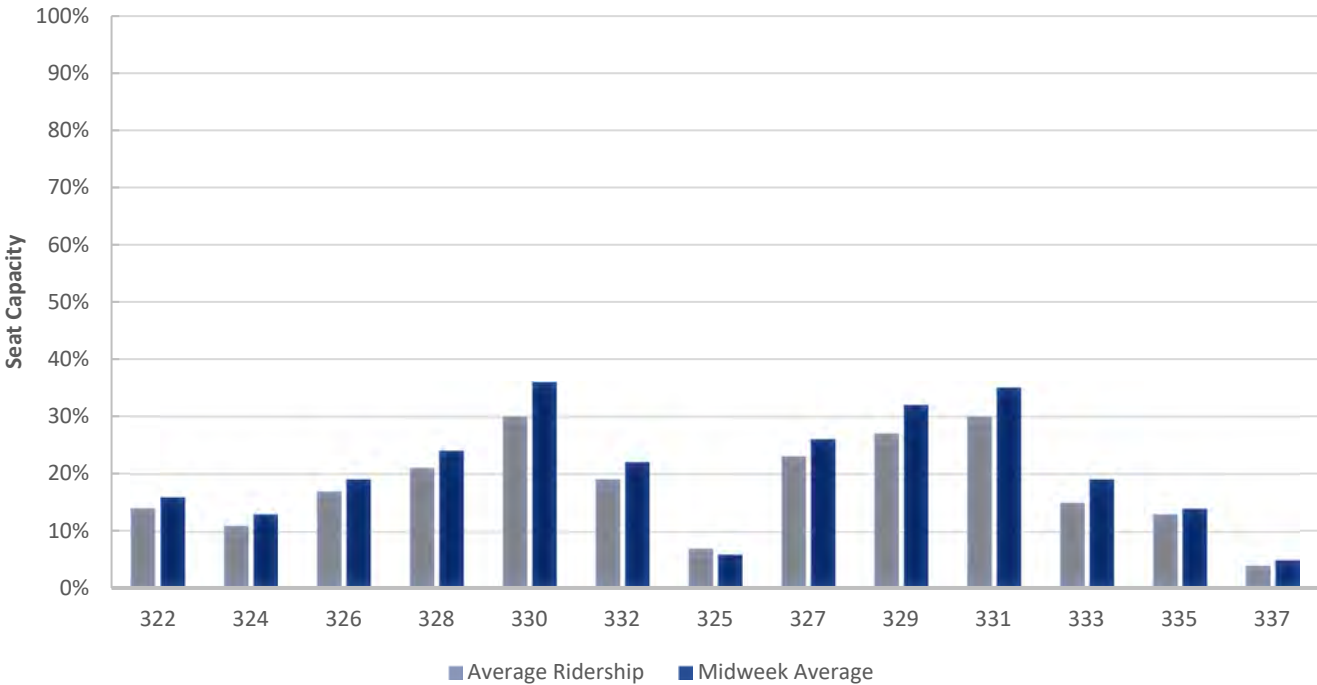


TRAIN UTILIZATION

FREDERICKSBURG LINE

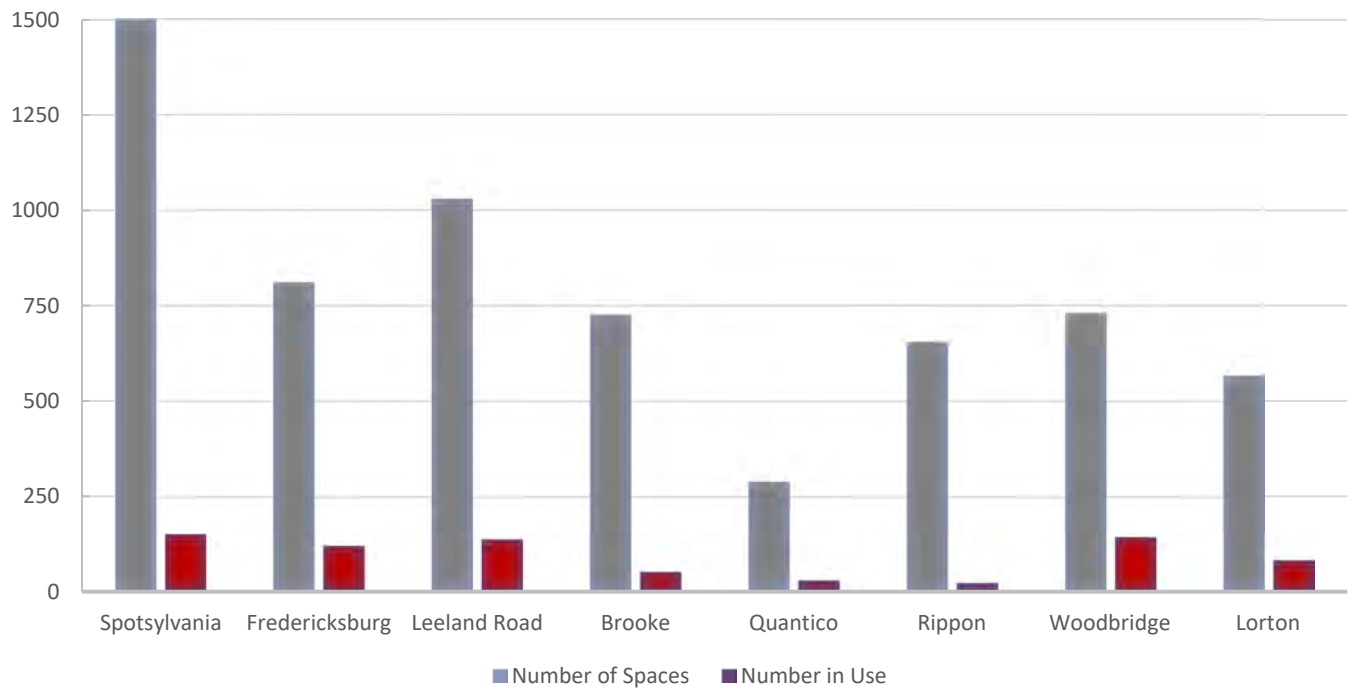


MANASSAS LINE

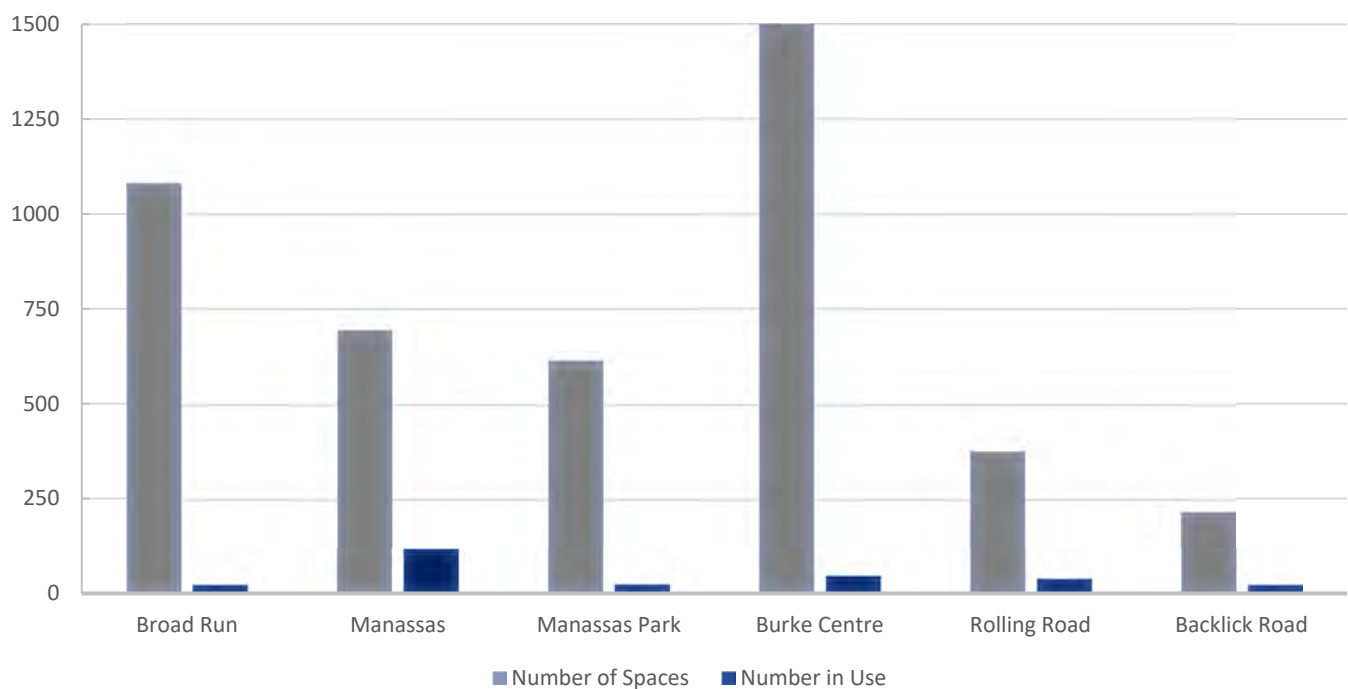


PARKING UTILIZATION

FREDERICKSBURG LINE



MANASSAS LINE

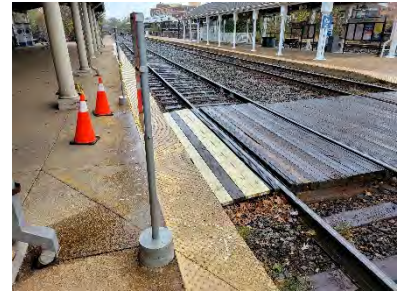


FACILITIES UPDATE

The following is a status update of VRE facilities projects.

Completed projects:

1. Minor repairs to Alexandria station pedestrian crossing
2. Repairs to parking lot pavement at Rippon station
3. Replacement of fluorescent lighting with LED lighting at Fredericksburg office
4. Installation of 988 Suicide & Crisis Lifeline signage at majority of station platforms



Repairs to Alexandria station pedestrian crossing



Repairs to Rippon station parking lot pavement

Projects scheduled to be completed this quarter:

1. Minor repairs to steel elements at Leeland Road station
2. Partial restriping of parking lot at Manassas Park station
3. Electrical repairs at Manassas station platform
4. Replacement of waste and recycling receptacles at various stations
5. Installation of additional storage cabinetry at Alexandria headquarters
6. Replacement of ceiling tiles at Fredericksburg office
7. Replacement/installation of pathfinder signage for Franconia-Springfield, Lorton, Woodbridge, Rippon, Quantico, Brooke, Leeland Road, Backlick Road, Rolling Road, Burke Centre, Manassas Park, Manassas, and Broad Run stations
8. Installation of 988 Suicide & Crisis Lifeline signage at remaining station platforms

Projects scheduled to be initiated this quarter:

1. Minor repairs to concrete at Alexandria station
2. Modernization of east elevator at Woodbridge station
3. Replacement of windscreen plexiglass panels at Lorton and Woodbridge stations
4. Minor repairs to concrete at Burke Centre and Crystal City stations
5. Replacement of existing lighting with LED lighting at Manassas station parking garage
6. Replacement of platform benches at various stations
7. Replacement of parking lot entrance signs at various stations

Ongoing projects:

1. Issuance of construction task order for minor structural concrete repairs at Woodbridge station parking garage, pending permit issuance
2. Procurement of construction contract for L'Enfant Station waiting area project, pending permit issuance
3. Procurement of new five-year maintenance/custodial and seasonal services for VRE facilities contracts

UPCOMING PROCUREMENTS

1. Station security camera upgrade
2. Forklift trucks
3. Modernization of VRE Woodbridge station east elevator
4. Tactile strip replacements
5. Construction manager / general contractor for the Alexandria station improvements project
6. Broad Run and Crossroads security camera system power and network infrastructure upgrade
7. Locomotive master controllers
8. Disaster management services
9. Maintenance/custodial and seasonal services for VRE facilities
10. Engineering and environmental services for VRE L'Enfant track and station improvements
11. Construction of Manassas Park parking expansion

CAPITAL PROJECTS UPDATE

Project Name	Project Description	Current Phase	Budget		Project Notes
Alexandria Station Improvements	Passenger safety will be improved by replacing an at-grade pedestrian track crossing with elevators to connect the two platforms. The elevators and the current and proposed stairs, will connect to the existing tunnel between the two platforms. Adjustments to platform elevation will eliminate the need for step-boxes to access VRE and Amtrak trains. The center platform will be widened and lengthened to accommodate trains on both tracks.	Final Design	\$	30,975,014.00	Coordinating phasing with CSX. City permits nearly done. CM/GC Procurement documents underway. (Nov. & Dec.)
Broad Run Expansion	To accommodate forecasted ridership growth and increase service reliability, improvements are needed at both the Maintenance and Storage Facility (MSF) and station. An enlarged MSF can store longer trains and additional equipment. That requires shifting the existing platform and adding a pedestrian tunnel between the platform and existing and proposed parking lots. A second, 600-space lot and third main track will be constructed.	Final Design	\$	137,230,000.00	VRE comments provided to consultant on the updated 30% design package. Design is beginning to advance to 60% level (Nov. & Dec.)
Brooke Station Improvements	Design and construction of a platform extension up to 700 feet to accommodate full-length VRE trains.	Development	\$	9,284,208.00	VRE has reengaged this project and returned it to the CIP budget for future years. Project schedule updates pending input from various stakeholders. (Nov. & Dec.)
Crossroads MSF - Storage Expansion, Short-term	The project constructs additional storage tracks at the Crossroads Maintenance and Storage Facility (MSF) adjacent to the existing facility.	Development	\$	8,365,765.00	VPRA has signed a LONP, allowing development and design work to proceed. (Nov. & Dec.)
Crystal City Station Improvements	Improved station access and service reliability will result from a new station. The platform at the relocated station will allow for the simultaneous boarding of two full-length trains. The station's design will accommodate a future pedestrian/bicycle connection between the station and the airport.	Development	\$	50,114,624.00	Coordinating proposed phasing and track geometry with CSXT. When key elements are set, design may more broadly progress to 60%. (Nov. & Dec.)
Franconia-Springfield Station Improvements	Extended platforms will be able to accommodate eight-car trains, eliminating the need for passengers near the rear to move to a different railcar when disembarking. Enhanced passenger safety and reduced station dwell times will result. The longer platforms will increase operational flexibility and capacity. The design will allow for a future third mainline track.	Final Design	\$	13,000,000.00	NEPA Class of Action recommendation has been prepared, and will be coordinated with FTA to confirm class of action. (Nov. & Dec.)

CAPITAL PROJECTS UPDATE

Project Name	Project Description	Current Phase	Budget		Project Notes
Fredericksburg Station Rehabilitation	The rehabilitation of platforms, stairs and bridges will improve passenger safety and better accommodate the boarding and disembarking of riders from VRE and Amtrak trains. New stairs will allow passengers to move between the platform and a parking lot without crossing the street at grade level. New signage, sidewalks, lighting and paint are included, as is installation of a low-clearance warning sign to a bridge that has experienced numerous vehicle strikes.	Construction	\$	3,000,000.00	Execution of contract on Oct. 20. Pre-construction scheduled for Nov. 10. Notice to proceed anticipated this month. (Nov. & Dec.)
HQ Office Renovations	The project will improve employee safety and security and maximize workspace efficiency at VRE Headquarters, and will include modifications to kitchen, supply room, mail room, bathroom/shower, office and cubicle areas in the north and south wings. The east wing will be modified to include additional offices.	Construction	\$	250,000.00	Awaiting revised shop drawings for additional cabinetry in reception area and break room. (Nov. & Dec.)
Leeland Road Parking Improvements	This project will expand the surface parking lot at the Leeland Road station by approximately 225 spaces to accommodate future demand.	Development	\$	5,519,178.00	The project is funded through Virginia SMART SCALE. Funding is allocated for FY20 and 22. A funding agreement is pending. (Nov. & Dec.)
Leeland Road Station Improvements	Design and construction of a platform extension to accommodate full-length VRE trains.	Development	\$	6,736,091.00	VRE has reengaged this project and returned it to the CIP budget for future years. Project schedule updates pending input from various stakeholders. (Sept. & Oct.)
L'Enfant Station Waiting Area	The existing platform at the L'Enfant station experiences overcrowding during the evening service period. The proposed project will create an additional paved area behind the existing platform, currently landscaped with shrubs and grass, for riders to wait for trains or to bypass riders waiting on the platform.	Final Design	\$	350,000.00	Received draft agreement from Boston Properties (BP), adjacent property owner, for brief use of loading dock during construction. VRE legal counsel provided comments. (Nov. & Dec.)
L'Enfant Track and Station Improvements	Expansion of the VRE L'Enfant Station to provide two platform edges and serve full-length trains. Add a new mainline track between LE and VA interlockings.	Development	\$	79,980,000.00	Operations Board to consider a preferred alternative in November. (Nov.) Operations Board approved a preferred alternative in November (Dec.)

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CAPITAL PROJECTS UPDATE

Project Name	Project Description	Current Phase	Budget	Project Notes
Lifecycle Overhaul and Upgrade (LOU) Facility	Featuring 33,000 square feet of maintenance space, the LOU will allow VRE to cost-effectively maintain rolling stock, as well as systems and components, in a state of good repair. It will optimize maintenance and reduce costs by allowing the in-house replacement of items before they fail. The LOU will house two tracks that can hold up to four cars at one time and be equipped with a drop table and wheel truing machine. To maintain storage capacity within Crossroads Yard three new tracks are being constructed to provide enhanced flexibility to our operations crews for train movements and storage.	Construction	\$ 52,183,632.00	Roof is up and clearstory windows are in. Drop table and bridge crane anticipated in December with wheel truing machine delivery in January. (Nov. & Dec.)
Manassas Park Parking Expansion	A new garage will nearly double the 600 spaces currently available in the existing surface lot. A pedestrian bridge will provide grade-separated access to the existing platform and lot. The VRE station and garage are an integral part of the City Center Redevelopment District, the proposed transit-accessible high-density mixed-use town center of Manassas Park.	Final Design	\$ 25,983,000.00	Invitation for bids anticipated in November. (Nov. & Dec.)
Manassas Station Improvements	The project expands the VRE Manassas Station platform to serve full length trains and enhances pedestrian access to the station. Alternatives to increase the platform length to enable boarding and alighting from all passenger cars will be evaluated.	Development	\$ 9,125,000.00	This project is funded with I-66 OTB funding. Initiation of project planning pending completion of a Force Account Addendum with Norfolk Southern Railway. (Nov. & Dec.)
New York Avenue Midday Storage Facility	This new facility will store trains currently located in Amtrak's Ivy City coach yard, as Amtrak now has need for the storage tracks. The New York Avenue site, which is proximate to Washington Union Station, will be able to accommodate additional VRE trains.	Development	\$ 89,666,508.00	Quarterly update meeting with Amtrak held November 27. New York Ave. and other joint projects discussed. (Nov. & Dec.)
Potomac Shores Station	This new station, in a master-planned community in Prince William County, is being funded, designed, and constructed by the developer of Potomac Shores in consultation with VRE and other stakeholders. The station will be just a short walk from the town center. A new side platform will be constructed which is designed to be converted into an island platform in the future when the 3rd track is added to corridor operations.	Final Design	\$ -	Developer design team addressing final round of CSX comments along with finalizing design using adjacent property. (Nov. & Dec.)

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CAPITAL PROJECTS UPDATE

Project Name	Project Description	Current Phase	Budget	Project Notes
Quantico Station Improvements	Service and safety will be enhanced through the construction of a new center platform, ADA-compliant pedestrian bridges, existing platform extension, and third track. These improvements will allow the station to accommodate additional passengers and more frequent and longer trains and operations flexibility with three boardable platform edges.	Construction	\$ 23,973,061.00	Platform concrete and canopy installation progressing on both platforms. Structural steel welding nearing completion. Soil nail wall progressing. (Nov. & Dec.)
Rippon Station Improvements	Extend existing platform with a second pedestrian overpass.	Development	\$ 16,634,794.00	VRE has reengaged this project and returned it to the CIP budget for future years. Project schedule updates pending input from various stakeholders. (Nov. & Dec.)
Rolling Road Station Improvements	An extended platform will accommodate eight-car trains, eliminating the need for passengers near the rear to move to a different railcar when disembarking. Enhanced passenger safety and reduced station dwell times will result. Rehabilitation and repair of the existing platform, replacement of stairs and the existing canopy roof, and an upgrade of the lighting and communication systems are planned.	Construction	\$ 5,000,000.00	Project work is substantially complete, with punchlist items being completed. (Nov. & Dec.)

For more information about VRE capital projects, visit <https://projects.vre.org/list>



VIRGINIA RAILWAY EXPRESS

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RESOLUTION #2494

SUBJECT: Adopt and Refer VRE's Amended FY 2023 Budget and Recommended FY 2024 Budget to the Jurisdictions

WHEREAS: The VRE Master Agreement requires the Northern Virginia Transportation Commission and the Potomac and Rappahannock Transportation Commission (the "Commissions") be presented with a fiscal year budget for their consideration at their respective January meetings prior to the commencement of the subject fiscal year;

WHEREAS: The VRE Chief Executive Officer has provided the VRE Operations Board with the recommended FY 2024 Operating and Capital Budget within the guidelines developed in cooperation with the staff representatives of the local jurisdictions;

WHEREAS: The Amended FY 2023 and Recommended FY 2024 budgets reflect the continuing impacts of the COVID-19 pandemic which began in March 2020 and substantially reduced VRE's ridership;

WHEREAS: The VRE Operations Board finds that the availability of emergency federal pandemic relief funding allows for VRE to supplement lost passenger revenues and achieve a balanced budget without requiring fare increases or service reductions;

WHEREAS: VRE staff recommends a budget based on a service level of 32 daily revenue trains and average daily ridership of 10,000 trips;

WHEREAS: The FY 2024 budget recommends no changes to current passenger fares, including the Amtrak Step-Up fare, which is currently suspended;

WHEREAS: The FY 2024 budget recommends a total jurisdictional subsidy contribution of \$16,000,000; and

WHEREAS: The VRE Operations Board recommends the following action.

NOW, THEREFORE, BE IT RESOLVED that the Northern Virginia Transportation Commission hereby adopts the FY 2024 VRE Operating and Capital Budget in the following amounts and forward this budget to the local jurisdictions for inclusion in their budgets and appropriations in accordance with the Master Agreement:

Operating Budget	\$108,946,488
Capital Budget	<u>\$ 81,798,993</u>
Total Operating and Capital	\$190,745,481

BE IT FURTHER RESOLVED that NVTC hereby adopts the amended FY 2023 VRE Operating and Capital Budget in the following amounts:

Operating Budget	\$107,574,210
Capital Budget	<u>\$111,440,018</u>
Total Operating and Capital	\$219,014,228

BE IT FURTHER RESOLVED that NVTC hereby concurs with the VRE Operations Board's recommendation that, given the availability of federal pandemic relief funding to supplement lost passenger revenues, it is in the best interests of the Commissions and the riders of VRE that the Amended FY 2023 and Recommended FY 2024 Operating Budgets do not achieve a 50% recovery of operating expenses from passenger fares.

BE IT FURTHER RESOLVED that NVTC authorizes the executive directors of both PRTC and NVTC to submit to the Transportation Planning Board of the National Capital Region and to the Federal Transit Administration or other federal agencies, applications for the Transit Improvement Program and grants for FY 2023 and FY 2024, the anticipated revenues from which have already been incorporated in the budgets.

BE IT FURTHER RESOLVED that NVTC authorizes the executive director of NVTC to submit to the Commonwealth the approved budget as part of the FY 2024 state aid grant applications.

Approved this 5th day of January 2023.

Chair

Secretary-Treasurer



Fiscal Year 2024

VIRGINIA RAILWAY EXPRESS

Recommended Budget for Fiscal Year 2024

Amended Budget for Fiscal Year 2023

Capital Improvement Program





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Recommended Budget FY 2024

Introduction

The Virginia Railway Express (VRE) is a commuter rail service jointly owned and operated by the Northern Virginia Transportation Commission (NVTC) and the Potomac and Rappahannock Transportation Commission (PRTC). NVTC and PRTC are political subdivisions of the Commonwealth of Virginia. VRE was created in 1989 under the terms of a Master Agreement executed by the two Commissions and the local jurisdictions that participate in or contribute to the operation of the commuter rail service.

The VRE Operating and Capital Budget is developed annually in accordance with the VRE Master Agreement and includes estimated operating and capital revenues and expenses for the next fiscal year. In addition, the six-year Capital Improvement Program (CIP) provides projections of capital funding and outlays for future years. The preliminary FY 2024 VRE Operating and Capital Budget was initially prepared for review at the September 2022 VRE Operations Board meeting. The proposed budget was reviewed and discussed at subsequent meetings of the VRE Operations Board, the VRE Coordinating Committee (VCC), and the Finance Committee of the Operations Board before its presentation to the Operations Board in December 2022 and the Commissions in January 2023.

The VRE budget uses accrual accounting for major revenue and expense items; for example, transactions such as access fees are recorded for the month due, rather than for the month paid, and related grant revenue is recorded when earned rather than when received. However, the budget is developed on a cash basis for other items, such as payment of principal on outstanding debt, in order to fully capture annual resource needs. The VRE financial statements use the full accrual basis of accounting.

The FY 2024 VRE Budget has been developed to meet existing operational requirements and in accordance with the VRE Mission Statement of providing safe, cost effective, accessible, reliable, convenient, and comfortable commuter-oriented rail passenger service. The FY 2024 VRE Budget was also developed with a focus on identifying cost savings opportunities and supporting a focus on return of ridership following the COVID-19 pandemic. The VRE Budget and CIP are also developed in accordance with the Financial and Debt Management Principles, most recently updated and approved by the Commissions in September 2021 and detailed later in this document.

The Recommended FY 2024 Operating and Capital Budget totals \$190.7 million. The budget projects average daily ridership of 10,000 passengers which results in \$28.6 million of total annual fare revenue. These projections, while higher than the past two years, are still significantly lower than pre-pandemic figures. The total jurisdictional contribution of \$18,300,780 is the same as the approved contribution amount for FY 2021 and represents an increase of \$4.8 million over the FY 2023 budget amount of \$13,544,122. The FY 2024 budget also includes no changes to passenger fares.

Staff have worked to limit or eliminate operating cost increases wherever possible, and departmental expenses have been reviewed and evaluated to ensure appropriateness while ensuring VRE achieves its safety and operational goals. Staff have also worked to leverage grant funding opportunities where available and appropriate. Contractual increases, such as railway and station access fees, train operations, and maintenance of equipment are projected to be higher in FY 2024 than in previous years due to rising contractual cost-driver rates, such as the Consumer Price Index (CPI). Diesel fuel costs are also expected to be both volatile and significantly higher than in past years based on the market outlook as the economy recovers from the pandemic. In addition, recent increases to liability and property insurance premiums are expected to be sustained in the FY 2024 operating budget.

The capital projects included in the FY 2024 to FY 2029 CIP are prioritized with an emphasis on regulatory requirements, the maintenance of equipment and facilities to support current service levels, and provisions for passenger safety. Concurrently, VRE focuses the organization on maximizing ridership, maintaining critical infrastructure, and providing a safe and effective transportation option for the region.

Despite the recent challenges from the COVID-19 pandemic, the overall outlook in the FY 2024 to FY 2029 CIP is generally positive. VRE remains in a period of project implementation that will last for a number of years. At the same time, the Commonwealth's Transforming Rail in Virginia (TRV) program is advancing. TRV will ultimately result in a second Long Bridge crossing of the Potomac River as well as separated freight and passenger rail operations in the Fredericksburg Line corridor. The program of major capital projects that comprise TRV will have long-term positive impacts for both the capacity and reliability of VRE.

In March 2021, VRE executed a Funding Agreement with the Virginia Department of Rail and Public Transportation, which was subsequently assigned to the Virginia Passenger Rail Authority (VPRA). This agreement committed VRE to a substantial funding contribution to the TRV program utilizing Commuter Rail Operating and Capital (C-ROC) funds. The Funding Agreement commits VRE to (1) issue debt backed by the C-ROC and contribute the net proceeds of the issuance to VPRA to assist in the purchase of rail right-of-way from CSXT, and (2) contribute any remaining C-ROC funds not being used for debt service on a pay-as-you-go (PAYGO) basis to VPRA for ten years for use on critical rail projects in VRE's service territory.

VRE, with NVTC as the issuer, successfully completed the sale of 30-year revenue bonds backed by C-ROC in June 2022, and approximately \$119 million of net proceeds from the sale were transferred to VPRA in July 2022 to assist in the CSXT ROW purchase. In accordance with the Funding Agreement, the FY 2023 and FY 2024 budgets now show the \$15 million of annual C-ROC funds supporting \$7.5 million of annual debt service and \$7.5 million in pay-as-you-go capital contribution to VPRA.

Mission Statement

The Virginia Railway Express, a joint project of the Northern Virginia Transportation Commission and the Potomac Rappahannock Transportation Commission will provide safe, cost effective, accessible, reliable, convenient, and comfortable commuter-oriented rail passenger service. VRE will contribute to the economic development of its member jurisdictions as an integral part of a balanced, intermodal regional transportation system.



Goals for Fiscal Year 2024

- Due to the impacts of the COVID-19 pandemic on employment and commuting patterns, and thus on VRE ridership, VRE is unlikely to achieve its normal goal of a 50 percent operating ratio (i.e., cost recovery from passenger fares) in FY 2024. VRE's goal for FY 2024 is to continue to provide a safe and reliable transportation option that is available to riders as they return to work after the pandemic.
- Achieve at least 90 percent on-time performance for train operations.
- Achieve at least 10,000 average daily ridership for the year, with ridership increasing over the course of the year as the national and regional economies continue to recover from the pandemic and employees return to work.
- Achieve or maintain the following financial ratios:
 - o Debt service as a percent of annual budget not greater than 20%.
 - o Working capital reserves that are on average not less than two months of operating expenditures, with a goal maintaining three months over a ten-year period.
 - o Percent of pay-as-you-go financing equal to a minimum of 20% of the total funded portion of the capital program over the term of the capital program.
 - o Risk management reserves equal to amounts required by the Commonwealth. VRE's Insurance Trust held by the Commonwealth's Division of Risk Management currently has a value of just under \$10 million.

Financial and Debt Management Principles

(Adopted November 2013 and Amended July 2021)

Introduction

The purpose of this document is to formalize financial and debt management principles for the Virginia Railway Express (VRE), the commuter rail service jointly owned and operated by the Northern Virginia Transportation Commission (NVTC) and the Potomac and Rappahannock Transportation Commission (PRTC), together referred to as the Commissions. In accordance with the Master Agreement that established VRE, any bonds or notes issued to support the commuter rail operation will be issued in the name of NVTC, with the concurrence of both Commissions and all member jurisdictions. This Statement of Financial and Debt Management Principles confirms the commitment of VRE's Operations Board, the Commissions, and the management and staff of VRE to adhere to sound financial and debt management practices in the conduct of VRE's business.

Commuter Rail Operating and Capital Fund

In March 2018, the Virginia legislature created the Commuter Rail Operating and Capital (CROC) Fund. C-ROC funds may be used to support VRE's commuter rail operations as well as to make necessary capital investments and improvements, either on a pay-as-you-go basis or through the issuance of debt. C-ROC funding may also be used as matching funds for state and federal grants.

The Code of Virginia dedicates \$15 million annually from fuels tax revenues collected in the NVTC and PRTC jurisdictions to the C-ROC Fund. This \$15 million of dedicated funding is then disbursed from the C-ROC Fund to VRE for its use on operating and capital projects. In October 2018, NVTC and PRTC executed a joint agreement for the distribution and allocation of the C-ROC funds. The agreement states that NVTC will serve on behalf of both Commissions as the recipient of all C-ROC funds and describes how C-ROC funding will be incorporated into the annual VRE budget process. The agreement also provides for quarterly reporting to the Operations Board by VRE on the receipt, investment, and expenditure of C-ROC funds.

In March 2021, the Commissions entered into the Passenger Rail Improvements and Funding Agreement (the "Funding Agreement") with the Virginia Department of Rail and Public Transportation (DRPT) as part of the Commonwealth's Transforming Rail in Virginia (TRV) program. The Funding Agreement was executed by DRPT but has since been assigned to the

VRE has a two-part commitment in the Funding Agreement. First, VRE will contribute proceeds from a CROC-backed debt issuance to VPRA for assistance with the purchase of rail right of way owned by CSX Transportation. Second, VRE will contribute pay-as-you-go (PAYGO) capital to VPRA for the design and construction of major corridor projects over ten years. Over the first ten years of the Funding Agreement, VRE's entire \$15 million in annual CROC funds will support the TRV program, either as debt service or as PAYGO capital. At the end of this period, half the C-ROC (\$7.5 million) will continue to be committed to debt service, but VRE will regain control over the other half.

Policy Statements

The original Policy Statements 1 through 13 were adopted in 2013. These policies were developed in consideration of then-existing debt which is tied to the VRE Master Agreement and carries local jurisdiction credit support. However, certain of these policies have broad application beyond VRE's existing debt obligations and can apply to CROC-backed debt. Any CROC-backed debt issued by VRE will be subject to Policy Statements 1, 2, 9, 10a and 10b, 12, and 13.

Policy Statements 14 and 15 are newly created and adopted in July 2021. Policy Statement 14 memorializes VRE's past practices related to refinancing and will apply to both existing debt and to any CROC-backed debt. Policy Statement 15 reflects the separate and distinct legal and credit underpinnings of any CROC-backed debt. CROC-backed debt will be designed to be separate from the rest of VRE's financial resources and supported only from amounts in the C-ROC Fund.

1. Any debt or financing arrangement issued in support of VRE projects must be in full compliance with all applicable provisions of the Commonwealth of Virginia statutes, federal laws and the VRE Master Agreement.
2. Any long-term debt issued in support of VRE projects or agreements will be included in VRE's Capital Improvement Program and Six Year Financial Forecast and debt will only be issued for approved capital projects. In the case of projects paid for with C-ROC supported debt, such projects will be approved by the Board. Prior to issuance, VRE will forecast the long-term impact of any non-CROC-backed debt on the use of federal formula funds, the impact on VRE's six year plan, the annual contributions required from its member jurisdictions over the term of the debt, and to test compliance with the financial ratios described below in Statement 3. Prior to issuance, VRE will forecast the long-term impact of any C-ROC backed debt on expected cash flows in the C-ROC Fund and to test compliance with financial ratios applicable to C-ROC debt described in Statement 15.
3. VRE strives to attain the following financial ratios over its Six-Year Plan:
 - A fare box recovery ratio not lower than 50% of operating expenses.
 - Non-CROC-backed debt service as a percent of annual budget not greater than 20%.

- Percent of pay-as-you-go financing equal to a minimum of 20% of the total funded portion of the capital program over the term of the capital program.
 - Working capital reserves that are on average not less than 2 months of operating expenditures, with a goal of increasing to 3 months over a 10 year period.
 - Risk management reserves equal to amounts imposed by the Commonwealth. Currently, the risk management reserve requirement is \$10 million.
4. VRE will match one time revenue with one time expenditures to avoid creating structural imbalance in its annual budgets.
 5. Projects included in VRE's Capital Improvement Program will be prioritized with emphasis on regulatory requirements, the maintenance of equipment and facilities to support current service levels, and provisions for passenger safety.
 6. The capital reserve will be maintained through the contribution of surplus funds generated from operations and from other sources in order to provide the necessary match funds to take advantage of grant funding opportunities and to complete advantageous capital projects.
 7. VRE will maintain an asset management plan for all major capital assets which will identify operating, maintenance and renewal costs over the life of the asset. If a reliable source of funding is not expected to be available to meet peak needs when they occur, a sinking fund will be established for this purpose. The annual budget and Capital Improvement Program will include the life-cycle cost impact of each project in the CIP.
 8. VRE will maintain access to external liquidity sources, such as a line of credit, because of the heavy reliance on funding from other parties. This short term borrowing will only be used with the approval of the Operations Board and when the source of repayment has been identified.
 9. Debt that supports VRE projects will be amortized for a period not to exceed the useful life of the assets being financed.
 10. For any publicly sold debt to support VRE projects:
 - Debt service funds will be established at the time of issuance and contributions will be made on a monthly basis so that amounts are available to ensure timely payment of principal and interest when due.
 - A debt service reserve fund will be established (as needed by the revenue bond structure or for credit purposes) to provide a cushion of funding for the debt obligations. Such funds will be sized to align with limitations imposed by the IRS for tax-exempt bonds and to reflect current market conditions and VRE's desired rating outcomes on its non-CROC debt and its CROC-backed debt.
 - The bond structure will be sufficient to secure a rating in the A category or better.
 11. The debt service structure that supports VRE projects will be developed and maintained to achieve strong credit ratings while addressing the overall revenue constraints and capacity of VRE. Total principal and interest payments for any borrowing will be structured to create level debt service in aggregate for VRE. Alternatively, VRE may use a more rapid repayment

structure, such as equal annual principal payments. The use of back loaded principal repayment as well as bullet and balloon maturities will be avoided, except to achieve overall level aggregate debt service or to match anticipated one-time revenues.

12. As needed, VRE will establish and maintain a separate set of post issuance policies and procedures for managing any required disclosure, tax, or other legal requirements.
13. The use of variable rate debt is discouraged, except under unusual circumstances. However, should it be found to be in VRE's best interest to use this mechanism, the Operations Board and Commissions will first establish appropriate policies and procedures.
14. VRE will refinance its debt when it is in its best financial interest to do so. When a refinancing is undertaken to generate interest rate cost savings, the minimum aggregate present value savings will be three percent (3%) of the refunded debt principal amount.
15. Application of the C-ROC funding and the CROC-backed debt program shall be subject to the following criteria:
 - The CROC-backed debt is solely payable from amounts received in the C-ROC Fund.
 - Total debt service supported by C-ROC revenue shall not exceed 66% of the C-ROC funding.
 - During its effective period starting on July 1, 2021, and through the end date, the C- ROC Funding Agreement shall apply to the initial issue of C-ROC debt.
 - VRE will target annual debt service coverage (the ratio of annual C-ROC revenue to annual debt service) to fall within a range of 1.60x to 2.00x, consistent with VRE's credit rating objectives and market standards for similar debt programs.
 - VRE will establish and maintain a debt service reserve fund consistent with market standards for similar debt programs and supportive of VRE's credit rating objectives.
 - VRE will establish and maintain a working capital reserve fund appropriate to ensure liquidity for the C-ROC portion of VRE's financial operations of approximately two to three months of budgeted, annual C-ROC Revenues. Such reserves will be built over the 18 month period following adoption of these policies.
 - VRE will strive to achieve a credit rating in the A-category or better for the CROC- backed bond's structure.

The debt service structure that supports VRE projects will be developed and maintained to achieve the credit rating objective described above while addressing the overall revenue constraints and debt capacity of the C-ROC Fund. Total principal and interest payments for any borrowing will be structured to create level debt service in aggregate. Alternatively, VRE may use a more rapid repayment structure, such as equal annual principal payments or front loaded annual debt service which steps down over time. The use of back loaded principal repayment as well as bullet and balloon maturities will be evaluated based upon the terms of the Funding Agreement and the applicable Policy Statements for C-ROC debt.

Commuter Rail Operating and Capital (C-ROC) Fund

In 2018, the Virginia legislature approved the creation of the Commuter Rail Operating and Capital (C-ROC) Fund. C-ROC funding is critical to addressing VRE's current and future investment needs and to delivering on planned capacity expansion projects. C-ROC funding is dedicated to "retaining, maintaining, improving, and developing commuter rail-related infrastructure improvements and operations" that are "essential to the Commonwealth's continued economic growth, vitality, and competitiveness." C-ROC funding may be used to support the cost of VRE's operations as well as to make necessary capital investments and improvements, either on a pay-as-you-go basis or through the issuance of debt. C-ROC funding may be used as matching funds for state and federal grants.

In addition to creating C-ROC, the Virginia legislature also authorized changes to the regional gasoline taxes collected by the two Commissions. From the total gasoline tax revenues that are generated in the Commissions' jurisdictions, \$15 million is dedicated annually to the C-ROC Fund. This \$15 million of dedicated funding is then disbursed from the C-ROC Fund to VRE for its use on operating and capital projects. C-ROC funding does not replace or supplant any existing revenues and current jurisdictional contributions must be maintained.

In October 2018, the Commissions authorized the execution of a joint agreement for the distribution and allocation of the C-ROC funds. The agreement establishes that NVTC will serve on behalf of both Commissions as the recipient of all funds from the C-ROC Fund and that project prioritization and programming of the C-ROC funds must occur as part of the broader annual VRE budget process.

In December 2019, the Commonwealth announced the Transforming Rail in Virginia (TRV) program, which included a landmark agreement between the Commonwealth and CSX Transportation (CSXT) for the acquisition of railroad right-of-way in the RF&P Corridor. This ambitious program of capital improvements, which includes the construction of a new passenger-dedicated two-track Long Bridge across the Potomac River, will occur in phases over the next decade and beyond. The investments will improve the capacity and reliability of both commuter and intercity passenger rail services while maintaining freight interoperability in the corridor.

To date, VRE has programmed \$45 million of C-ROC funds (covering fiscal years 2019, 2020, and 2021) towards its L'Enfant and Crystal City station improvement projects. This FY 2024 budget also seeks a reprogramming of approximately \$4 million of C-ROC funds from the L'Enfant project to the Track 22 component of the Washington Union Station project.

In March 2021, VRE entered into a Funding Agreement with the Virginia Department of Rail and Public Transportation (DRPT), which was subsequently assigned to the new Virginia Passenger Rail Authority (VPRA). The Funding Agreement commits VRE to use C-ROC funds to support the TRV program in two ways – through the issuance of debt to assist in the CSXT right-of-way purchase and through ten years of pay-as-you-go contributions to the Long Bridge or other planned capital investments in the VRE service area.

In accordance with the requirements of the Funding Agreement, in June 2022, VRE and NVTC (with NVTC as the Issuer) closed the sale of the Transportation District Special Obligation Revenue Bonds (Transforming Rail in Virginia) Series 2022 (Green Bonds). The sale of these double-A rated tax-exempt bonds generated approximately \$119 million in net proceeds that were then available for transfer to VPRA in July 2022.

FY 2024 Budget Assumptions & Summary

The FY 2024 Operating and Capital Budget totals \$190.7 million. FY 2024 budgeted operating expenses of \$108.9 million are higher than the prior year by \$11.2 million, an increase of 11.4%, with increased debt service obligations and increased operating expenses being balanced by projected revenue increases and the ongoing use of Federal pandemic relief funds. Major assumptions are as follows:

- Total jurisdictional contribution of \$18,300,780, no increase from the FY 2021 and original approved FY 2022 contribution. This is an increase of \$4.8 million over the FY 2023 budget amount of \$13,544,122.
- No increase in passenger fares, including the Amtrak Step-Up fare (which is currently suspended as a result of the COVID-19 pandemic). Fare revenue is budgeted at \$28.6 million based on a projected average daily ridership of 10,000 and 32 daily revenue trains.
- State operating assistance is projected at \$5.0 million, a decrease of \$19.5 million from the actual amount received in FY 2023, and a decrease of \$6.0 million under the amount originally projected in the approved FY 2023 budget.
- Diesel fuel cost projected at \$5.2 million, based on an average cost per gallon of \$3.05 and projected usage of 1.70 million gallons. This is an increase of \$0.6 million over the original FY 2023 budgeted amount.
- Track access fees across all three host railroads of \$21.3 million, based on estimated or actual contractual amounts. Grant funding from all sources for track access fees at 84%, or \$17.9 million, unchanged from the reimbursement percentage received in the FY 2023 budget. Access fee reimbursement was eliminated in the July 2021 amended FY 2022 budget.
- No staff additions proposed in FY 2024.
- Required contractual increases for train operations and maintenance of equipment budgeted at a net increase of \$2.1 million reflecting projected cost revisions, increased services and a CPI increase of 7.75%.
- Operating contingency at 2.0% of the operating budget, reflecting no change in rate from the 2.0% budgeted for FY 2023.
- Budgeted insurance premium costs decreased by \$0.3 million, or 3.7%, due to ongoing evaluation of VRE's needs and changes in the global insurance marketplace.
- In total, Net Departmental operating expenses increased by 1.0%, or an increase of \$0.4 million compared to FY 2023. This is primarily due to projected diesel fuel cost increases offset by budget reductions in several areas.

- Federal 5307 (Urbanized Area) and 5337 (State of Good Repair) funding of \$49.8 million, an increase of \$19.3 million over the approved FY 2023 budget.
- Capital matching funds from the State for the majority of the required non-federal share for selected projects. Most projects budgeted at 16% match, with 34% funding requested for the New York Avenue Midday Storage Facility and Washington Union Station improvement projects.
- Contribution to the Capital Reserve of \$3.0 million, with an allocation of \$41,537 from the Reserve balance for FY 2024 capital projects.

Subsidy by Jurisdiction

The FY 2024 budget includes no change in the total jurisdictional contribution amount as compared to FY 2021. Each year, VRE and PRTC conduct a survey of VRE riders that includes the rider's jurisdiction of residence. This survey data serves as the basis for calculating the contribution allocation by jurisdiction, in accordance with the VRE Master Agreement.

However, due to the COVID-19 pandemic, for FY 2022 and FY 2023, the VRE Operations Board found that a survey would be challenging to administer safely and unlikely to produce reliable results. Therefore, the Operations Board directed staff that no survey was to be performed in either October 2020 or October 2021 and that the jurisdictional contribution allocation would remain at FY 2021 allocation percentages for all jurisdictions.

Per the Operations Board's direction, VRE and PRTC staff were directed to resume conducting the survey for FY2024, which occurred in November 2022. The results of this survey were used to calculate the division of the FY 2024 jurisdiction contributions.

The FY 2024 jurisdictional subsidy is as follows (see next page):

Subsidy by Jurisdiction FY 2021-2024

Jurisdiction	FY 2021		FY 2022		FY 2023		FY 2024 Recommended		Change FY21 to FY24	Change FY23 to FY24
	Subsidy	Percent	Subsidy	Percent	Subsidy	Percent	Subsidy	Percent		
Fairfax County	\$ 6,379,017	34.9%	\$ 1,658,006	34.9%	\$ 4,721,011	34.9%	\$ 5,596,589	30.6%	\$ (782,428)	\$ 875,578
Prince William County	5,930,777	32.4%	1,541,501	32.4%	4,389,276	32.4%	5,606,638	30.6%	(324,139)	\$ 1,217,362
Stafford County	2,477,175	13.5%	643,856	13.5%	1,833,319	13.5%	2,681,588	14.7%	204,413	\$ 848,269
Spotsylvania County	1,503,754	8.2%	390,849	8.2%	1,112,905	8.2%	2,163,467	11.8%	659,713	\$ 1,050,562
Manassas	807,234	4.4%	209,813	4.4%	597,421	4.4%	754,232	4.1%	(53,002)	\$ 156,811
Manassas Park	468,364	2.6%	121,735	2.6%	346,629	2.6%	515,236	2.8%	46,872	\$ 168,607
Fredericksburg	367,089	2.0%	95,412	2.0%	271,677	2.0%	615,660	3.4%	248,571	\$ 343,983
Arlington	218,219	1.2%	56,719	1.2%	161,500	1.2%	218,219	1.2%	-	\$ 56,719
Alexandria	149,151	0.8%	38,767	0.8%	110,384	0.8%	149,151	0.8%	-	\$ 38,767
	\$ 18,300,780	100%	\$ 4,756,658	100%	\$ 13,544,122	100%	\$ 18,300,780	100%	\$ -	\$ 4,756,658

Jurisdiction	October 2019		October 2020		October 2021		November 2022	
	Riders	Percent	Riders	Percent	Riders	Percent	Riders	Percent
Fairfax County	2,449	25.9%	NO SURVEY PERFORMED		NO SURVEY PERFORMED		846	23.4%
Prince William County	2,752	29.1%					977	27.0%
Stafford County	1,520	16.1%					537	14.9%
Spotsylvania County	1,079	11.4%					501	13.9%
Manassas	399	4.2%					136	3.8%
Manassas Park	229	2.4%					93	2.6%
Fredericksburg	287	3.0%					139	3.8%
Other	734	7.8%					385	10.7%
	9,449	100%					3,614	100%

FY 2024 Summary Recommended Budget

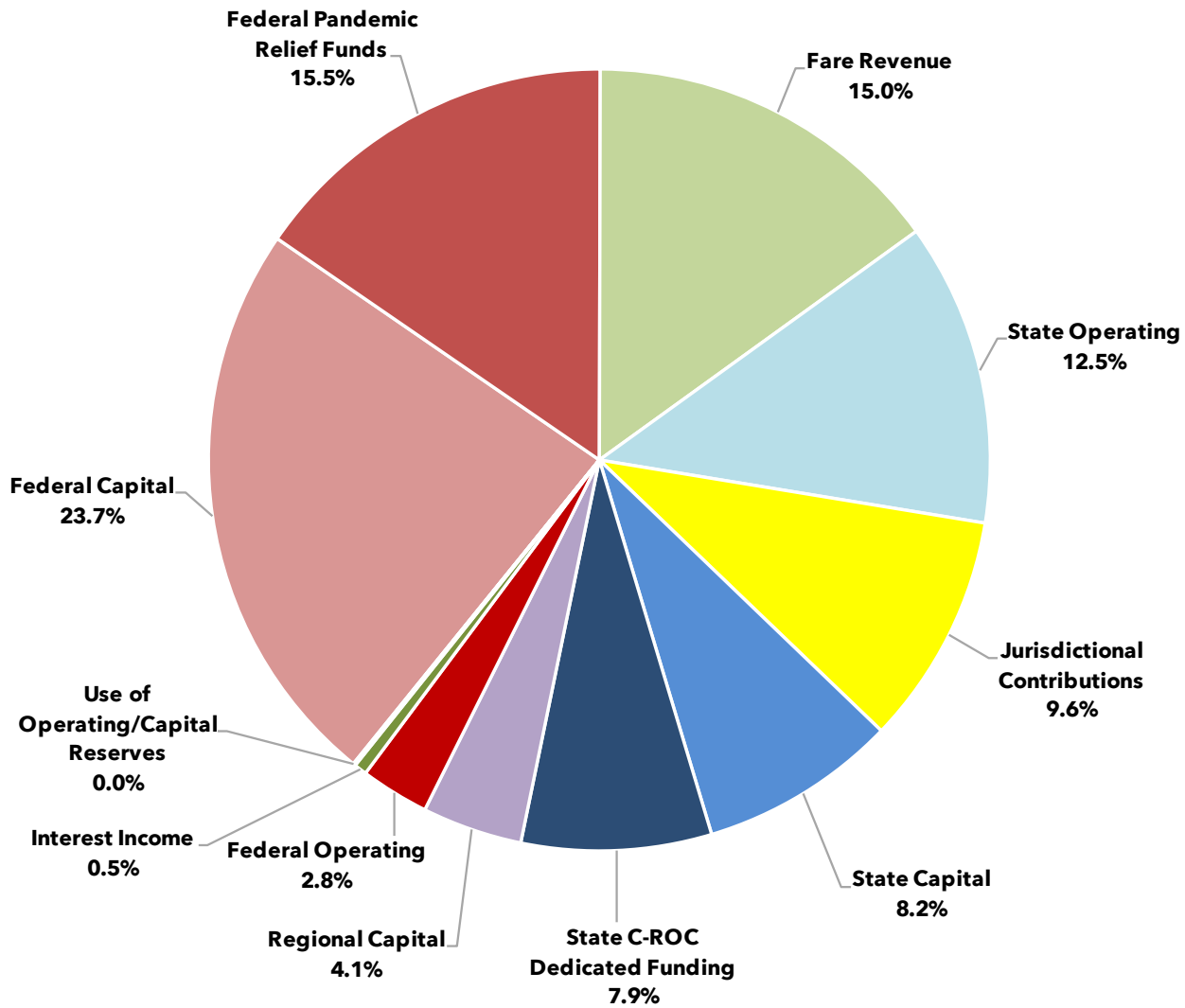
	Approved FY 2023		Recommended FY 2024	
	FY 2023 Operating	FY 2023 Capital	FY 2024 Operating	FY 2024 Capital
Revenue:				
Fare Revenue	\$ 25,296,000		\$ 28,640,000	
Miscellaneous Revenue	200,000		150,000	
Jurisdictional Contributions	9,132,741	4,411,381	12,856,631	5,444,149
Other Sources (Use of Prev. Surplus)	-	-	-	-
NVTA Grant Funding	-	-	-	7,900,000
State CROC Dedicated Funding	-	15,000,000	7,496,000	7,504,000
Federal/State Subsidy - Operating (incl. Pandemic Relief)	62,988,160		58,803,857	
Federal/State Subsidy - Capital		68,299,306		60,909,307
Operating/Capital Reserves	-	-	-	41,537
Interest Income	150,000		1,000,000	
Total Revenue	\$ 97,766,901	\$ 87,710,687	\$ 108,946,488	\$ 81,798,993
Operating/Non-Operating Expenses:				
Non-Departmental Operating	\$ 9,323,429		\$ 9,080,893	
Executive, HR & Administration	1,643,800		1,699,800	
General Counsel	440,200		453,500	
Government & Public Relations	702,000		710,800	
Marketing	326,500		609,000	
Finance and Accounting	3,291,500		3,294,500	
Purchasing and Contract Administration	793,100		845,250	
Project Development	950,400		867,900	
Design & Construction	1,096,000		1,282,500	
Rail Operations	2,479,000		2,602,000	
Information Technology	2,219,000		2,389,716	
Facilities Maintenance	4,083,800		3,814,900	
Mechanical Operations	11,373,300		11,534,400	
System Safety & Security	1,161,350		1,097,900	
PRTC	102,000		102,000	
NVTC	90,000		90,000	
Train Operations	17,797,500		19,129,000	
Maintenance of Equipment	8,771,000		9,556,500	
Amtrak	4,578,000		4,726,000	
Amtrak Access Fees	8,167,000		8,264,000	
Norfolk Southern Access Fees	3,351,000		3,491,000	
CSX Access Fees	8,805,000		9,584,000	
Total Operating/Non-Operating Expenses	\$ 91,544,879	\$ -	\$ 95,225,559	\$ -
CIP Expenditures		\$ 87,710,687		\$ 81,798,993
Debt Service	6,222,023		13,720,929	
Total CIP and Other Expenditures	\$ 6,222,023	\$ 87,710,687	\$ 13,720,929	\$ 81,798,993
Grand Total Expenses	\$ 97,766,901	\$ 87,710,687	\$ 108,946,488	\$ 81,798,993

Access and Lease Fees														
Amtrak														
NS														
CSX														
Total														
21,339,000														

LEVEL OF SERVICE FOR FY 2024														
32 Trains														
10,000 Avg. Daily Riders														

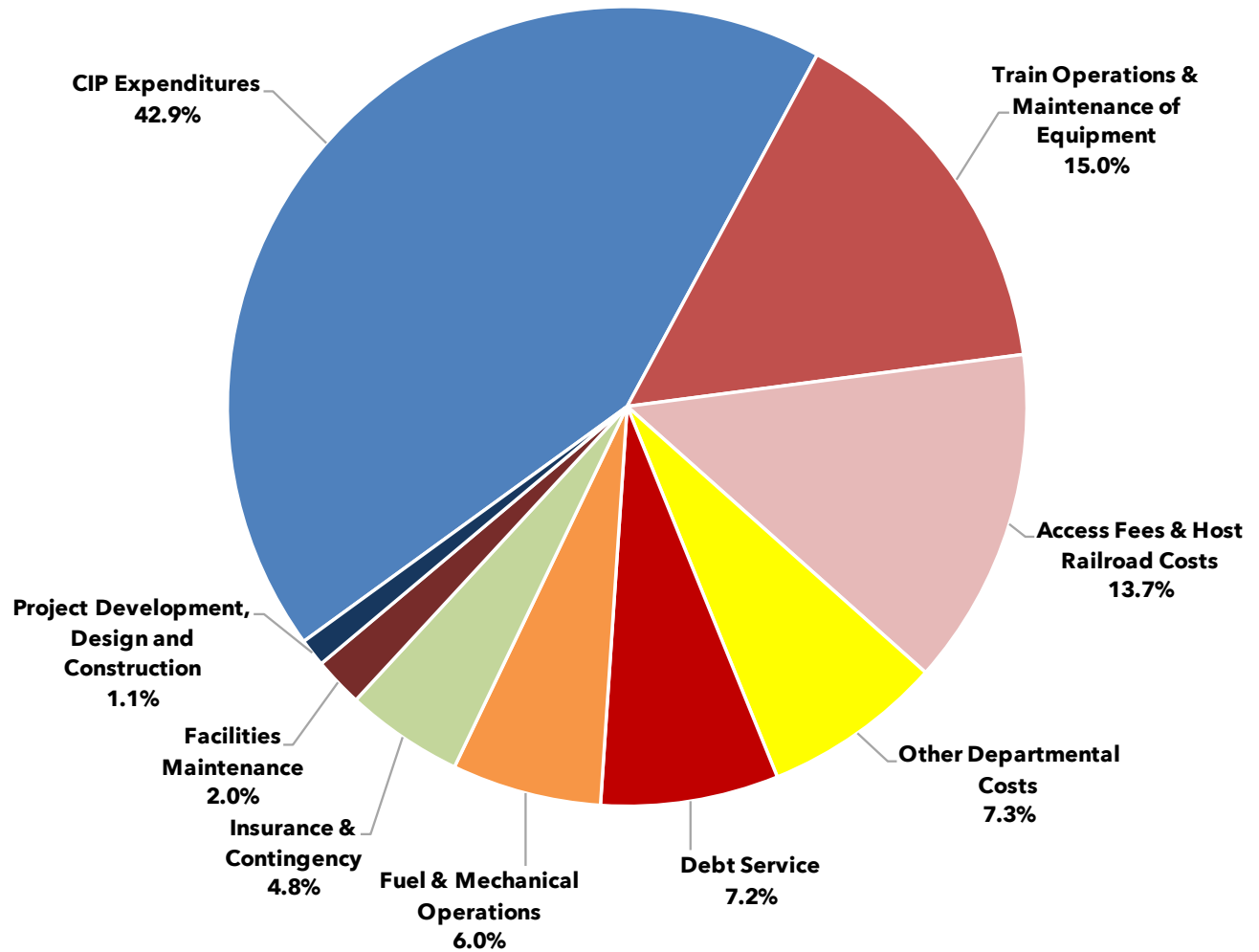
	USES OF FUNDS	SOURCES OF FUNDS													
		STATE							FEDERAL					TOTAL	
		FARE INCOME	INTEREST	MISC	LOCAL CONTRIBUTION	OTHER SOURCES	NVTA FUNDING	STATE CROC FUNDING	STATE OPERATING	STATE CAPITAL	STATE STP	5307/5337	PANDEMIC RELIEF FUNDS		OTHER
Operating Expenses	95,167,559	28,640,000	1,000,000	150,000	12,454,525	-	-	-	5,000,000	17,924,760	-	520,000.00	29,478,274	-	95,167,559
Non-Operating Expenses:															
Operating Reserve	58,000				58,000										58,000
Debt Service Series 2022 Bonds - Prin./Interest	7,496,000				-			7,496,000							7,496,000
Debt Service MUFG - Gallery IV - 11 Cabcars	1,931,357				77,254					309,017		1,545,086			1,931,357
Debt Service VRA - 60 Railcars (Local)	99,072				99,072										99,072
Debt Service VRA - 60 Railcars (Fed/State/Local)	4,194,500				167,780					671,120		3,355,600			4,194,500
Non-Operating Summary	13,778,929	-	-	-	402,106	-	-	7,496,000	-	980,137	-	4,900,686	-	-	13,778,929
Total Expenses (Subtotal)	108,946,488	28,640,000	1,000,000	150,000	12,856,631	-	-	7,496,000	5,000,000	18,904,897	-	5,420,686	29,478,274	-	108,946,488
Capital Projects:															
New York Avenue Midday Storage Facility	15,012,878				600,515					5,104,379		9,307,984			15,012,878
Washington Union Station Improvements	10,000,000				400,000					3,400,000		6,200,000			10,000,000
L'Enfant Station Improvements	11,122,923				444,917					1,779,668		8,898,338			11,122,923
Franconia-Springfield Station Improvements	4,854,871				194,195					776,779		3,883,897			4,854,871
Fleet Expansion Coaches (Railcars)	3,133,206				125,328					501,313		2,506,565			3,133,206
Equipment Asset Management Program	1,696,865				67,875					271,498		1,357,492			1,696,865
Security Enhancements	105,000				4,200					16,800		84,000			105,000
Unprogrammed Capital Funds	15,177,987				607,119					2,428,478		12,142,390			15,177,987
CROC Contribution to VPRA Capital Projects	7,504,000				-			7,504,000		-		-			7,504,000
Capital Reserve Contribution	3,000,000				3,000,000					-					3,000,000
Capital Project Summary	71,607,730	-	-	-	5,444,149	-	-	7,504,000	-	14,278,915	-	44,380,666	-	-	71,607,730
CMAQ/REF/IPROC															
Crystal City Station Improvements (NVTA)	7,941,537				-	41,537	7,900,000					-			7,941,537
L'Enfant Station Improvements (VPRA)	1,100,000				-					1,100,000		-			1,100,000
Brooke Station Improvements (GWRC)	574,863				-					114,973			459,890		574,863
Leeland Road Station Improvements (GWRC)	574,863				-					114,973			459,890		574,863
Summary	10,191,263	-	-	-	-	41,537	7,900,000	-	-	1,329,945	-	-	-	919,781	10,191,263
TOTAL	\$ 190,745,481	\$ 28,640,000	\$ 1,000,000	\$ 150,000	\$ 18,300,780	\$ 41,537	\$ 7,900,000	\$ 15,000,000	\$ 5,000,000	\$ 34,513,757	\$ -	\$ 49,801,351	\$ 29,478,274	\$ 919,781	\$ 190,745,481
Soft Capital Projects															
Debt Service 11 Cabcars															
Access lease funding (0%/84%)															
Local only															
Fed/State/Local															
Fed/State/Local															
Grant & Project Management															
Subtotal															
Capital Projects/Earmarks															
Capital Program															

FY 2024 Sources of Funds



Revenue Source	FY 2023 Amount	% of Total
Federal Capital	\$ 45,300,447	23.7%
Federal Pandemic Relief Funds	\$ 29,478,274	15.5%
Fare Revenue	\$ 28,640,000	15.0%
State Operating	\$ 23,904,897	12.5%
Jurisdictional Contributions	\$ 18,300,780	9.6%
State Capital	\$ 15,608,860	8.2%
State C-ROC Dedicated Funding	\$ 15,000,000	7.9%
Regional Capital	\$ 7,900,000	4.1%
Federal Operating	\$ 5,420,686	2.8%
Interest Income	\$ 1,000,000	0.5%
Other Sources & Misc. Revenue	\$ 150,000	0.1%
Use of Operating/Capital Reserves	\$ 41,537	0.0%
Total Sources of Funds	\$ 190,745,481	100.0%

FY 2024 Uses of Funds



Type of Use	FY 2023 Amount	% of Total
CIP Expenditures	\$ 81,798,993	42.9%
Train Operations & Maintenance of Equipment	\$ 28,685,500	15.0%
Access Fees & Host Railroad Costs	\$ 26,065,000	13.7%
Other Departmental Costs	\$ 13,894,466	7.3%
Debt Service	\$ 13,720,929	7.2%
Fuel & Mechanical Operations	\$ 11,534,400	6.0%
Insurance & Contingency	\$ 9,080,893	4.8%
Facilities Maintenance	\$ 3,814,900	2.0%
Project Development, Design and Construction	\$ 2,150,400	1.1%
Total Uses of Funds	\$ 190,745,481	100.0%



Amended FY 2023 Budget

FY 2023 Budget Amendments

The FY 2023 budget has been revised to reflect current projections for revenue and expenses, as follows:

Revenue

- Increase in state operating assistance in the amount of \$13.5 million to reflect a higher funding amount than originally projected.
- Decrease in passenger fare revenue in the amount of \$6.1 million, to reflect the slower than projected return of ridership, as well as Fare Free September and a slightly lower average fare per passenger. Total projected passenger fare revenue is reduced from \$25.3 million to \$19.2 million.
- An increase in interest income of \$1.4 million, reflecting higher than projected interest rates.
- Decrease in the utilization of federal pandemic relief funds of \$5.3 million reflecting overall higher than projected revenues offset by reduced passenger revenue and increased costs.

Expenses

- FY 2023 operating contingency was reduced by a net \$743,429 for various additions and revisions of current year operating and capital costs and revenue. The notable expense changes are:
 - An increase in diesel fuel costs of \$1.9 million;
 - An increase in costs related to the second phase of the VRE System Plan of \$500,000;
 - An increase in costs for Facilities Maintenance for higher than projected work levels as well as staff supplementation of \$260,000;
 - An increase in costs for Information System related primarily to cybersecurity requirements and regulations of \$236,000;
 - An increase in Advertising costs related to the return of ridership effort of \$150,000;
 - An increase in costs for Rail Operations for higher than projected contractual escalations related to fare collections and costs related to maintaining Payment Card Industry compliance of \$92,000;
 - An increase in specialized software costs related to Project Development and planning of \$45,000;
 - An increase in costs for staff recruitment of \$25,000;
 - A reduction of Amtrak Step-Up costs of \$167,000 due to the ongoing suspension of the Step-Up agreement with Amtrak.
- The operating contingency was restored to a level of \$1.0 million for the second half of FY 2023 as part of the net changes to state operating assistance and the reduction of the use of pandemic relief funds (see Revenue changes above).

Capital Program

- Capital project obligations were increased by \$31.2 million to reflect additional available capital funding:
 - o An additional \$24.9 million of Federal formula funding (with State and Local matching funds) for capital projects, primarily for midday storage projects, the Lifecycle Overhaul & Upgrade (LOU) facility as well as increases for VRE's Equipment and Facility asset management programs;
 - o An additional \$5.2 million of CMAQ funding for the Broad Run expansion and the Backlick Road station improvement projects;
 - o An additional \$1.1 million in VPRA funding for the L'Enfant station improvement project.

FY 2022 Surplus/Deficit

- Federal pandemic relief funds (specifically CARES Act funds in FY 2022) were used to backfill reduced passenger fare revenue. These grant funds required no local match and were available to support nearly all operating expenses related to the provision of VRE service that were not already covered by other operating revenues. Therefore, VRE ended FY 2022 with essentially a zero net position (i.e., no surplus or deficit).
- Operating reserve (working capital) currently at slightly more than three months of operating expense – no additional contribution required.
- Budgeted \$3.0 million contribution made to Capital Reserve.

[illegible]



Six-Year Financial Forecast

Six-Year Financial Forecast

In accordance with the VRE Master Agreement, the FY 2024 budget includes a six-year financial plan, covering FY 2024 thru FY 2029. The key assumptions in the forecast are outlined below:

- Operating ratio is not projected to be maintained at 50% or higher through FY 2029
- Projected service level:
 - o 32 daily revenue trains for FY 2024 – FY 2029
- Operating costs:
 - o Increase in base costs varies by year, based on projected inflationary pressures and economic conditions
 - o Operating cost projections of major capital projects included
 - o Train operations and maintenance of equipment, midday services, fuel, track leases and debt service tracked separately
- Fare revenue:
 - o No change in FY24; 3% increase in FY 2025, FY 2027, and FY 2029 – no increase in FY 2026 and FY 2028
- Local subsidy:
 - o No change in FY24; 3% increase in FY 2026 and FY 2028 – no increase in FY 2025, FY 2027, and FY 2029
- Grant revenue:
 - o Access lease reimbursement funding equal to 84% of access costs through FY 2029.
 - o State operating grant funding based on current State projection for FY 2024, with projected amounts at historical average for FY 2025 thru FY 2029
 - o Federal capital program is shown as in six-year CIP, with increasing funding availability from FY 2024 to FY 2029
 - o State capital grant matched at 16% in FY 2024, except for New York Avenue Midday Storage Facility and Washington Union Station Improvements projects, matched at 34% in FY 2024
 - o State capital grant matching projected to be maintained at 16% in FY 2024 – FY 2029
- Tools for addressing potential funding gaps in future years are listed at the bottom of the forecast: use of Federal pandemic relief funds, reduction or deletion of annual contribution to capital reserve; use of federal funds for preventive maintenance in operating budget; use of C-ROC dedicated funding for operating expenses; and use of capital or operating reserve funds, as applicable. Some combination of these and other options would be considered if funding issues are not resolved, with priority use of VRE's available federal pandemic relief funds.

FY 2024-FY 2029 Six Year Financial Forecast

Description	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	Comments
Number of Trains	32	32	32	32	32	32	32	
Manassas Line	16	16	16	16	16	16	16	
Fredericksburg Line	16	16	16	16	16	16	16	
Average Daily Ridership	8,000	10,000	11,200	12,500	14,000	15,700	17,600	Projected at 12% year-to-year Increases FY24-FY29
Average Fare Price	12.50	11.50	10.82	10.82	11.14	11.14	11.47	No increase in FY24; 3% Increase in FY25, FY27 & FY29
Operating Ratio	28%	30%	31%	33%	37%	40%	45%	Return to 50% ratio driven by return of ridership and reduction of use of Pandemic Relief Funds
Use of Funds for Operations								
Net Operating Expenses	27,805,379	27,932,059	28,770,021	29,633,121	30,522,115	31,437,778	32,380,912	Projected at a Net 3% increase per year
Operating Expense of Capital Projects	-	-	258,000	303,000	333,000	348,000	383,000	Projections based on in-progress projects
Budgeted Operating Reserves	100,000	58,000	307,406	317,302	327,522	338,077	348,977	Maintain Minimum of 17% Operating Reserve
Insurance	7,580,000	7,300,000	7,592,000	7,895,680	8,211,507	8,539,967	8,881,566	Projected at a Net 4% increase per year
Amtrak	4,578,000	4,726,000	4,915,040	5,111,642	5,316,107	5,528,752	5,749,902	Projected at a Net 4% increase per year
Contracted Train Operations	17,797,500	19,129,000	19,702,870	20,293,956	20,902,775	21,529,858	22,175,754	Projected at a Net 3% increase per year
Maintenance of Equipment	8,771,000	9,556,500	9,843,195	10,138,491	10,442,646	10,755,925	11,078,603	Projected at a Net 3% increase per year
Fuel	4,590,000	5,185,000	5,392,400	5,608,096	5,832,420	6,065,717	6,308,345	Projected at a Net 4% increase per year
Track Lease Expense	20,323,000	21,339,000	22,192,560	22,935,037	24,003,473	24,963,612	25,962,156	Based on projected contractual increases
Debt Service	6,222,023	13,720,929	13,715,660	11,791,975	11,791,575	11,787,847	11,790,028	Based on Debt Service schedules
Total Operating Costs	97,766,901	108,946,488	112,689,152	114,028,300	117,683,140	121,295,533	125,059,243	
Sources of Funds For Operations								
Fare Revenue	25,296,000	28,640,000	30,400,000	33,900,000	39,100,000	43,900,000	50,700,000	
Interest Income	150,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	
Other Income	200,000	150,000	150,000	150,000	150,000	150,000	150,000	
Other	-	-	-	-	-	-	-	One-Time Expenditures, Use of Prev. FY Surplus
State CROC Dedicated Funding (Operating)	-	7,496,000	7,495,000	7,499,500	7,499,000	7,498,500	7,497,750	CROC - Operating Portion (Series 2022 Debt Service)
State Operating Support	11,000,000	5,000,000	11,000,000	11,000,000	11,000,000	11,000,000	11,000,000	
State Operating Grant (Incl. Track Access & Debt Fundin	18,050,992	18,904,897	19,621,205	19,936,375	20,833,878	21,639,878	22,479,124	FY22-FY27, State at 84% for Track Access Reimbursement
Federal Grants:								
Track Access Lease Funding	-	-	-	-	-	-	-	FY22-FY27, State at 84% for Track Access Reimbursement
Federal Operating Funds (Debt service & loans)	4,898,361	4,900,686	4,897,271	3,354,722	3,354,802	3,352,220	3,354,565	
Other Federal Revenues	520,000	520,000	520,000	520,000	520,000	520,000	520,000	
Federal CARES Act Revenues	28,518,808	29,478,274	-	-	-	-	-	
Total Operating Revenues	88,634,160	96,089,857	75,083,475	77,360,598	83,457,680	89,060,598	96,701,439	
Surplus/(Deficit) for Operations	(9,132,741)	(12,856,631)	(37,605,677)	(36,667,702)	(34,225,460)	(32,234,935)	(28,357,804)	
Jurisdictional Contribution	13,544,122	18,300,780	18,300,780	18,849,803	18,849,803	19,415,298	19,415,298	No Change in FY24; 3% Increase in FY26 & FY28
Net subsidy available for capital match	4,411,381	5,444,149	(19,304,897)	(17,817,899)	(15,375,656)	(12,819,637)	(8,942,506)	
Use of Funds for Capital Program								
Capital Cost Base Program	87,710,687	81,798,993	57,841,717	50,899,723	58,650,123	58,653,852	61,054,602	
Total Capital Program Costs	87,710,687	81,798,993	57,841,717	50,899,723	58,650,123	58,653,852	61,054,602	
Sources of Funds for Capital Program								
Federal Grants:	80%	80%	80%	80%	80%	80%	80%	
Federal funding (Includes CMAQ)	30,607,205	45,300,447	31,549,374	32,319,378	38,519,298	38,521,882	40,441,882	Includes Federal Pandemic Relief Funding
Matching Funds								
State Capital Grants - non-federal costs	37,692,100	15,608,860	6,309,875	6,463,876	7,703,860	7,704,376	8,088,376	
Local/Other Funds	-	41,537	-	-	-	-	-	
NVTA Capital Grant Funding	-	7,900,000	7,900,000	-	-	-	-	
State CROC Dedicated Funding - Capital	15,000,000	7,504,000	7,505,000	7,500,500	7,501,000	7,501,500	7,502,250	CROC - Capital Portion
Net local subsidy available for capital match	4,411,381	5,444,149	(19,304,897)	(17,817,899)	(15,375,656)	(12,819,637)	(8,942,506)	
Total Sources of Funding for Capital Program	87,710,687	81,798,993	26,059,351	28,465,855	38,348,502	40,908,121	47,090,001	
Additional funds required to fund Operations and Capital:								
Additional required for operations/base program	-	-	(23,882,366)	(22,433,868)	(20,301,621)	(17,745,731)	(13,964,601)	
Potential Means to Address Future Gap As Needed:								
Use of Federal Pandemic Relief Funds (Future Years)	-	-	(23,882,366)	(22,433,868)	(20,301,621)	(17,745,731)	(13,964,601)	
Reduction of Annual Capital Reserve Contribution	-	-	-	-	-	-	-	
Use of Federal Formula Funds for Preventive Maint.	-	-	-	-	-	-	-	80% Federal Money, Net Effect of Use
Use of CROC Funds for Operations	-	-	-	-	-	-	-	CROC Funding may be used for Capital or Operating
Use of Reserve Funds	-	-	-	-	-	-	-	
Remaining Shortfall After Potential Solutions Utilized	-	-	-	-	-	-	-	

Note: Capital Program excludes debt service



**Capital
Improvement
Program
FY 2024 -
FY 2029**

Introduction

The FY 2024 – 2029 VRE Capital Improvement Program (CIP) is an integrated set of projects and programs that will improve passenger safety and operational efficiency, maintain the VRE system in a state of good repair, and expand capacity. The six-year CIP includes both fully- and partially-funded projects. Future projects that are unfunded are not shown in the six-year program but are discussed separately.

- **Funded** projects are those that are funded through federal formula grants received annually by VRE; through state funding in accordance with the Commonwealth’s Six-Year Improvement Program (SYIP); through already allocated funds from other entities, such as NVTa, FAMPO or a VRE jurisdiction; or through other committed sources.
- **Partially funded** projects are those that are pending a discretionary allocation by a funding authority or for which a funding source has not yet been identified. Because discretionary funding relies on the actions of other entities, funds may not be available when needed.

In addition to grants and other funding agreements with outside partners, VRE has the following internal funding mechanisms to support the capital program:

- The **Commuter Rail Operating and Capital (C-ROC) Fund** was created by the General Assembly in 2018. C-ROC funding is dedicated to “retaining, maintaining, improving, and developing commuter rail-related infrastructure improvements and operations” in the Commonwealth. VRE receives a dedicated allocation of \$15 million annually from C-ROC that may be used to support the cost of VRE’s commuter rail operations as well as to make necessary capital investments and improvements, either on a pay-as-you-go basis or through the issuance of debt. C-ROC funding may be used as matching funds for state and federal grants. As a result of a funding agreement with the Virginia Passenger Rail Authority (VPRa), C-ROC funds in each of the six years of the FY 2024-2029 CIP are dedicated to payment of debt service and to capital support for major VPRa projects (primarily the new Long Bridge).
- The **Capital Reserve** was created in order to complete projects, take advantage of grant opportunities that require substantial local match, or to fund initial costs to support major grant proposals or evaluate alternatives. Funding is provided from prior year surpluses, the sale of assets, and, beginning in FY 2015, from a \$3 million annual jurisdictional contribution included in the budget.

Description of the CIP

The VRE Capital Improvement Program is designed to maintain VRE passenger equipment and facilities in a state of good repair and to accommodate growth within adopted service and safety standards. Projects and programs in the CIP fall into one of the following categories:

- The acquisition of land for a public purpose.
- The construction or purchase of an asset of significant size, including rolling stock and other equipment, facilities, railroad infrastructure and automated systems.
- Rehabilitation or major repair to all or part of a major facility, piece of equipment, or other asset, beyond the level considered as routine annual maintenance.
- Any specific planning, engineering, design work or grant and project management costs related to an individual project falling within the first three categories.
- Any long-term grant funded projects for which inclusion in the CIP is considered appropriate.

Priorities: Projects included in the CIP are prioritized with an emphasis on passenger safety, regulatory requirements, and maintaining current equipment and facilities in a state of good repair. In addition, expansion projects are selected in accordance with VRE's System Plan 2040 and with the state's Transforming Rail in Virginia (TRV) program.

Board/Commission Approval: Once the CIP has been developed, it is forwarded as part of the budget to the VRE Operations Board. With their approval, the budget goes to the Commissions for final authorization. The VRE budget process begins in the summer, with approval by the Operations Board in December and Commissions in January. Grant applications for the next fiscal year are prepared based on the approved CIP. The Operations Board and Commissions formally approve the current year of the CIP and amendments to the prior year.

Project Information: Detailed project information is provided, including a summary of funding sources for each project. FY 2023 funding reflects the amended budget for that year. In order to provide a complete picture of each project, funding and cost information is provided from the inception of the project through to its conclusion.

Prior Year Projects: Projects fully funded in prior years are reported in the CIP until all work on the project is completed.

The Capital Improvement Program (CIP) is a comprehensive inventory of VRE's planned capital projects and the capital funding sources that have been identified for the six years of the plan (FY 2024 to FY 2029). The primary purpose of the CIP is to provide a realistic picture of the funding outlook and any challenges VRE may face in securing adequate funding to pay for needed capital improvements. Many projects in VRE's six-year program are fully funded; however, certain key projects are only partially funded and additional funding must be identified. The recent sharp increases in inflation and the cost of key materials (steel, concrete, etc.) have resulted in

cost increases and funding gaps on some projects. VRE's internal funding sources (such as the Capital Reserve) and certain federal formula funds may be programmed to fill some of these gaps, but VRE will also continue to pursue additional funding at the federal, state, and local level in order to fully fund the capital program.

The capital improvement projects are designed to maintain and enhance VRE's service by renovating and strengthening the core system; improving the system's security and reliability; and modernizing and expanding the system to accommodate increasing ridership demand. This CIP is a snapshot of the current outlook and is updated periodically as projects are further developed and the funding environment evolves.

Capital Financial Outlook

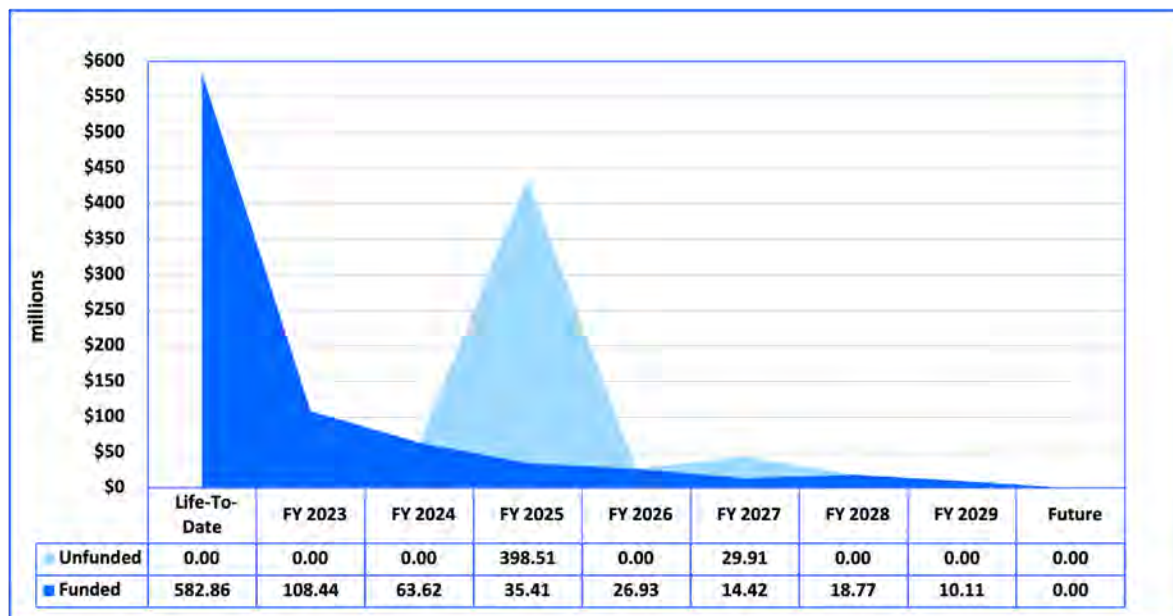
The overall outlook for the FY 2024 to FY 2029 CIP is generally positive, despite the impacts of the COVID-19 pandemic. Political and legislative actions over the past few years – including the creation of the dedicated C-ROC Fund at \$15 million per year, the commitment by the Commonwealth to continue current levels of reimbursement for track access fees, and the creation of the Virginia Passenger Rail Authority as part of the Transforming Rail in Virginia program – have created an environment that is supportive of VRE’s long-term growth.

Some funding challenges do remain, however, particularly beyond the immediate six-year period. On the capital side, certain key near-term projects are still partially unfunded, and while C ROC and Capital Reserve funds may be available to fill some gaps, an ongoing VRE priority for FY 2024 will be to continue to work with local, state and other partners on securing additional funding for the commuter rail system. The statutory limitations on the use of VRE’s primary source of federal formula funding (the Section 5337 State of Good Repair program) further complicates the capital funding picture.

Finally, this six-year CIP includes projects to expand VRE’s rolling stock (both locomotives and coaches). This expansion is currently programmed for roughly the FY 2028 to FY 2032 period, with the first major expenditures expected in FY 2028, which is why they are included in this six-year plan. This fleet expansion is currently unfunded and represents a significant majority of the total unfunded amount in the CIP.

Given current estimates, total project costs for projects in the FY 2024-FY 2029 CIP (including all costs to complete) are approximately \$1.28 billion. Committed funding for these projects currently totals \$860.6 million (67% funded) from a range of federal, state, regional, and local sources. This figure includes life-to-date funding through FY 2023. The graph below represents VRE’s funded and unfunded project costs for projects included in the FY 2024 – 2029 Six Year Plan, with future unfunded amounts for those projects also shown.

Capital Financial Outlook FY 2024 - FY 2029



Capital Sources And Uses

Capital projects frequently rely on funds obligated in prior years, unlike operating expenses. Most grants are awarded on a reimbursement basis, and grant allocations can be obtained for specific projects and programs over multiple years during which they can “accumulate” and be committed to a contract when the balance is sufficient for that phase of the project to proceed. The construction phase of a capital project will not be initiated unless and until the entire underlying funding commitment is in place.

In order to operate within funding constraints, VRE’s CIP centers on the fundamental need to prioritize the most vital initiatives and investments necessary to achieve key safety, reliability, capacity, and sustainability goals. The FY 2024 capital budget is driven primarily by the need to meet established programmatic commitments and maintain the necessary financial capacity to address emerging and longstanding needs required to maintain the safety and reliability of essential capital assets.

Capital funds come from a wide variety of federal, state, regional, and local sources. Except for FTA Section 5307 and 5337 formula allocations and the associated state transit capital match and local matching funds, most of VRE’s capital funding sources are one-time competitive or discretionary grants. Given the magnitude of VRE’s capital needs over the next six years and beyond, an aggressive approach to securing discretionary grants has been pursued in recent years and will continue to be necessary. Advocacy for project grant funding must be continuous at the local, regional, state, and federal levels from the moment a project is initiated. This process is intensive and requires the coordinated efforts of VRE staff, other local and regional bodies, and elected officials. The charts and graphs at the end of this section show the magnitude of the various funding sources on which VRE relies.

Decision-Making Factors

VRE considers several factors when determining which capital projects are allocated the limited funding that is available, including:

- Does the expenditure maintain the system in a state of good repair?
- Does this expenditure help VRE manage risk? Does this expenditure address VRE’s biggest identified sources of risk?
- Does this expenditure close an identified need (i.e., a gap between target and actual service levels)?
- Does this expenditure minimize life-cycle cost?
- Does this expenditure yield ongoing operational cost savings either through efficiency or reduced risk?
- Project continuity: Is this project already underway and does it need ongoing funding to continue implementation from a prior year?

- Project interdependence: Are other projects dependent on this project? Is this project dependent on others?

Commuter Rail Operating and Capital Fund (C-ROC)

As part of the FY 2020 budget, the Operations Board adopted the follow criteria for programming of C-ROC funds:

1. C-ROC funds should be prioritized to projects that are not eligible for typical VRE discretionary capital funding sources, such as DRPT Smart Scale or NVTA regional funding.
2. C-ROC funds should be prioritized to projects where a commitment of local funding could leverage significant state or federal matching funds.
3. C-ROC funds should support projects that are necessary in order to allow for future capacity expansion.
4. VRE should continue to use the Capital Reserve to fund smaller needs (such as minor cost or scope changes in an existing project) and should use C-ROC funds on 'transformative' projects.
5. VRE should consider C-ROC funds as a supplementary funding source for the replacement of major existing assets such as railcars.

Based on these criteria, the Operations Board originally committed three years of C-ROC funding to two critical projects:

- FY 2019: \$15 million for L'Enfant Station Improvements
- FY 2020: \$15 million for Crystal City Station Improvements
- FY 2021: \$15 million for L'Enfant Station Improvements

In March 2021, VRE executed a Funding Agreement with DRPT (that was subsequently assigned to the Virginia Passenger Rail Authority) for a contribution to the TRV program using C-ROC funds. The agreement called for (a) the issuance of debt backed by C-ROC, with the proceeds used to assist in the Commonwealth's purchase of rail right-of-way from CSX Transportation, and (b) a ten-year period whereby any C-ROC funds not used for debt service would be used on a pay-as-you-go basis to reimburse VPRA for expenses incurred on major capital projects in the VRE service area.

VRE (with NVTC as the issuer of the bonds) completed the sale of revenue bonds backed by the C-ROC Fund in June 2022, in accordance with the Funding Agreement. These bonds have a 30-year term and flat annual debt service of \$7.5 million per year (i.e., half of the annual \$15 million that VRE receives). Approximately \$119 million in net proceeds from the bond sale were transferred to VPRA in July 2022 for the ROW purchase. As of November 2022, VPRA has indicated they intend to use VRE's C-ROC PAYGO funding support of \$7.5 million per year on the design, engineering, and construction of the new Long Bridge.

As part of the FY 2024 budget, approximately \$4 million of the C-ROC funds originally programmed for L'Enfant are being reprogrammed towards the Track 22 rehabilitation project within Washington Union Station. This project, which is funded jointly by Amtrak and VRE, is critical to increasing capacity on the lower level at Union Station. A non-federal source of funds is needed from VRE to match the federal funds being provided by Amtrak.

Unfunded Projects and Unprogrammed Funding Sources

Approximately \$428.4 million (33%) of VRE's \$1.289 billion CIP is currently unfunded. This figure includes the Broad Run Expansion, Crystal City Station Improvements and the L'Enfant Station and Fourth Track projects that are within the six-year window, and Fleet Expansion railcars and locomotives that are primarily beyond the next six years, as well as other smaller projects. These unfunded needs will be addressed in future budget cycles through a combination of applications for discretionary funding as well as the programming of internal VRE funds.

In addition to these unfunded projects, the six-year CIP period also includes federal grant funds – primarily Section 5337 State of Good Repair (SGR) funds and the associated state and local match – that are not currently programmed to a specific project. The total unprogrammed amount (inclusive of the required match) is approximately \$220 million over the entire CIP period, with the majority of those unprogrammed funds in the last three years of FY 2026-2029.

In the past, when VRE's allocation of federal funds was smaller and its investment needs for SGR projects were larger, VRE was able to fully program its federal funds each year. Now, while VRE is still able to program the majority of its funds for projects such as debt service, Washington Union Terminal, midday storage, and asset management activities, a portion of the funds remains unprogrammed. Unfortunately, these SGR funds are not available to support VRE's capacity expansion projects, and VRE's primary existing assets – railcars, locomotives, stations, parking lots, and yards – do not require significant rehabilitation or replacement at this time. VRE is working with stakeholders, including the Federal Transit Administration, on alternative strategies to utilize this SGR funding in a timely manner. In addition, VRE believes it is prudent at this time to keep some of these funds unprogrammed in the event that economic changes or other uncertainties lead to significant cost increases for existing SGR projects.

CIP Project Sheets

The FY 2024-2029 CIP includes 30 separate projects. For ease of understanding, these individual projects have been grouped into **categories** with identifying project IDs:

Asset Management/State of Good Repair (AM) - refers to projects that ensure that assets perform at their highest level throughout their service life, and to the formal effort to consistently address, evaluate, analyze and prioritize the condition of VRE's rolling stock and facilities.

Information Technology (IT) - Includes project that supports the installation of an Enterprise Resource Planning system to support VRE operations and the Upgrade of VRE's Transit Display system and train information portal.

Passenger Station Facilities (ST) - includes projects that lengthen or widen existing station platforms, construct new platforms at current stations or add new stations to the system.

Rolling Stock Equipment (RS) - refers to the purchase of replacement or expansion locomotives and coaches; coaches may be either cab cars or trailers.

Station Parking (PK) - includes projects that modify or expand parking at specific VRE station locations. Parking may be provided in surface lots or as structured parking. Parking at a station can exclusively serve VRE riders but may also serve other users such as bus transit riders at multi-modal stations.

Track and Signal Infrastructure (TS) - refers to the installation of rail, ties, rail fastenings, hardware and roadbed over which trains operate; the electrical or mechanical signal devices used to control train movements; and other railroad infrastructure such as interlockings, crossovers, switches, or turnouts.

Train Maintenance and Storage Facilities (MS) - includes midday or overnight storage tracks and related switches, signals, or power sources; buildings, structures or equipment used to inspect, repair or maintain rolling stock; warehouse facilities; crew buildings; and other facilities or equipment such as employee parking or exterior fencing or lighting.

Other (OT) - projects that are unique because they span multiple categories; will be primarily funded by other stakeholders; or represent reserve contributions.

In addition, projects are classified by project **type**, as follows:

Asset Management - improvements or repairs to prolong the useful life of an existing asset; meet mandated requirements or otherwise modernize the asset or system; or to enhance safety and security.

Replacement and Rehabilitation - replacement or major rehabilitation of an existing asset.

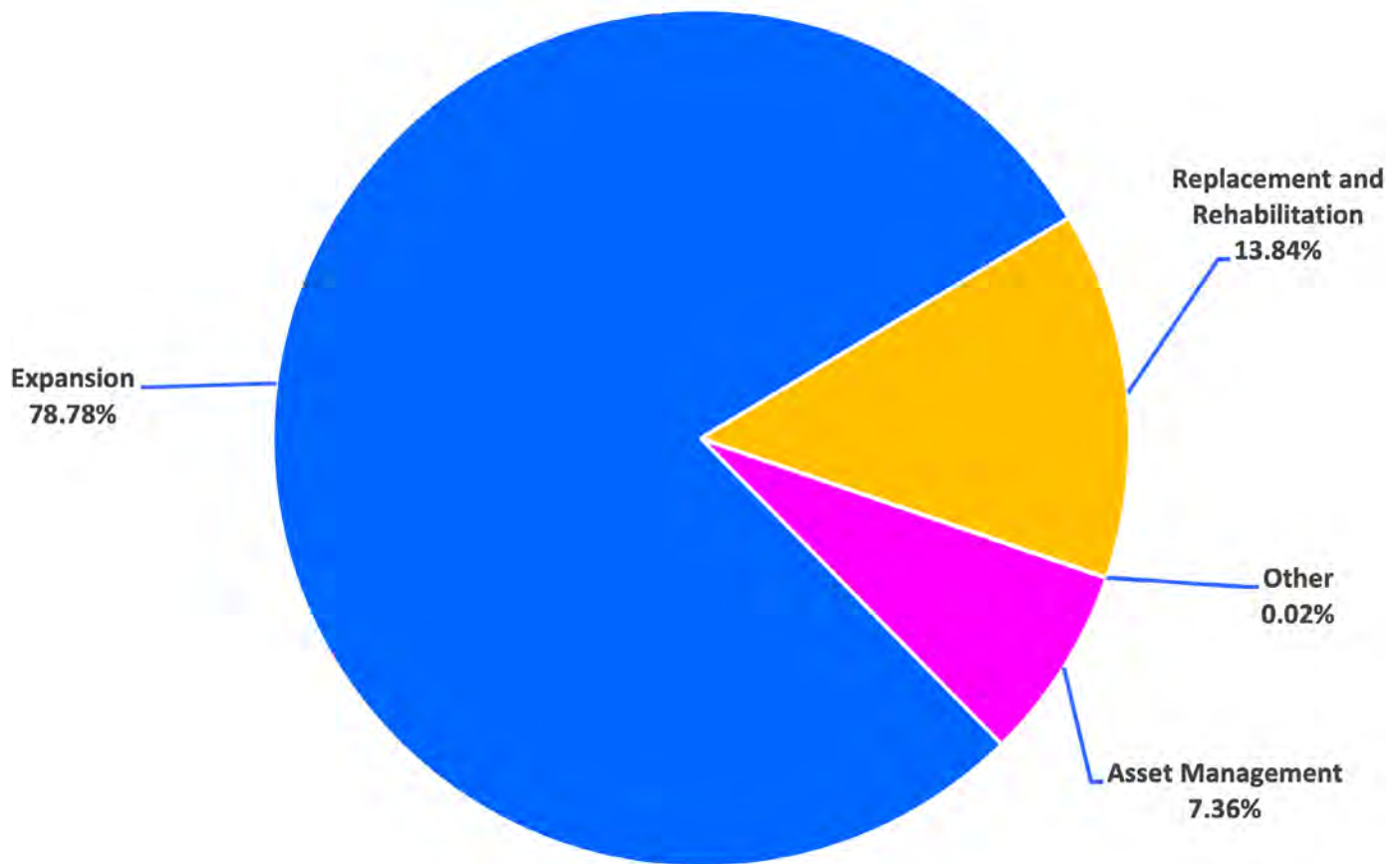
Expansion - improvements implemented primarily for the purpose of increasing capacity.

Other - Office building improvements and other miscellaneous non-transit projects.

Several projects are in process that will benefit VRE but are being undertaken by others: the construction of the Potomac Shores VRE station; the Fredericksburg Line Third Track project(s) and the Fourth Track between RO (Rosslyn) and AF (Alexandria) being undertaken by VPRA; and potential parking additions. Although these projects are important to the operation of the VRE system, they are not included in the CIP. More information on these projects is provided after the project pages, along with a brief discussion of other future projects that may or may not be undertaken by VRE.

The tables below list the individual projects within each project category, including the identifying Project ID, and shows the funding needs by year for the total program and summarize the funding sources for the FY 2024 to FY 2029 CIP indicating the amount unfunded by year. No unfunded amounts are reflected through FY 2023 since project work cannot be authorized unless funding is available. Any delays this may have caused to the desired project schedule is noted on the individual project sheet.

FY 2024 - FY 2029 CIP by Project Type (\$1.289 Billion)



(Amounts in millions of \$)

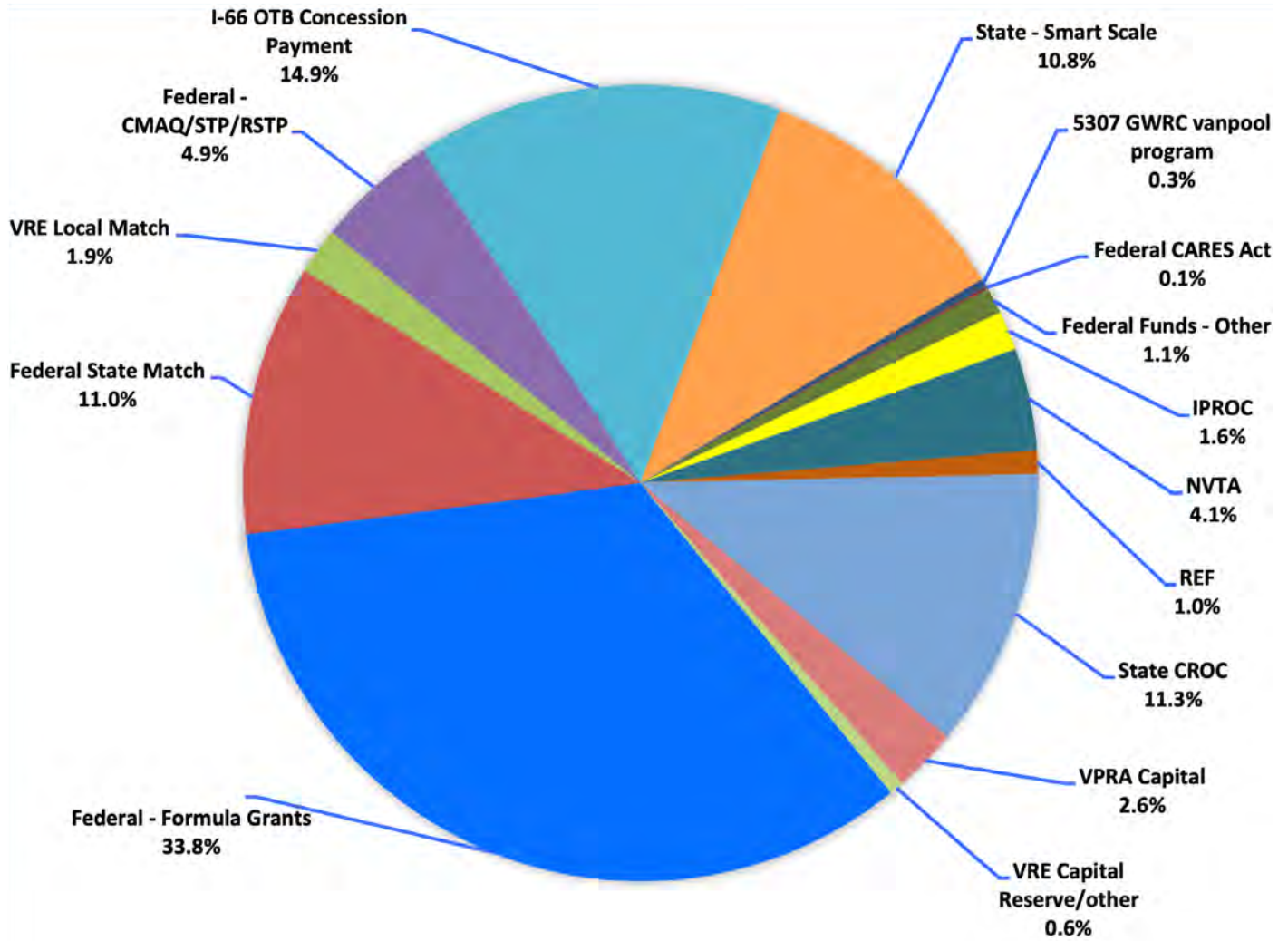
Project Type	Project Cost	Funded	Unfunded
Asset Management	94.9	94.9	
Expansion	1,015.4	592.7	422.7
Replacement and Rehabilitation	178.4	172.7	5.7
Other	0.3	0.3	
Grand Total	1,289.0	860.6	428.4

Capital Improvement Program

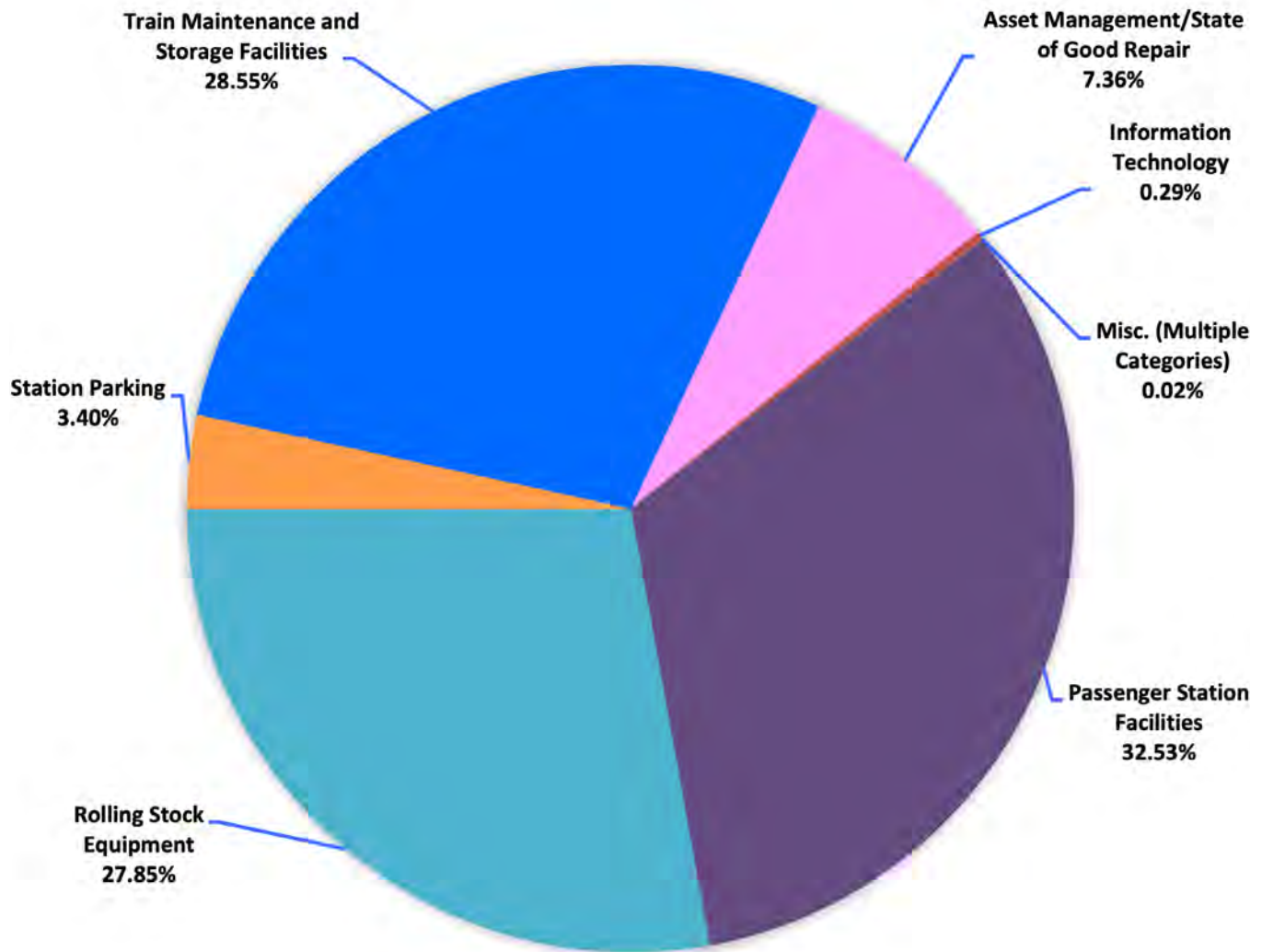
(Amounts in millions of \$)

Program Name	Project ID	Project Name	Life-To-Date	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	Future	Total
Asset Management/State of Good Repair	AM-2	Automatic Passenger Counters	1.47		1.43							2.90
	AM-4	Enhancement Grant - Security	0.48	0.69	0.11	0.11	0.11	0.11	0.11	0.11		1.79
	AM-5	Equipment Asset Management Program	15.73	9.20	9.53	10.70	4.07	1.13	2.30	2.40		55.04
	AM-6	Facilities Asset Management Program	4.99	1.50	1.80	1.50	1.50	1.10	1.00	4.85		18.24
	AM-6A	Fredericksburg Station Rehabilitation	0.60	7.90	2.98							11.48
	AM-8	Security Cameras	0.76	0.85	0.32							1.94
	AM-9	Realtime Multimodal Traveler Information (New Project)		0.35	1.00	2.13						3.48
Asset Management/State of Good Repair Total			24.04	20.49	17.16	14.43	5.67	2.34	3.41	7.35		94.88
Information Technology	IT-2	ERP Implementation	1.47	0.56	0.47	0.25						2.75
	IT-3	TRIP /VMS Upgrade	0.46	0.54								1.00
Information Technology Total			1.93	1.10	0.47	0.25						3.75
Passenger Station Facilities	ST-1	Alexandria Station Improvements	4.01	2.00	10.40	15.79	5.09					37.29
	ST-4	Backlick Road Station Improvements			0.29	1.41	3.44	3.31				8.45
	ST-5	Brooke Station Improvements	0.50					0.91	4.03	4.03		9.46
	ST-8	Crystal City Station Improvements	1.47	1.75	1.50	18.50	19.22	10.00	16.46			68.90
	ST-9	Franconia-Springfield Station Improvements	1.20	1.20	1.92	13.50	7.54					25.35
	ST-10	Leeland Road Station Improvements Expansion	0.40					0.92	4.52	4.52		10.36
	ST-11	L'Enfant Station Improvements	0.75	1.74	2.61	5.25	5.25	31.43	31.43	32.38		110.86
	ST-14	Quantico Station Improvements	7.86	13.01	3.10	1.60						25.57
	ST-17	Rolling Road Station Improvements	3.46	1.54								5.00
	ST-18	Washington Union Station Improvements		23.68	10.00	10.00	10.00					53.68
	ST-19	Woodbridge Station Improvements				1.37	1.37					2.74
	ST-21	Manassas Station Improvements		0.50	1.13	1.42	6.07					9.13
	ST-22	VPRA Capital Projects		7.50	7.50	7.51	7.50	7.50	7.50	7.50		52.51
Passenger Station Facilities Total			19.65	52.92	38.46	76.35	65.49	54.07	63.93	48.43		419.31
Rolling Stock Equipment	RS-3	Fleet Expansion Coaches - Fredericksburg and Manassas Lir	13.15	9.45	3.23	0.81		56.38			1.61	84.62
	RS-4	Fleet Expansion Locomotive							20.00	20.00	39.50	79.50
	RS-6	Fleet Expansion Coaches					48.00	48.00	48.00	50.82		194.82
Rolling Stock Equipment Total			13.15	9.45	3.23	0.81	48.00	104.38	68.00	72.44	39.50	358.95
Station Parking	PK-3	Leeland Road Parking Improvements		0.45	1.34	2.56	7.69					12.04
	PK-4	Manassas Park Parking Improvements	2.62	7.80	17.09	4.27						31.78
Station Parking Total			2.62	8.25	18.43	6.83	7.69					43.82
Train Maintenance and Storage Facilities	MS-3	Crossroads MSF - Employee Parking	0.16	0.36	2.36	4.49						7.37
	MS-3-1	Crossroads MSF - TRV Phase II Service Expansion		0.25	1.92	9.64	9.64	9.64				31.09
	MS-6	Life-Cycle Overhaul and Upgrade Facility	30.92	21.86								52.78
	MS-7	New York Avenue Midday Storage Facility	2.27	9.70	17.62	24.85	37.48	35.70	9.75			137.36
	OT-2	Broad Run Expansion (BRX)	8.03	21.05	45.19	32.56	32.56					139.38
Train Maintenance and Storage Facilities Total			41.38	53.21	67.09	71.54	79.67	45.34	9.75			367.99
Misc. (Multiple Categories)	OT-4	Forklifts purchase			0.27	0.01	0.01	0.01	0.01			0.29
Misc. (Multiple Categories) Total					0.27	0.01	0.01	0.01	0.01			0.29
Grand Total			102.76	145.42	145.10	170.22	206.53	206.14	145.09	128.22	39.50	1,288.98

FY 2024 - FY 2029 CIP: Committed Funding By Source



FY 2024 - FY 2029 CIP by Program Type (\$1.289 Billion)



(Amounts in millions of \$)

Project Type	Project Cost	Funded	Unfunded
Asset Management/State of Good Repair	94.9	94.9	
Information Technology	3.8	3.8	
Misc. (Multiple Categories)	0.3	0.3	
Passenger Station Facilities	419.3	346.1	73.2
Rolling Stock Equipment	359.0	84.6	274.3
Station Parking	43.8	32.2	11.6
Train Maintenance and Storage Facilities	368.0	298.7	69.3
Grand Total	1,289.0	860.6	428.4



Asset Management/ State of Good Repair

Project Name:

Automatic Passenger Counters

Project ID:

AM-2

Program Name:

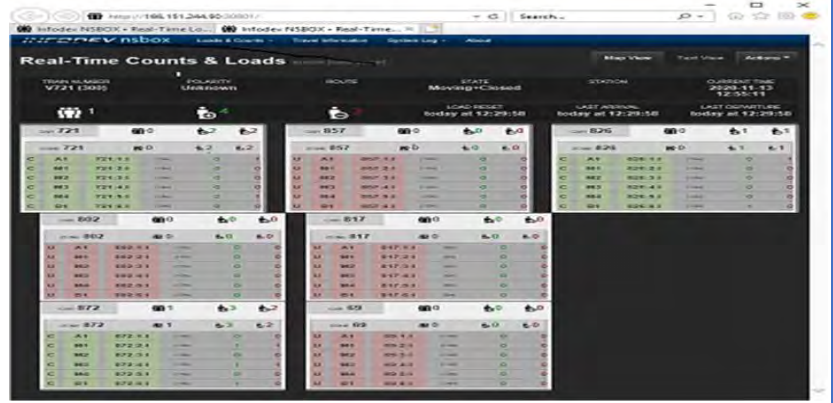
Asset Management/State of Good Repair

Project Type:

Asset Management

Location:

N/A

**Project Description**

In the past, passenger counts have been performed manually by train conductors each morning and evening to comply with the National Transit Database (NTD) and internal VRE reporting needs. This project provides for the installation of automatic passenger counters as riders board and detrain. The passenger counters will also allow gathering of additional passenger information for use in planning and operational analyses. All new rail cars purchased by VRE will have the APC equipment installed during the construction process. As of December 2021, APC installation is complete, but final testing and validation have not been completed.

Project Funding

This project is funded with federal 5307 (Urbanized Area formula program) grants requiring a 20% local match.

Schedule Information										
Phase	Start Date	Finish Date								
Automatic Passenger Counters	1/1/2016	12/31/2022	Automatic Passenger Counters							
			Jul-15	Jul-16	Jul-17	Jul-18	Jul-19	Jul-20	Jul-21	Jul-22

Project Schedule as of 09/14/2022

Funding Source	Life to Date	FY 23	FY 24	FY 25	FY 26	FY 27	FY 28	FY 29	Future	Total
Federal - Formula Funds	2,320,000									2,320,000
Federal State Match	464,000									464,000
VRE Local Match	116,000									116,000
Unfunded (To Be Determined)										
Total Funding	2,900,000									2,900,000

Spending Plan	Life to Date	FY 23	FY 24	FY 25	FY 26	FY 27	FY 28	FY 29	Future	Total
Total Spending Plan	1,474,316		1,425,683							2,900,000

Project Name:

Enhancement Grant - Security

Project ID:

AM-4

Program Name:

Asset Management/State of Good Repair

Project Type:

Asset Management

Location:

N/A

**Project Description**

Grantees receiving federal 5307 funds must certify that at least 1% of funding received each fiscal year is being used for transit security projects. Eligible projects include improvements to station lighting and security, systems safety consulting, and security drills with first responders.

Project Funding

Projects are funded through 1% set-aside of federal 5307 annual allocations for transit security projects. Annual allocation is \$105,000.

Schedule Information														
Phase	Ongoing													
Enhancement grant - security														

Project Schedule as of 09/14/2022

Funding Source	Life to Date	FY 23	FY 24	FY 25	FY 26	FY 27	FY 28	FY 29	Future	Total
Federal - Formula Funds	812,178	84,000	84,000	84,000	84,000	84,000	84,000	84,000		1,400,178
Federal State Match	157,962	16,800	16,800	16,800	16,800	16,800	16,800	16,800		275,562
VRE Local Match	89,705	4,200	4,200	4,200	4,200	4,200	4,200	4,200		119,105
Unfunded (To Be Determined)										
Total Funding	1,059,844	105,000	105,000	105,000	105,000	105,000	105,000	105,000		1,794,844

Spending Plan	Life to Date	FY 23	FY 24	FY 25	FY 26	FY 27	FY 28	FY 29	Future	Total
Total Spending Plan	477,450	687,394	105,000	105,000	105,000	105,000	105,000	105,000		1,794,844

Project Name:
Equipment Asset Management Program

Project ID:
AM-5

Program Name:
Asset Management/State of Good Repair

Project Type:
Asset Management

Location:
N/A



Project Description

This ongoing program provides funding for major lifecycle overhaul and upgrade costs for VRE rolling stock to ensure all equipment is maintained in a state of good repair in accordance with VRE's Maintenance Management Plan and Transit Asset Management program.

Project Funding

This program is funded with federal 5337 (Rail State of Good Repair) formula grants requiring a 20% local match.

Schedule Information												
Phase	Ongoing											
Equipment Asset Management Program												

Jul-19 Jul-20 Jul-21 Jul-22 Jul-23 Jul-24 Jul-25 Jul-26 Jul-27

Equipment Asset Management Program



Project Schedule as of 09/14/2022

Funding Source	Life to Date	FY 23	FY 24	FY 25	FY 26	FY 27	FY 28	FY 29	Future	Total
Federal - Formula Funds	23,048,912	7,021,461	1,357,492	3,165,521	2,663,200	648,000	4,208,832	1,920,000		44,033,418
Federal State Match	4,609,782	1,404,292	271,498	633,104	532,640	129,600	841,766	384,000		8,806,684
VRE Local Match	1,152,446	351,073	67,875	158,276	133,160	32,400	210,442	96,000		2,201,671
Unfunded (To Be Determined)										
Total Funding	28,811,140	8,776,827	1,696,865	3,956,901	3,329,000	810,000	5,261,040	2,400,000		55,041,773

Spending Plan	Life to Date	FY 23	FY 24	FY 25	FY 26	FY 27	FY 28	FY 29	Future	Total
Total Spending Plan	15,728,773	9,195,000	9,525,000	10,695,000	4,065,000	1,133,000	2,300,000	2,400,000		55,041,773

Project Name:

Facilities Asset Management Program

Project ID:

AM-6

Program Name:

Asset Management/State of Good Repair

Project Type:

Asset Management

Location:

System-wide

**Project Description**

As VRE facilities age, there is an increasing need for repairs and improvements to maintain these assets in a State of Good Repair (SGR). An independent evaluation of all station, maintenance, storage, office facilities and systems was conducted at the beginning of FY 2018 in accordance with VRE's Transit Asset Management program, in order to establish maintenance, rehabilitation and replacement cycles and priorities. This ongoing program supports those required rehabilitation and replacement efforts at VRE facilities.

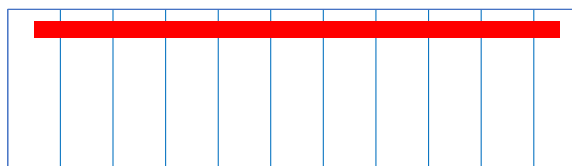
Project Funding

This ongoing program is funded with federal 5337 (Rail State of Good Repair) formula grants requiring a 20% local match.

Schedule Information													
Phase	Ongoing												
Facilities Asset Management Program													

Jul-19 Jul-20 Jul-21 Jul-22 Jul-23 Jul-24 Jul-25 Jul-26 Jul-27 Jul-28 Jul-29

Facilities Asset Management Program



Project Schedule as of 09/14/2022

Funding Source	Life to Date	FY 23	FY 24	FY 25	FY 26	FY 27	FY 28	FY 29	Future	Total
Federal - Formula Funds	11,953,257	641,981		1,995,942						14,591,180
Federal State Match	2,365,651	128,396		399,188						2,893,236
VRE Local Match	622,663	32,099		99,797						754,559
Unfunded (To Be Determined)										
Total Funding	14,941,571	802,476		2,494,928						18,238,975

Spending Plan	Life to Date	FY 23	FY 24	FY 25	FY 26	FY 27	FY 28	FY 29	Future	Total
Total Spending Plan	4,992,318	1,500,000	1,800,000	1,500,000	1,500,000	1,100,000	1,000,000	4,846,657		18,238,975

Project Name:**Fredericksburg Station Rehabilitation****Project ID:****AM-6A****Program Name:****Passenger Station Facilities****Project Type:****Rehabilitation****Location:****Fredericksburg****Project Description**

The project supports rehabilitation of the existing Fredericksburg station. Work includes repair of approximately 125 feet of the southernmost portion of each platform, dental concrete repairs, lighting, and signage. The project will improve the boarding capacity for VRE and Amtrak trains. In conjunction with the platform repairs, stairs will be added at the southeast corner of the station for safe passenger movements to nearby parking. This new passenger path will not require crossing Princess Anne Street at-grade.

Project Funding

This project is funded with federal 5337 (Rail State of Good Repair) formula grants requiring a 20% local match.

Schedule Information									
Phase	Start Date	Finish Date	Jul-17	Jul-18	Jul-19	Jul-20	Jul-21	Jul-22	Jul-23
Development	7/14/2017	10/14/2019	Development						
Property Acquisition	5/5/2020	7/12/2021	Property Acquisition						
Final Design	10/15/2019	9/15/2022	Final Design						
Construction	10/28/2022	12/8/2023	Construction						

Project Schedule as of 09/14/2022

Funding Source	Life to Date	FY 22	FY 23	FY 24	FY 25	FY 26	FY 27	FY 28	FY 29	Total
Federal - Formula Funds	9,184,498									9,184,498
Federal State Match	1,836,900									1,836,900
VRE Local Match	459,225									459,225
Unfunded (To Be Determined)										
Total Funding	11,480,622									11,480,622

Spending Plan	Life to Date	FY 23	FY 24	FY 25	FY 26	FY 27	FY 28	FY 29	Future	Total
Total Spending Plan	603,755	7,899,613	2,977,254							11,480,622

Project Name:

Security Cameras

Project ID:

AM-8

Program Name:

Asset Management/State of Good Repair

Project Type:

Asset Management

Location:

System-wide

**Project Description**

The system of security cameras and infrastructure at VRE stations and yards is being modernized and expanded. This project covers cameras at VRE's existing facilities; the cost of the initial installation of cameras associated with construction projects is included in the budgets for these projects. Funding is currently provided for cameras and associated hardware at 22 locations.

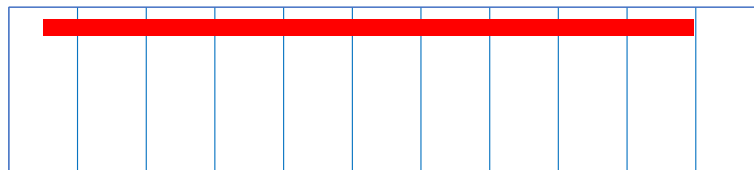
Project Funding

This project is funded with federal 5307 (Urbanized Area formula program) grants requiring a 20% local match as well as the required 1% safety/security set aside in the federal CARES Act funds allocated to VRE in March 2020.

Schedule Information													
Phase	Start Date	Finish Date											
Security Cameras	1/1/2016	6/30/2025											

Jul-15 Jul-16 Jul-17 Jul-18 Jul-19 Jul-20 Jul-21 Jul-22 Jul-23 Jul-24 Jul-25

Security
Cameras



Project Schedule as of 09/14/2022

Funding Source	Life to Date	FY 23	FY 24	FY 25	FY 26	FY 27	FY 28	FY 29	Future	Total
Federal - Formula Funds	862,960									862,960
Federal State Match	172,592									172,592
VRE Local Match	43,148									43,148
CARES Act	860,605									860,605
Unfunded (To Be Determined)										
Total Funding	1,939,305									1,939,305

Spending Plan	Life to Date	FY 23	FY 24	FY 25	FY 26	FY 27	FY 28	FY 29	Future	Total
Total Spending Plan	760,797	854,545	323,963							1,939,305

Project Name:

Real-Time Multimodal Traveler Information

Project ID:

AM-9

Program Name:

Asset Management/State of Good Repair

Project Type:

Asset Management

Location:

System-wide

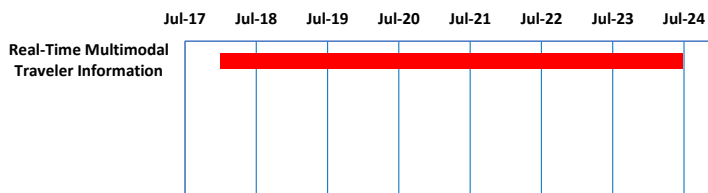
**Project Description**

VRE has a system-wide program to implement automatic passenger counters in all rail cars and automatic parking counters at all VRE parking facilities. While train location information is currently provided on the internet and on screens at the stations, there are plans to provide real-time train arrival information in the future. Software upgrades will be required to provide these real-time data feeds that can then be integrated with VRE Mobile and other third-party apps and websites, as well as on display screens at VRE stations and other locations along the I-66 corridor. Separate funding has been committed for implementing automatic passenger counters and automatic parking counters at existing VRE facilities.

Project Funding

This project is funded through the I-66 Outside the Beltway (OTB) Concessionaire Payment as part of the broader Manassas Line Capacity Expansion program.

Schedule Information										
Phase	Start Date	Finish Date								
Real-Time Multimodal Traveler Information	1/1/2018	6/30/2024								



Project Schedule as of 09/14/2022

Funding Source	Life to Date	FY 23	FY 24	FY 25	FY 26	FY 27	FY 28	FY 29	Future	Total
I-66 OTB Concession Payment	3,481,000									3,481,000
Unfunded (To Be Determined)										
Total Funding	3,481,000									3,481,000

Spending Plan	Life to Date	FY 23	FY 24	FY 25	FY 26	FY 27	FY 28	FY 29	Future	Total
Total Spending Plan		350,000	1,000,000	2,131,000						3,481,000



Information Technology

Project Name:

ERP Implementation

Project ID:

IT-2

Program Name:

Information Technology

Project Type:

New Installation

Location:

N/A

**Project Description**

This project supports the installation of an Enterprise Resource Planning system (ERP) to support VRE operations. The project will target implementation of a new system to provide automation of process workflows related to Human Resources, Accounting, Finance, Budgeting, Grant Management, Inventory Management, Project Management and Procurements. The project aims to replace a number of current manual processes with data automation and improved reporting. This project will enhance the effectiveness of VRE operations by creating greater process efficiencies throughout the organization.

Project Funding

The project is fully funded with VRE internal funds (Capital Reserve).

Schedule Information													
Phase	Start Date	Finish Date											
Implementation, Hardware and Licensing	9/1/2016	8/2/2025											

Project Schedule as of 09/14/2022

Funding Source	Life to Date	FY 23	FY 24	FY 25	FY 26	FY 27	FY 28	FY 29	Future	Total
VRE Capital Planning Fund (98)	140,000									140,000
VRE Capital Reserve	2,610,000									2,610,000
Unfunded (To Be Determined)										
Total Funding	2,750,000									2,750,000

Spending Plan	Life to Date	FY 23	FY 24	FY 25	FY 26	FY 27	FY 28	FY 29	Future	Total
Total Spending Plan	1,466,252	563,700	469,048	251,000						2,750,000

(0)

Project Name:
TRIP/VMS Upgrade

Project ID:
IT-3

Program Name:
Information Technology

Project Type:
New Installation

Location:
N/A



Project Description

This project supports the upgrade of VRE's Transit Display system and train information portal. The project will replace the current infrastructure and system which was installed more than ten years ago. This project will enhance the effectiveness of VRE operations through communication of multi-modal transit data and an updated GTFS feeds to VDOT for their use on VDOT Variable Message Signs.

Project Funding

This project is funded with VRE internal funds (Capital Reserve).

Schedule Information								
Phase	Start Date	Finish Date						
Implementation, HW, SW, Licensing	9/1/2019	6/30/2024						

Project Schedule as of 09/14/2022

Funding Source	Life to Date	FY 23	FY 24	FY 25	FY 26	FY 27	FY 28	FY 29	Future	Total
VRE Capital Reserve	1,000,000									1,000,000
Unfunded (To Be Determined)										
Total Funding	1,000,000									1,000,000

Spending Plan	Life to Date	FY 23	FY 24	FY 25	FY 26	FY 27	FY 28	FY 29	Future	Total
Total Spending Plan	461,147	538,853								1,000,000



Passenger Station Facilities

Project Name:

Alexandria Station Improvements

Project ID:

ST-1

Program Name:

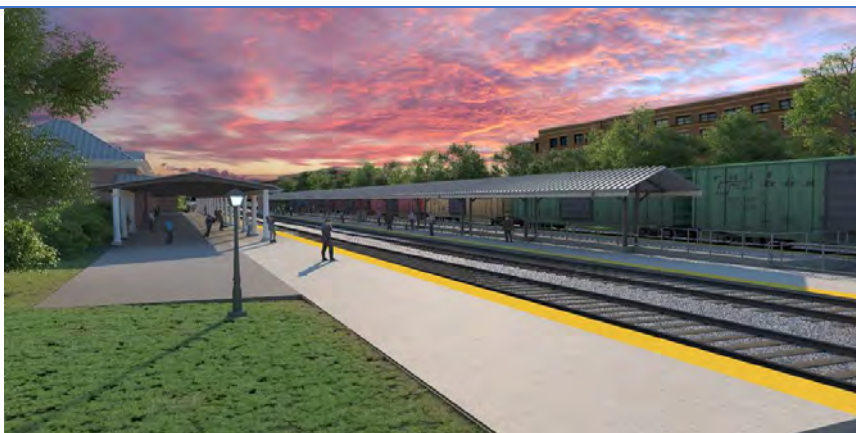
Passenger Station Facilities

Project Type:

Replacement and Rehabilitation

Location:

City of Alexandria

**Project Description**

The project will provide an ADA-compliant, grade-separated pedestrian tunnel and elevator access between the two platforms at the VRE/Amtrak station in Alexandria and modify and extend the east platform at the station to accommodate eight-car trains and enable the platform to service two trains simultaneously, from a track on each side of the platform. The west platform adjacent to the station building will also be modified to raise its height relative to the top of rail as part of the project. This project will be let via CMGC, engaging the contractor during final stages of design.

Project Funding

The project is funded primarily through the Commonwealth of Virginia SmartScale program (as part of VRE's broader Fredericksburg Line Expansion program) as well as Federal funds to eliminate railroad grade crossings and improve railroad safety.

Schedule Information													
Phase	Start Date	Finish Date	<div><div>Jul-16Jul-17Jul-18Jul-19Jul-20Jul-21Jul-22Jul-23Jul-24</div></div>										
Development	9/1/2016	8/2/2019	Property Acquisition	<div><div>Development</div></div>									
Property Acquisition	5/9/2019	5/9/2019											
Final Design	8/5/2019	12/15/2023		<div><div>Final Design</div></div>									
Construction	7/24/2023	10/30/2024		<div><div>Construction</div></div>									

Project Schedule as of 09/14/2022

Funding Source	Life to Date	FY 23	FY 24	FY 25	FY 26	FY 27	FY 28	FY 29	Future	Total
Federal - Formula Funds	320,000									320,000
Federal State Match	64,000									64,000
VRE Local Match	16,000									16,000
Federal Funds - VDOT	2,256,346									2,256,346
Federal Funds - Other	6,362,381									6,362,381
Local match - Federal Other	706,932									706,932
State - Smart Scale	15,517,452	6,335,000								21,852,452
Unfunded (To Be Determined)				5,710,322						5,710,322
Total Funding	25,243,111	6,335,000		5,710,322						37,288,433

Spending Plan	Life to Date	FY 23	FY 24	FY 25	FY 26	FY 27	FY 28	FY 29	Future	Total
Total Spending Plan	4,005,347	2,000,000	10,399,236	15,791,450	5,092,400					37,288,433

Project Name:

Backlick Road Station Improvement

Project ID:

ST-4

Program Name:

Passenger Station Facilities

Project Type:

Expansion

Location:

Fairfax County

**Project Description**

The existing platform at the VRE Backlick Road Station on the Manassas Line only accommodates five-car train sets for boarding and detrainning. Some passengers must move to different cars for detrainning longer trains. The platform extension project will construct an approximately a 300-foot platform extension to accommodate eight-car trains.

Project Funding

This project is currently supported with Federal CMAQ/RSTP funds. Additional CMAQ funds will be sought for the unfunded portion of the project.

Schedule Information								
Phase	Start Date	Finish Date	Jul-22	Jul-23	Jul-24	Jul-25	Jul-26	Jul-27
Development	6/1/2023	3/29/2024						
Property Acquisition	12/4/2023	7/1/2024						
Final Design	6/3/2024	6/2/2025						
Construction	6/9/2025	5/26/2027						

Project Schedule as of 09/14/2022

Funding Source	Life to Date	FY 23	FY 24	FY 25	FY 26	FY 27	FY 28	FY 29	Future	Total
Federal - CMAQ/STP/RSTP	1,600,000	400,000								2,000,000
State - CMAQ/STP/RSTP Match	400,000	100,000								500,000
Unfunded (To Be Determined)				5,954,206						5,954,206
Total Funding	2,000,000	500,000		5,954,206						8,454,206

Spending Plan	Life to Date	FY 23	FY 24	FY 25	FY 26	FY 27	FY 28	FY 29	Future	Total
Total Spending Plan			290,395	1,413,171	3,443,370	3,307,270				8,454,206

Project Name:**Brooke Station Improvements****Project ID:****ST-5****Program Name:****Passenger Station Facilities****Project Type:****Expansion****Location:****Stafford County****Project Description**

This project previously included the design and construction of an extension to the existing platform, a new second platform, and a new pedestrian overpass at Brooke Station. With the introduction of the Transforming Rail in Virginia program, the project is being rescope to include only an expansion of the existing side platform. These capacity enhancements will improve operational efficiency and accommodate eight-car trains.

Project Funding

The project is funded primarily through the Commonwealth of Virginia SmartScale program (as part of VRE's broader Fredericksburg Line Expansion program) as well as Federal CMAQ funds. Rail Enhancement Fund (REF) funding that supported the original larger project has been reallocated.

Schedule Information																		
Phase	Start Date	Finish Date																
Development	8/4/2016	6/30/2020																
Property Acquisition																		
Final Design	8/27/2025	7/20/2027																
Construction	9/13/2028	12/31/2030																

Project Schedule as of 09/14/2022

Funding Source	Life to Date	FY 22	FY 23	FY 24	FY 25	FY 26	FY 27	FY 28	FY 29	Total
5307 GWRC vanpool program	507,519		313,394	574,863						1,395,776
State - Smart Scale			7,393,331							7,393,331
Unfunded (To Be Determined)					672,348					672,348
Total Funding	507,519		7,706,725	574,863	672,348					9,461,455

Spending Plan	Life to Date	FY 23	FY 24	FY 25	FY 26	FY 27	FY 28	FY 29	Future	Total
Total Spending Plan	496,705					913,870	4,025,440	4,025,440		9,461,455

Project Name:
Crystal City Station Improvements

Project ID:
ST-8

Program Name:
Passenger Station Facilities

Project Type:
Expansion

Location:
Arlington County



Project Description

This project includes the planning, design, permitting, and construction for an expanded and relocated station and platform for the VRE Crystal City Station and related track modifications. The project will construct an island platform to enable simultaneous boarding of two trains and accommodate full-length trains and the planned fourth track in and around the station. This project is related to and must be coordinated with the fourth track project between AF and RO interlockings, part of the DC2RVA project, the planned CC2DCA pedestrian bridge connection to Ronald Reagan National Airport, and Long Bridge Capacity Improvements. This project will be delivered in two phases: Phase 1 will design and construct the north entrance and station platform. Phase 2 will design and construction the south entrance. Phase 2 design will be concurrent with Phase 1 construction.

Project Funding

The project is funded with multiple funding sources including Federal formula grants, NVTA funds, Rail Enhancement funds (REF), Commuter Rail Operating and Capital (C-ROC) funds, and VRE Capital Reserve funds.

Schedule Information															
Phase	Start Date	Finish Date													
Development	12/1/2016	7/1/2021													
Property Acquisition	7/1/2021	7/1/2021													
Final Design	11/1/2021	4/15/2026													
Construction	7/15/2024	4/1/2029													

Jul-16 Jul-17 Jul-18 Jul-19 Jul-20 Jul-21 Jul-22 Jul-23 Jul-24 Jul-25 Jul-26 Jul-27 Jul-28

Development

Property Acquisition

Final Design

Construction

Project Schedule as of 09/14/2022

Funding Source	Life to Date	FY 23	FY 24	FY 25	FY 26	FY 27	FY 28	FY 29	Future	Total
Federal - Formula Funds	535,770	10,415,000								10,950,770
Federal State Match	107,154	2,083,000								2,190,154
VRE Local Match	26,789	520,750								547,539
NVTA	4,400,000		7,900,000	7,900,000						20,200,000
State - REF	707,000									707,000
VRE - State REF Local Match	303,000									303,000
VRE Capital Reserve	174,619		41,537							216,156
State CROC	15,000,000									15,000,000
Unfunded (To Be Determined)				18,786,281						18,786,281
Total Funding	21,254,332	13,018,750	7,941,537	26,686,281						68,900,900

Spending Plan	Life to Date	FY 23	FY 24	FY 25	FY 26	FY 27	FY 28	FY 29	Future	Total
Total Spending Plan	1,474,775	1,750,000	1,500,000	18,500,000	19,220,265	10,000,000	16,455,860			68,900,900

Project Name:

Franconia-Springfield Station Improvements

Project ID:

ST-9

Program Name:

Passenger Station Facilities

Project Type:

Expansion

Location:

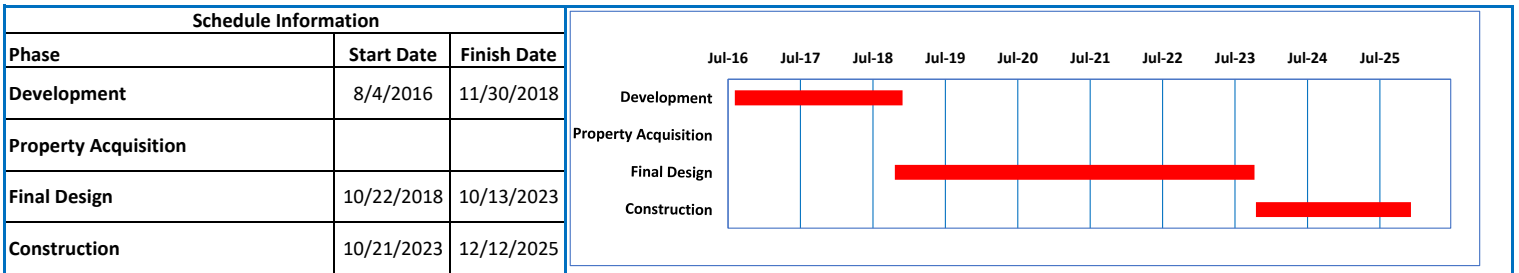
Fairfax County

**Project Description**

This project supports the design and construction of an extension to the existing west platform (adjacent to WMATA) and a widening/extension of the existing east platform at the VRE Franconia-Springfield Station. These capacity expansions will improve operational efficiency and accommodate eight-car trains. The project is within the limits of the broader VPRA Franconia to Lorton Third Track project, which will block existing access to the east platform. A pedestrian ramp and tunnel entrance will be constructed to maintain that access.

Project Funding

This project is funded with with NVT A funds and federal 5337 (state of good repair) formula funds.



Project Schedule as of 09/14/2022

Funding Source	Life to Date	FY 23	FY 24	FY 25	FY 26	FY 27	FY 28	FY 29	Future	Total
Federal - Formula Funds			3,883,897	837,025						4,720,922
Federal State Match			776,779	83,702						860,482
VRE Local Match			194,195	125,554						319,749
NVTA	13,000,000									13,000,000
Unfunded (To Be Determined)				6,449,948						6,449,948
Total Funding	13,000,000		4,854,871	7,496,229						25,351,100

Spending Plan	Life to Date	FY 23	FY 24	FY 25	FY 26	FY 27	FY 28	FY 29	Future	Total
Total Spending Plan	1,195,481	1,200,000	1,915,439	13,500,000	7,540,180					25,351,100

Project Name:

Leeland Road Station Improvements

Project ID:

ST-10

Program Name:

Passenger Station Facilities

Project Type:

Expansion

Location:

Stafford County

**Project Description**

This project previously included the design and construction of an extension to the existing platform, a new second platform, and a new pedestrian overpass at Leeland Road Station. With the introduction of the Transforming Rail in Virginia program, the project is being rescoped to include only an expansion of the existing side platform. These capacity enhancements will improve operational efficiency and accommodate eight-car trains.

Project Funding

The project is funded primarily through the Commonwealth of Virginia SmartScale program (as part of VRE's broader Fredericksburg Line Expansion program) as well as Federal CMAQ funds.

Schedule Information															
Phase	Start Date	Finish Date													
Development	8/4/2016	12/31/2020	Development	Jul-16	Jul-17	Jul-18	Jul-19	Jul-20	Jul-21	Jul-22	Jul-23	Jul-24	Jul-25	Jul-26	Jul-27
Property Acquisition			Property Acquisition												
Final Design	2/15/2024	12/17/2025	Final Design												
Construction	12/18/2025	10/20/2027	Construction												

Project Schedule as of 09/14/2022

Funding Source	Life to Date	FY 23	FY 24	FY 25	FY 26	FY 27	FY 28	FY 29	Future	Total
5307 GWRC Vanpool	507,519	313,394	574,863							1,395,776
State - Smart Scale	2,749,725	2,109,789								4,859,514
Unfunded (To Be Determined)				4,105,747						4,105,747
Total Funding	3,257,244	2,423,183	574,863	4,105,747						10,361,037

Spending Plan	Life to Date	FY 23	FY 24	FY 25	FY 26	FY 27	FY 28	FY 29	Future	Total
Total Spending Plan	403,310					918,107	4,519,810	4,519,810		10,361,037

Project Name:

L'Enfant Station and Fourth Track

Project ID:

ST-11

Program Name:

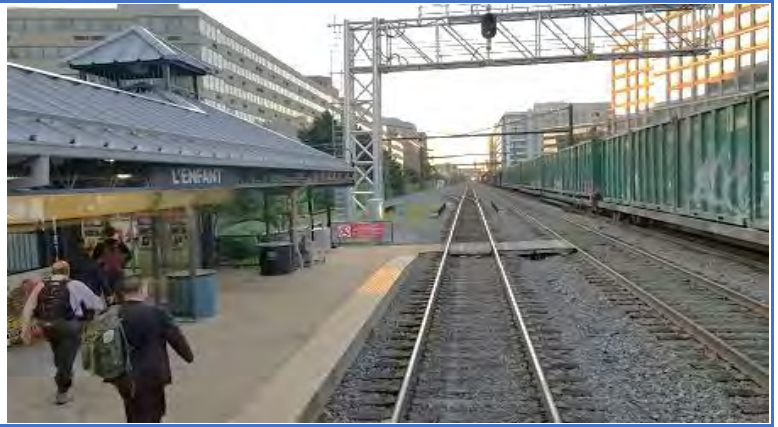
Passenger Station Facilities

Project Type:

Expansion

Location:

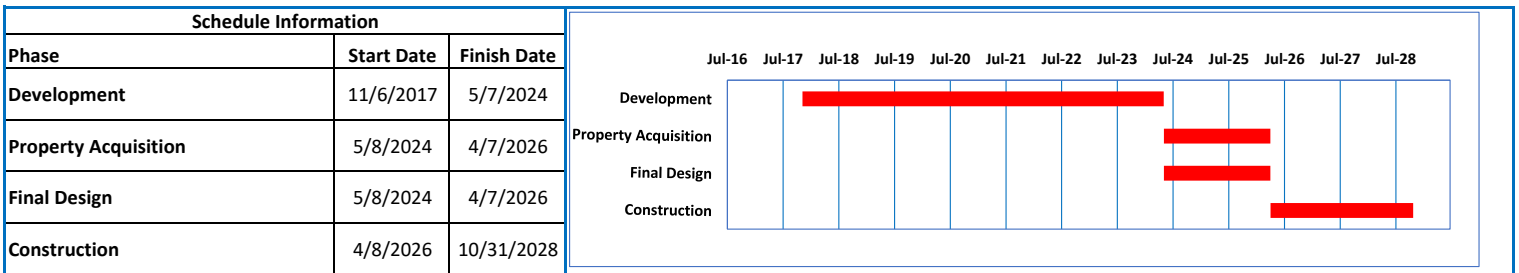
District of Columbia

**Project Description**

This project includes the planning, design, permitting, and construction for an expanded VRE L'Enfant Station and an additional mainline track between the Virginia (VA) and L'Enfant (LE) Interlockings in Washington, DC. The expanded station will support simultaneous boarding of two full-length trains. The project will aim to improve station access and customer convenience while improving service reliability. The project will be coordinated with the broader Long Bridge capacity investments by the Commonwealth.

Project Funding

This project will be supported by Federal formula funds, C-ROC funds and REF funds, as well as other sources yet to be determined.



Project Schedule as of 09/14/2022

Funding Source	Life to Date	FY 23	FY 24	FY 25	FY 26	FY 27	FY 28	FY 29	Future	Total
Federal - Formula Funds	1,950,966	12,542,472	8,898,338							23,391,777
Federal State Match	390,193	2,508,494	1,779,668							4,678,355
VRE Local Match	97,548	627,124	444,917							1,169,589
State CROC	26,083,711									26,083,711
State - REF	2,226,000									2,226,000
VRE - State REF Local Match	954,000									954,000
VRE Capital Reserve	46,000									46,000
VPRA Capital	700,000	1,100,000	1,100,000	1,500,000	6,000,000	6,000,000	5,900,000	100,000		22,400,000
Unfunded (To Be Determined)						29,908,251				29,908,251
Total Funding	32,448,419	16,778,090	12,222,923	1,500,000	6,000,000	35,908,251	5,900,000	100,000		110,857,683

Spending Plan	Life to Date	FY 23	FY 24	FY 25	FY 26	FY 27	FY 28	FY 29	Future	Total
Total Spending Plan	746,828	1,743,349	2,614,837	5,252,390	5,252,390	31,431,804	31,431,804	32,384,281		110,857,683

Project Name:
Manassas Station Improvements

Project ID:
ST-21

Program Name:
Passenger Station Facilities

Project Type:
Expansion

Location:
City of Manassas



Project Description

This project includes the development, design, permitting and construction of an expansion to the south side (railroad east) platform at the VRE Manassas Station to serve full length trains and enhance pedestrian access.

Project Funding

This project is funded through the I-66 Outside the Beltway (OTB) Concessionaire Payment as part of the broader Manassas Line Capacity Expansion program.

Schedule Information						
Phase	Start Date	Finish Date	Jul-22	Jul-23	Jul-24	Jul-25
Development	1/2/2023	6/30/2023				
Property Acquisition						
Final Design	7/1/2023	6/30/2024				
Construction	7/1/2024	2/28/2026				

Development

Property Acquisition

Final Design

Construction

Project Schedule as of 09/14/2022

Funding Source	Life to Date	FY 23	FY 24	FY 25	FY 26	FY 27	FY 28	FY 29	Future	Total
I-66 OTB Concession Payment	9,125,000									9,125,000
Unfunded (To Be Determined)										
Total Funding	9,125,000									9,125,000

Spending Plan	Life to Date	FY 23	FY 24	FY 25	FY 26	FY 27	FY 28	FY 29	Future	Total
Total Spending Plan		499,980	1,128,574	1,422,485	6,073,961					9,125,000

Project Name:

Quantico Station Improvements

Project ID:

ST-14

Program Name:

Passenger Station Facilities

Project Type:

Expansion

Location:

Prince William County

**Project Description**

This project provides for improvements at the Quantico Station, including design and construction of an island platform and pedestrian bridges; extension of the existing platform; and site/civil, track bed and drainage improvements (including Retaining Wall) in conjunction with Track and Signal Work provided by CSXT under scope of separate but concurrent contract/project with DRPT. Improvements are being coordinated with the Arkendale to Powell's Creek third track project being implemented by the DRPT and CSXT, of which Quantico Station Improvements is a sub-project.

Project Funding

This project is funded through a combination of Intercity Passenger Rail Operating and Capital (IPROC) and SMART SCALE grants through the Commonwealth of Virginia.

Schedule Information									
Phase	Start Date	Finish Date							
Development	1/15/2018	11/19/2018							
Property Acquisition	7/2/2018	10/21/2020							
Final Design	11/19/2018	2/1/2021							
Construction	2/1/2021	12/22/2023							

Project Schedule as of 09/14/2022

Funding Source	Life to Date	FY 23	FY 24	FY 25	FY 26	FY 27	FY 28	FY 29	Future	Total
State - IPROC	13,622,204									13,622,204
State - Smart Scale	9,750,745	600,112								10,350,857
Unfunded (To Be Determined)				1,600,000						1,600,000
Total Funding	23,372,949	600,112		1,600,000						25,573,061

Spending Plan	Life to Date	FY 23	FY 24	FY 25	FY 26	FY 27	FY 28	FY 29	Future	Total
Total Spending Plan	7,862,467	13,006,703	3,103,890	1,600,000						25,573,060

Project Name:
Woodbridge Station Improvements

Project ID:
ST-19

Program Name:
Passenger Station Facilities

Project Type:
Expansion

Location:
Fairfax County



Project Description

This project includes the development of initial concepts for an expansion of the VRE Woodbridge Station to serve full length trains, enhance pedestrian access, and enable the planned addition of a third and fourth main track as part of future phases (Phase 3 or beyond) of the Transforming Rail in Virginia program.

Project Funding

This project is funded with Federal CMAQ grants.

Project Description

This project includes the development initial concepts for an expansion of the VRE Woodbridge Station to serve full length trains, enhance pedestrian access, and enable the planned addition of a third and fourth main track as part of future phases (Phase 3 or beyond) of the Transforming Rail in Virginia program.

Schedule Information				
Phase	Start Date	Finish Date	Jul-24	Jul-25
Development	10/1/2024	9/30/2025	<div> <div></div> <div></div> </div>	

Project Schedule as of 09/14/2022

Funding Source	Life to Date	FY 23	FY 24	FY 25	FY 26	FY 27	FY 28	FY 29	Future	Total
Federal - CMAQ/STP/RSTP	1,469,582			722,912						2,192,494
State - CMAQ/STP/RSTP Match	367,396			180,728						548,124
Unfunded (To Be Determined)										
Total Funding	1,836,978			903,640						2,740,618

Spending Plan	Life to Date	FY 23	FY 24	FY 25	FY 26	FY 27	FY 28	FY 29	Future	Total
Total Spending Plan				1,370,309	1,370,309					2,740,618

Project Name:

Washington Union Station Improvements

Project ID:

ST-18

Program Name:

Passenger Station Facilities

Project Type:

Expansion

Location:

District of Columbia

**Project Description**

This project will fund track, signal, platform and passenger facility upgrades and realignments at Amtrak's Washington Union Terminal, in accordance with the Northeast Corridor Capital Investment Plan. Costs for the project will be allocated to the users of the terminal in accordance with the Northeast Corridor Commuter and Intercity Rail Cost Allocation Policy, which is still under discussion for capital improvements. VRE's allocated share of the project(s) has not yet been determined. Some priority projects may be carried out under an interim agreement with Amtrak.

Project Funding

This project is funded with federal formula grants (5307 and/or 5337) requiring a 20% local match.

Schedule Information												
Phase	Start Date	Finish Date										
WUS Projects (various)	7/1/2018	7/1/2026	Jul-17	Jul-18	Jul-19	Jul-20	Jul-21	Jul-22	Jul-23	Jul-24	Jul-25	Jul-26
			WUS Projects (various)									

Project Schedule as of 09/14/2022

Funding Source	Life to Date	FY 23	FY 24	FY 25	FY 26	FY 27	FY 28	FY 29	Future	Total
Federal - Formula Funds	6,051,948	6,200,000	6,200,000	6,200,000	6,200,000					30,851,948
Federal State Match	3,318,810	3,400,000	3,400,000	3,400,000	3,400,000					16,918,810
VRE Local Match	390,448	400,000	400,000	400,000	400,000					1,990,448
State CROC	3,916,289									3,916,289
Unfunded (To Be Determined)										
Total Funding	13,677,495	10,000,000	10,000,000	10,000,000	10,000,000					53,677,495

Spending Plan	Life to Date	FY 23	FY 24	FY 25	FY 26	FY 27	FY 28	FY 29	Future	Total
Total Spending Plan		23,677,495	10,000,000	10,000,000	10,000,000					53,677,495



Rolling Stock Equipment

Project Name:

Fleet Expansion Coaches - 21 Railcars

Project ID:

RS-3

Program Name:

Rolling Stock

Project Type:

Expansion

Location:

N/A

**Project Description**

This project supports the purchase of eleven (11) coaches to expand capacity on Fredericksburg Line trains and the purchase of ten (10) expansion coaches to facilitate near-term Manassas Line capacity expansion. This project is contingent on the expansion of storage capacity at the Broad Run Maintenance and Storage Facility (MSF) and expansion of the Broad Run Station facilities.

Project Funding

The project is funded with Federal 5307 formula funds in addition to state Smart Scale and I-66 Outside the Beltway funds.

Schedule Information										
Phase	Start Date	Finish Date	Jul-21	Jul-22	Jul-23	Jul-24	Jul-25	Jul-26	Jul-27	Jul-28
21 Rail Cars	7/1/2022	7/1/2028								
			21 Rail Cars							

Project Schedule as of 09/14/2022

Funding Source	Life to Date	FY 23	FY 24	FY 25	FY 26	FY 27	FY 28	FY 29	Future	Total
Federal - Formula Funds	15,261,532		2,506,565							17,768,097
Federal State Match	2,515,732		501,313							3,017,045
VRE Local Match	1,299,651		125,328							1,424,980
State - Smart Scale	26,532,000	7,762,442								34,294,442
I-66 OTB Concession Payment	28,120,000									28,120,000
Unfunded (To Be Determined)										
Total Funding	73,728,915	7,762,442	3,133,206							84,624,563

FY19 Lapsed funds reprogrammed in FY24

Spending Plan	Life to Date	FY 23	FY 24	FY 25	FY 26	FY 27	FY 28	FY 29	Future	Total
Total Spending Plan	13,146,183	9,451,589	3,228,252	807,063		56,377,350		1,614,126		84,624,563

Project Name:
Fleet Expansion Coaches

Project ID:
RS-6

Program Name:
Rolling Stock

Project Type:
Expansion

Location:
N/A

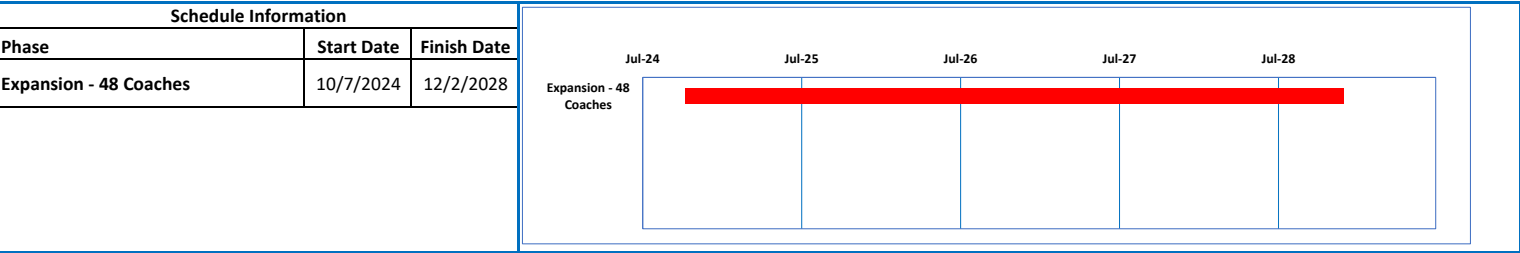


Project Description

This project includes the purchase of additional coaches to support expanded VRE service enabled by the Transforming Rail in Virginia program, Phases 1 and 2. A need for forty-four (44) trailer coaches and four (4) cab cars, including spares, has been identified. This project is contingent on equipment storage capacity at the VRE Crossroads and Broad Run Maintenance and Storage Facility (MSF) and midday storage facility in Washington, DC.

Project Funding

Virginia Passenger Rail Authority is in Project Development for an FTA Core Capacity Capital Investment Grant (CIG) for the Long Bridge Project. The CIG project includes three (3) six-car VRE trainsets plus spares or 4 locomotives, 4 cab cars, and 18 trailer coaches. A CIG Full Funding Grant Agreement is assumed in fall 2024 or Federal Fiscal Year 2025.



Project Schedule as of 09/14/2022

Funding Source	Life to Date	FY 23	FY 24	FY 25	FY 26	FY 27	FY 28	FY 29	Future	Total
Federal - FTA Core Capacity CIG										
Unfunded (To Be Determined)				194,822,460						194,822,460
Total Funding				194,822,460						194,822,460

Spending Plan By Phase	Life to Date	FY 23	FY 24	FY 25	FY 26	FY 27	FY 28	FY 29	Future	Total
Total Spending Plan					48,000,000	48,000,000	48,000,000	50,822,460		194,822,460

Project Name:**Fleet Expansion Locomotive****Project ID:****RS-4****Program Name:****Rolling Stock****Project Type:****Expansion****Location:****N/A****Project Description**

This project includes the purchase of additional locomotives to support expanded VRE service enabled by the Transforming Rail in Virginia program, Phases 1 and 2. A need for seven (7) locomotives, including spares, has been identified. Procurement will give consideration to available, emerging technology such as ultralow or zero emission vehicles. This project is contingent on equipment storage capacity at the VRE Crossroads and Broad Run Maintenance and Storage Facility (MSF) and midday storage facility in Washington, DC.

Project Funding

Virginia Passenger Rail Authority is in Project Development for an FTA Core Capacity Capital Investment Grant (CIG) for the Long Bridge Project. The CIG project includes three (3) six-car VRE trainsets plus spares or 4 locomotives, 4 cab cars, and 18 trailer coaches. A CIG Full Funding Grant Agreement is assumed in fall 2024 or Federal Fiscal Year 2025.

Schedule Information							
Phase	Start Date	Finish Date	Jul-26	Jul-27	Jul-28	Jul-29	Jul-30
Expansion - 7 Locomotive	10/2/2026	11/27/2030	Expansion - 7 Locomotive				

Project Schedule as of 09/14/2022

Funding Source	Life to Date	FY 23	FY 24	FY 25	FY 26	FY 27	FY 28	FY 29	Future	Total
Federal - FTA Core Capacity CIG										
Unfunded (To Be Determined)				79,503,630						79,503,630
Total Funding				79,503,630						79,503,630

Spending Plan By Phase	Life to Date	FY 23	FY 24	FY 25	FY 26	FY 27	FY 28	FY 29	Future	Total
Total Spending Plan							20,000,000	20,000,000	39,503,630	79,503,630



Station Parking

Project Name:

Leeland Road Parking Improvements

Project ID:

PK-3

Program Name:

Station Parking

Project Type:

Expansion

Location:

Stafford County

**Project Description**

This project will expand the surface parking lot at the Leeland Road station by approximately 225 spaces to accommodate future demand.

Project Funding

This project is funded through the SMART SCALE program as part of the broader Fredericksburg Line Capacity Expansion program.

Schedule Information							
Phase	Start Date	Finish Date	Jul-22	Jul-23	Jul-24	Jul-25	Jul-26
Development	1/2/2023	6/30/2023					
Property Acquisition							
Final Design	7/1/2023	6/30/2024					
Construction	7/1/2024	2/28/2026					

Project Schedule as of 09/14/2022

Funding Source	Life to Date	FY 23	FY 24	FY 25	FY 26	FY 27	FY 28	FY 29	Future	Total
State - Smart Scale	5,519,178									5,519,178
Unfunded (To Be Determined)				6,525,255						6,525,255
Total Funding	5,519,178			6,525,255						12,044,433

Spending Plan	Life to Date	FY 23	FY 24	FY 25	FY 26	FY 27	FY 28	FY 29	Future	Total
Total Spending Plan		446,962	1,344,541	2,563,233	7,689,697					12,044,433

Project Name:

Manassas Park Parking Expansion

Project ID:

PK-4

Program Name:

Station Parking

Project Type:

Expansion

Location:

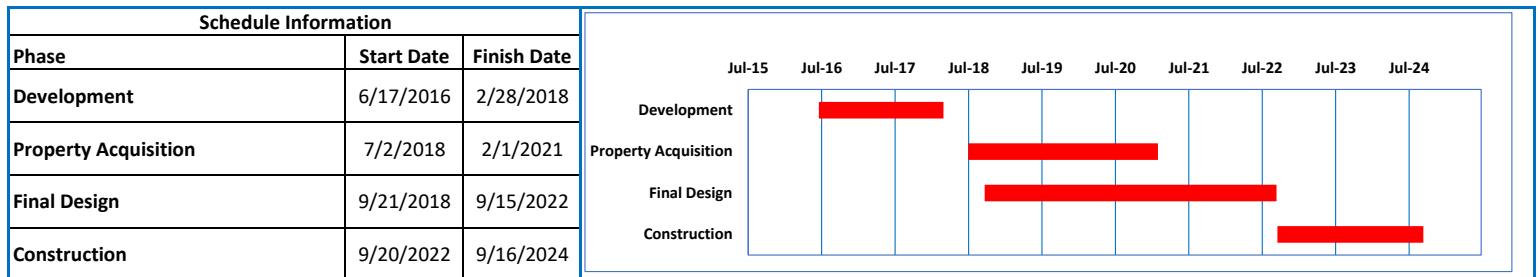
City of Manassas Park

**Project Description**

This project will add a parking facility (approximately 560 spaces) at the Manassas Park station to increase station parking capacity for VRE riders to 1,100 spaces. The facility has the potential to be shared with other private or public uses in the vicinity.

Project Funding

Project funding sources include NVTA and I-66 Outside the Beltway funds as well as City of Manassas Park funds.



Project Schedule as of 09/14/2022

Funding Source	Life to Date	FY 23	FY 24	FY 25	FY 26	FY 27	FY 28	FY 29	Future	Total
NVTA	2,500,000									2,500,000
I-66 OTB Concession Payment	23,483,000									23,483,000
City of Manassas Park	678,764									678,764
Unfunded (To Be Determined)				5,117,836						5,117,836
Total Funding	26,661,764			5,117,836						31,779,600

Spending Plan	Life to Date	FY 23	FY 24	FY 25	FY 26	FY 27	FY 28	FY 29	Future	Total
Total Spending Plan	2,620,462	7,800,795	17,086,674	4,271,669						31,779,600



Train Maintenance and Storage Facilities

Project Name:

Crossroads MSF - Employee Parking

Project ID:

MS-3

Program Name:

Train Maintenance and Storage Facilities

Project Type:

Expansion

Location:

Spotsylvania

**Project Description**

This project will provide PE/NEPA and Final Design services as well as Construction of a new Employee Parking Facility at Crossroads MSF. Deasign and construction also includes advanced site work for a future Administration & Employee Wellness (AEW) building. Work here is coordinated with XR- MSF Long-Term Project.

Project Funding

This project is funded through the SMART SCALE program as part of the broader Fredericksburg Line Capacity Expansion program.

Schedule Information			Jul-21	Jul-22	Jul-23
Phase	Start Date	Finish Date			
Development	3/1/2022	6/1/2022			
Property Acquisition					
Final Design	12/1/2022	12/1/2023			
Construction	3/1/2023	3/1/2024			

Project Schedule as of 09/14/2022

Funding Source	Life to Date	FY 23	FY 24	FY 25	FY 26	FY 27	FY 28	FY 29	Future	Total
State - Smart Scale	5,057,000	2,308,765								7,365,765
Unfunded (To Be Determined)										
Total Funding	5,057,000	2,308,765								7,365,765

Spending Plan	Life to Date	FY 23	FY 24	FY 25	FY 26	FY 27	FY 28	FY 29	Future	Total
Total Spending Plan	161,400	357,500	2,357,500	4,489,365						7,365,765

Project Name:
Crossroads MSF - TRV Phase II Service Expansion

Project ID:
MS-3-1

Program Name:
Train Maintenance and Storage Facilities

Project Type:
Expansion

Location:
Spotsylvania



Project Description

This project includes multiple phases of design and construction for long-term expansion of Crossroads MSF to accommodate train consists, locomotives, and spare equipment required to provide the level of service contemplated in the Transforming Rail in Virginia Phase II service plan for Fredericksburg Line service. Work here is coordinated with XR- MSF Short-Term Project.

Project Funding

This project is funded through the SMART SCALE program as part of the broader Fredericksburg Line Capacity Expansion program.

Schedule Information			Jul-21	Jul-22	Jul-23	Jul-24	Jul-25
Phase	Start Date	Finish Date					
Development	2/4/2022	3/15/2023					
Property Acquisition	7/6/2021	7/6/2021					
Final Design	3/16/2023	6/21/2023					
Construction	6/22/2023	8/13/2025					

Project Schedule as of 09/14/2022

Funding Source	Life to Date	FY 23	FY 24	FY 25	FY 26	FY 27	FY 28	FY 29	Future	Total
State - Smart Scale		1,000,000								1,000,000
Unfunded (To Be Determined)				30,091,291						30,091,291
Total Funding		1,000,000		30,091,291						31,091,291

Spending Plan	Life to Date	FY 23	FY 24	FY 25	FY 26	FY 27	FY 28	FY 29	Future	Total
Total Spending Plan		250,000	250,000	11,311,766	9,639,762	9,639,762				31,091,291

Project Name:

Lifecycle Overhaul & Upgrade (LOU) Facility

Project ID:

MS-6

Program Name:

Train Maintenance and Storage Facilities

Project Type:

Expansion

Location:

Spotsylvania County

**Project Description**

This project funds the design and construction of a rolling stock equipment maintenance facility in order to carry out those components of a life-cycle maintenance program that can be most efficiently accomplished at the VRE yards. New shop facilities will include overhead cranes, a wheel and axle drop table and wheel truing machine. The project will build two tracks on recently acquired adjacent property to accommodate the new facility.

Project Funding

Project is funded with federal formula grants and associated state and local match.

Schedule Information												
Phase	Start Date	Finish Date										
Development	6/15/2015	2/17/2017										
Property Acquisition	3/1/2017	10/24/2019										
Final Design	8/16/2018	12/7/2020										
Construction	12/1/2020	3/29/2023										

Project Schedule as of 09/14/2022

Funding Source	Life to Date	FY 23	FY 24	FY 25	FY 26	FY 27	FY 28	FY 29	Future	Total
Federal - Formula Funds	38,941,190	372,000								39,313,190
Federal State Match	11,539,685	204,000								11,743,685
VRE Local Match	1,702,757	24,000								1,726,757
Unfunded (To Be Determined)										
Total Funding	52,183,632	600,000								52,783,632

Spending Plan	Life to Date	FY 23	FY 24	FY 25	FY 26	FY 27	FY 28	FY 29	Future	Total
Total Spending Plan	30,919,422	21,864,210								52,783,632

Project Name:
New York Avenue Midday Storage Facility

Project ID:
MS-7

Program Name:
Train Maintenance and Storage Facilities

Project Type:
Replacement and Rehabilitation

Location:
District of Columbia

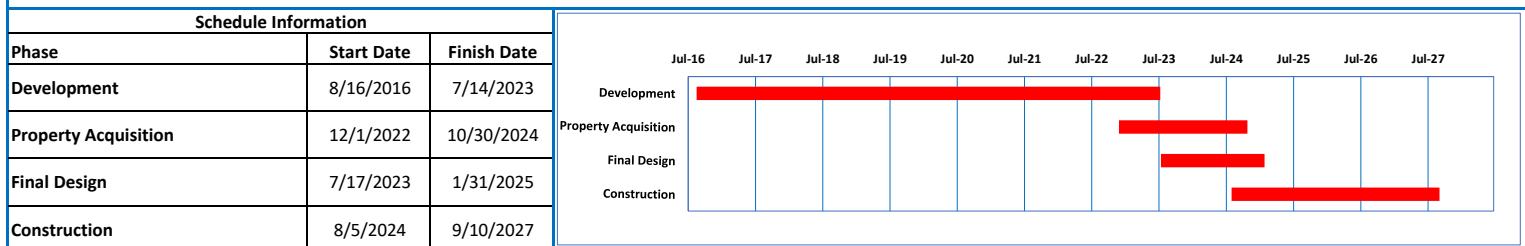


Project Description

This project includes the design, permitting, property acquisition and phased construction for a midday storage facility parallel to New York Avenue in the District of Columbia to supplement VRE's current storage at Amtrak's Ivy City Coach Yard. The new facility will complement the current coach yard and improve current storage with added flexibility. This project includes the two initial phases of design and construction. Future third and fourth phases of design and construction are beyond the budget timeline.

Project Funding

Project funding sources include Federal formula grants.



Project Schedule as of 09/14/2022

Funding Source	Life to Date	FY 23	FY 24	FY 25	FY 26	FY 27	FY 28	FY 29	Future	Total
Federal - Formula Funds	66,716,079	15,012,187	9,307,984							91,036,250
Federal State Match	27,494,937	8,232,490	5,104,379							40,831,805
VRE Local Match	3,925,459	968,528	600,515							5,494,502
Unfunded (To Be Determined)										
Total Funding	98,136,474	24,213,205	15,012,878							137,362,557

Spending Plan By Phase	Life to Date	FY 23	FY 24	FY 25	FY 26	FY 27	FY 28	FY 29	Future	Total
Total Spending Plan	2,267,802	9,695,654	17,622,471	24,850,555	37,476,877	35,702,854				137,362,557



**Misc. (Multiple
Categories)**

Project Name:

Forklifts purchase

Project ID:

OT-4

Program Name:

Train Maintenance and Storage Facilities

Project Type:

New Installation

Location:

Prince William County

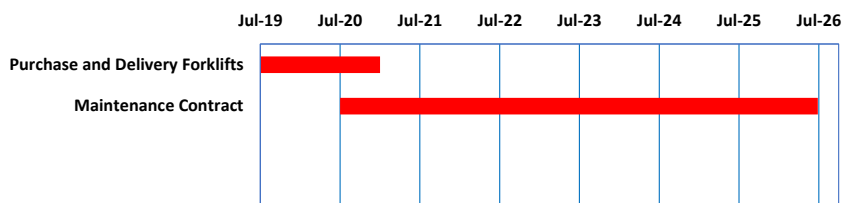
**Project Description**

The project provides funding for the purchase and delivery of 5 forklifts to VRE's Maintenance and Storage Facilities. The scope of work for this purchase includes delivery of one (1) large capacity forklift at each yard (Fredericksburg/Manassas, VA) to lift locomotive traction motor/wheel/axle combinations; one (1) medium capacity forklift at each yard to lift and move materials, tooling, and shop equipment; and one (1) at the Crossroads Warehouse to accommodate material movement needs.

Project Funding

This project is funded with VRE Capital Reserve funds.

Schedule Information										
Phase	Start Date	Finish Date								
Purchase and Delivery Forklifts	7/1/2019	12/31/2020								
Maintenance Contract	7/1/2020	7/1/2026								



Project Schedule as of 09/14/2022

Funding Source	Life to Date	FY 23	FY 24	FY 25	FY 26	FY 27	FY 28	FY 29	Future	Total
VRE Capital Reserve	290,146									290,146
Unfunded (To Be Determined)										
Total Funding	290,146									290,146

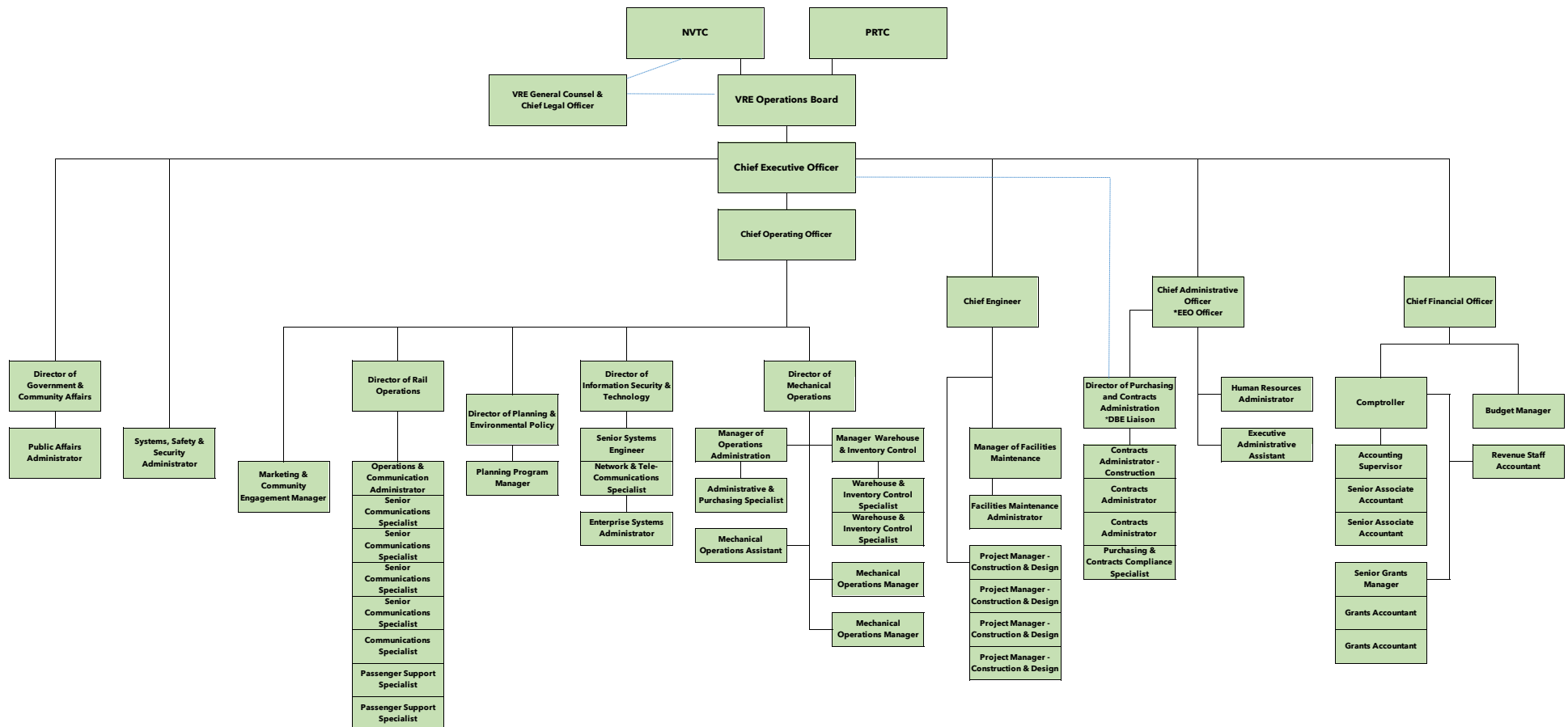
Spending Plan	Life to Date	FY 23	FY 24	FY 25	FY 26	FY 27	FY 28	FY 29	Future	Total
Purchase and Delivery of 5 forklifts			264,146							264,146
Maintenance Contract			5,200	5,200	5,200	5,200	5,200			26,000
Total Spending Plan			269,346	5,200	5,200	5,200	5,200			290,146



Appendices and Additional Information

VRE Organizational Chart

as of June, 30 2022



* Note: Director of Purchasing and Contracts Administration reports to the CEO in matters related to their duties as DBE liaison
 Chief Administrative Officer - primary EEO Officer for VRE
 VRE General Counsel & Chief Legal Officer reports to the Operations Board and also assists the NVTC Commission with legal matters

VRE FY 2024 Recommended Departmental Budget

	FY 2022 Amended	FY 2023 Approved	FY 2024 Recommended
Revenue:			
VRE - Non-Departmental			
Fare Revenue	10,798,000	25,296,000	28,640,000
Miscellaneous Revenue	300,000	200,000	150,000
Appropriation from Operating Reserve	-	-	-
Appropriation from Capital Reserve	1,317,000	-	41,537
Jurisdictional Revenue	4,756,658	13,544,122	18,300,780
Other Revenue (Incl. Use of Prev. FY Surplus)	-	-	-
State CROC Dedicated Funding - Operations	-	-	7,496,000
State Operating Grant	12,278,878	11,000,000	5,000,000
Federal CARES Act	59,379,311	28,518,808	29,478,274
Federal Grants - Operations and Debt	5,418,501	5,418,361	5,420,686
State Grants - Operations and Debt	979,700	18,050,992	18,904,897
State CROC Dedicated Funding - Capital Program	15,000,000	15,000,000	7,504,000
Regional Grants - Capital Program	-	-	7,900,000
Federal Grants - Capital Program	27,175,122	30,607,205	45,300,447
State Grants - Capital Program	49,611,139	37,692,100	15,608,860
Interest Income	100,000	150,000	1,000,000
Total Revenue	187,114,309	185,477,588	190,745,481
Expenditures:			
Non-Departmental Operating			
Liability Insurance	7,167,000	7,580,000	7,300,000
Operating Reserve/Contingency	-	1,743,429	1,780,893
Capital Reserve	-	-	-
Other	-	-	-
Total VRE - Non-Departmental	7,167,000	9,323,429	9,080,893
General Counsel			
Salaries/Fringes	386,000	386,000	399,000
Travel/Training/Employee Expenses	2,600	2,500	3,000
Legal Costs	175,000	50,000	50,000
Consulting/Professional/Other	-	-	-
Other Costs	2,000	1,700	1,500
Total General Counsel	565,600	440,200	453,500
Executive, HR & Administration			
Salaries/Fringes	1,088,694	1,382,000	1,583,500
Travel/Training/Employee Expenses	2,700	11,300	4,300
Board Member Expenses	1,500	1,500	-
Office Administration Expenses	102,000	95,000	104,500
Legal/Audit	-	-	-
Consulting/Professional/Other	50,000	154,000	7,500
Total HR & Administration	1,244,894	1,643,800	1,699,800
Government & Public Relations			
Salaries/Fringes	375,000	394,000	428,000
Travel/Training/Employee Expenses	8,500	8,500	4,000
Organizational Memberships	110,000	110,000	100,000
Government Relations	180,000	180,000	175,000
Other Costs/Special Events/Consulting	17,500	9,500	3,800
Total Chief of Staff/Public Affairs	691,000	702,000	710,800
Marketing			
Salaries/Fringes	110,000	116,000	174,000
Travel/Training/Employee Expenses	500	500	-
Marketing/Advertising/Promotional	220,000	170,000	405,000
Other Costs/Special Events	45,000	40,000	30,000
Total Marketing	375,500	326,500	609,000

Project Development			
Salaries/Fringes	389,000	368,000	425,000
Travel/Training/Employee Expenses	22,105	11,000	5,000
Professional Services/Consulting/Other	321,700	571,400	437,900
Total Office of Development	732,805	950,400	867,900
Rail Operations			
Salaries/Fringes	944,168	1,042,000	1,142,000
Travel/Training/Employee Expenses	6,000	1,000	9,000
Printing/Admin/Other	56,000	36,000	26,000
Consulting/Professional Services	50,000	50,000	50,000
Website & Communications	300,000	300,000	275,000
Fare Collections	1,070,000	1,050,000	1,100,000
Total Customer Communications	2,426,168	2,479,000	2,602,000
Finance and Accounting			
Salaries/Fringes	1,440,656	1,435,000	1,727,000
Travel/Training/Employee Expenses	28,000	21,500	13,500
Audit Services	60,000	65,000	65,000
Retail Sales/Vendor Commissions	844,000	1,245,000	1,072,000
Consulting/Professional Services/Admin/Other	389,500	525,000	417,000
Total Budget and Finance	2,762,156	3,291,500	3,294,500
Information Technology			
Salaries/Fringes	579,956	700,000	736,700
Travel/Training/Employee Expenses	9,850	2,850	5,350
Computer Equipment/Software/Maintenance	893,000	743,000	706,504
Admin/Consulting/Other	127,500	163,150	222,666
Communications	610,000	610,000	718,496
Total Communication and Info Tech	2,220,306	2,219,000	2,389,716
Design & Construction			
Salaries/Fringes	893,407	1,036,000	1,128,000
Travel/Training/Employee Expenses	26,000	28,000	2,500
Consulting/Professional Services/Other	107,500	32,000	152,000
Total Design & Construction	1,026,907	1,096,000	1,282,500
Facilities Maintenance			
Salaries/Fringes	342,000	358,000	389,000
Travel/Training/Employee Expenses	1,300	1,300	500
Office Rent/Utilities/Admin/Consulting	319,400	330,400	331,800
Parking/Electricity/Water/Sewer	816,100	816,100	635,600
Facility Repairs and Maintenance/Custodial/Snow	2,585,000	2,578,000	2,458,000
Total Facilities Maintenance	4,063,800	4,083,800	3,814,900
Purchasing and Contract Administration			
Salaries/Fringes	629,357	746,000	807,000
Travel/Training/Employee Expenses	18,500	18,500	12,500
Admin/Consulting/Other	29,350	28,600	25,750
Total Procurement and Contract Admin	677,207	793,100	845,250
Mechanical Operations			
Salaries/Fringes	973,946	1,093,000	1,370,000
Travel/Training/Employee Expenses	7,000	7,000	2,000
Admin/Consulting/Other	33,700	183,300	36,400
Equipment/Warehouse Leases	-	-	-
Yard Electricity/Car Wash	1,085,000	1,185,000	1,185,000
Diesel Fuel	4,000,000	4,590,000	5,185,000
Equipment Repairs and Maintenance/PTC	4,365,000	4,315,000	3,756,000
Total Mechanical Operations	10,464,646	11,373,300	11,534,400
System Safety & Security			
Salaries/Fringes	117,000	123,000	169,000
Travel/Training/Employee Expenses	33,000	43,500	73,700
Admin/Consulting/Professional Services	301,700	260,100	257,200
Yard/Station Security/Disaster Response	727,500	734,750	598,000
Total Safety and Security	1,179,200	1,161,350	1,097,900
PRTC			
Professional Services	102,000	102,000	102,000
Total PRTC	102,000	102,000	102,000

NVTC			
Professional Services	<u>90,000</u>	<u>90,000</u>	<u>90,000</u>
Total NVTC	<u>90,000</u>	<u>90,000</u>	<u>90,000</u>
Train Operations			
Contract Operations and Maintenance	<u>16,787,500</u>	<u>17,797,500</u>	<u>19,129,000</u>
Total Train Operations	<u>16,787,500</u>	<u>17,797,500</u>	<u>19,129,000</u>
Amtrak			
Contract Operations and Maintenance	<u>4,283,000</u>	<u>4,578,000</u>	<u>4,726,000</u>
Total Amtrak	<u>4,283,000</u>	<u>4,578,000</u>	<u>4,726,000</u>
Maintenance of Equipment			
Maintenance of Equipment	<u>7,898,500</u>	<u>8,771,000</u>	<u>9,556,500</u>
Total Maintenance of Equipment	<u>7,898,500</u>	<u>8,771,000</u>	<u>9,556,500</u>
Amtrak Access Fees			
Access Fees	<u>6,830,000</u>	<u>8,167,000</u>	<u>8,264,000</u>
Total Amtrak Access Fees	<u>6,830,000</u>	<u>8,167,000</u>	<u>8,264,000</u>
Norfolk Southern			
Access Fees	<u>3,244,000</u>	<u>3,351,000</u>	<u>3,491,000</u>
Total Norfolk Southern	<u>3,244,000</u>	<u>3,351,000</u>	<u>3,491,000</u>
CSXT			
Access Fees	<u>8,544,000</u>	<u>8,805,000</u>	<u>9,584,000</u>
Total CSXT	<u>8,544,000</u>	<u>8,805,000</u>	<u>9,584,000</u>
CIP Expenditures			
CIP Expenditures	<u>97,515,922</u>	<u>87,710,687</u>	<u>81,798,993</u>
Total CIP Expenditures	<u>97,515,922</u>	<u>87,710,687</u>	<u>81,798,993</u>
CIP VRE - Non-Departmental			
Debt Service	<u>6,222,198</u>	<u>6,222,023</u>	<u>13,720,929</u>
Total CIP VRE - Non-Departmental	<u>6,222,198</u>	<u>6,222,023</u>	<u>13,720,929</u>
Total Expenditures	<u>187,114,309</u>	<u>185,477,588</u>	<u>190,745,481</u>

Future Projects and Projects Administered by Other Entities

The FY 2024 Operating and Capital Budget totals \$190.7 million. FY 2024 budgeted operating In previous years, VRE included several major projects in the Capital Improvement Program (CIP) that were largely or entirely unfunded. These ‘future projects’ had been identified as important to VRE’s long-term service planning but generally were still in the conceptual stages of project design; did not have identified funding commitments or plans to apply for such funding; and in some cases were unlikely to be administered by VRE.

Beginning in FY 2020, VRE has chosen to remove these future projects from the formal six-year CIP and instead describe them separately. The decision to present these future projects separately does not mean the projects are not important; instead, it reflects that the projects are relatively undeveloped and are unlikely to be completed (or even substantially underway) during the six-year CIP period. As the projects move forward and as more reliable cost estimates are developed, they may be candidates to move into the formal six-year CIP in future budget years if VRE is identified as the lead entity responsible for project implementation.

The future projects that are important to VRE but not identified in the six-year CIP include:

- *Long Bridge Capacity Improvements:* The Long Bridge Project consists of improvements to the bridge corridor and related railroad infrastructure located between the RO Interlocking near Long Bridge Park in Arlington and the L’Enfant Interlocking near 10th Street SW in Washington, DC. The Long Bridge Corridor is owned and operated by CSX Transportation, but VRE and Amtrak passenger trains currently use the bridge in addition to CSXT freight. The purpose of the project is to provide additional long-term railroad capacity to improve the reliability of railroad service through the Long Bridge Corridor. Currently, there is insufficient capacity, resiliency, and redundancy to accommodate the projected demand in future rail services.

Following the completion of an Environmental Impact Statement (EIS) and publication of a Record of Decision (ROD) by the Federal Railroad Administration (FRA) in 2020, the Long Bridge project has now entered preliminary engineering. DRPT is leading this phase of the project, and the current estimated construction cost is \$2.0 billion.

- *Third Track Projects:* Previous VRE CIPs included third track and bridge projects that would expand capacity along the CSX right-of-way south of Franconia-Springfield. These projects were identified by the waterways crossed by each section of third track (Aquia Creek, Potomac Creek, Powells Creek, Rappahannock River, Neabsco Creek, and Occoquan River). Going forward, this track work will be managed by DRPT and VPRA as part of the Atlantic Gateway

Project (for Franconia to Occoquan), the Washington DC to Richmond Segment (DC2RVA) of the FRA Southeast High-Speed Rail Corridor project, and the broader Transforming Rail in Virginia (TRV) program.

- *Fourth Track between RO (Rosslyn) and AF (Alexandria):* As with the third track projects, this work will be coordinated by DRPT and VPRA as part of the Atlantic Gateway and DC2RVA projects.
- *Fredericksburg Station Expansion and Parking Structure:* VRE had previously contemplated station expansion and a parking structure at Fredericksburg to accommodate future increased demand. However, this work will now be coordinated with the DC2RVA project.
- *Long-term expansion investments:* Following the completion of the Long Bridge expansion, the RO-to-AF fourth track project, and certain other capacity enhancement projects, VRE will need to consider additional investments to support additional service capacity, including increased peak-hour service frequency and the potential for reverse-commute, midday, and other expanded services. These investments would likely include further expansion of the Crossroads and Broad Run storage yards and track and signal improvements on the Manassas Line.

In addition to the future projects described above, the projects listed below are important to the VRE commuter rail service but are not listed in the CIP because they are funded and administered by other stakeholders.

- *Potomac Shores Station:* The Potomac Shores VRE station will be constructed by the Potomac Shores developer as part of an agreement with Prince William County.
- *Rolling Road Parking Garage:* Fairfax County is reviewing the potential construction of a 300-space parking garage at the Rolling Road VRE station.



A Transportation Partnership



UPDATED PER OPERATIONS BOARD RECOMMENDATION 12/16/2022
Subsidy by Jurisdiction FY 2021- 2024
and Ridership Survey Results

Jurisdiction	FY 2021		FY 2022		FY 2023		FY 2024 Recommended		Change FY21 to	Change FY23 to
	Subsidy	Percent	Subsidy	Percent	Subsidy	Percent	Subsidy	Percent	FY24	FY24
Fairfax County	\$ 6,379,017	34.9%	\$ 1,658,006	34.9%	\$ 4,721,011	34.9%	\$ 5,005,547	31.3%	\$ (1,373,470)	\$ 284,536
Prince William County	5,930,777	32.4%	1,541,501	32.4%	4,389,276	32.4%	4,924,666	30.8%	(1,006,111)	\$ 535,390
Stafford County	2,477,175	13.5%	643,856	13.5%	1,833,319	13.5%	2,306,625	14.4%	(170,550)	\$ 473,306
Spotsylvania County	1,503,754	8.2%	390,849	8.2%	1,112,905	8.2%	1,813,436	11.3%	309,682	\$ 700,531
Manassas	807,234	4.4%	209,813	4.4%	597,421	4.4%	659,532	4.1%	(147,702)	\$ 62,111
Manassas Park	468,364	2.6%	121,735	2.6%	346,629	2.6%	450,426	2.8%	(17,938)	\$ 103,797
Fredericksburg	367,089	2.0%	95,412	2.0%	271,677	2.0%	518,584	3.2%	151,495	\$ 246,907
Arlington	218,219	1.2%	56,719	1.2%	161,500	1.2%	190,784	1.2%	(27,435)	\$ 29,284
Alexandria	149,151	0.8%	38,767	0.8%	110,384	0.8%	130,400	0.8%	(18,751)	\$ 20,016
	\$ 18,300,780	100%	\$ 4,756,658	100%	\$ 13,544,122	100%	\$ 16,000,000	100%	\$ (2,300,780)	\$ 2,455,878

Jurisdiction	October 2019		October 2020		October 2021		November 2022	
	Riders	Percent	Riders	Percent	Riders	Percent	Riders	Percent
Fairfax County	2,449	26%	NO SURVEY PERFORMED		NO SURVEY PERFORMED		846	23%
Prince William County	2,752	29%					977	27%
Stafford County	1,520	16%					537	15%
Spotsylvania County	1,079	11%					501	14%
Manassas	399	4%					136	4%
Manassas Park	229	2%					93	3%
Fredericksburg	287	3%					139	4%
Other	734	8%					385	11%
	9,449	100%					3,614	100%



VIRGINIA RAILWAY EXPRESS
OPERATIONS BOARD

Updated Per Operations Board Recommendation 12/16/2022

Agenda Item 9-A **Action Item**

To: Chair Franklin and the VRE Operations Board

From: Rich Dalton

Date: December 16, 2022

**Re: Referral of the Amended FY 2023 and Recommended FY 2024
VRE Operating and Capital Budgets to the Commissions and
Jurisdictions**

Recommendation:

The VRE Operations Board is asked to adopt the amended FY 2023 VRE Operating and Capital Budget and the recommended FY 2024 VRE Operating and Capital Budget and refer them to the Commissions for their consideration and subsequent referral to the jurisdictions for their formal review and adoption; and to recommend the Commissions authorize the Executive Directors of NVTC and PRTC to take the necessary actions to apply for federal and state grant funding.

Summary:

Following the presentation of the preliminary FY 2024 budget in September and the budget updates in October and November, staff is presenting the recommended FY 2024 operating and capital budget for adoption and referral. Despite the slower than expected return of ridership following the COVID-19 pandemic, the recommended budget is balanced, with no funding gap, and with all projected uses of funding in FY 2024 supported by reasonably expected sources of funding. The FY 2024 budget includes no changes to passenger fares as compared to FY 2023 and a total jurisdictional subsidy contribution of \$16.0 million.

Background:

In accordance with the VRE Master Agreement, which outlines the process for annual budget approval, the key issues to be addressed in the FY 2024 budget were presented to the VRE Operations Board for discussion in July 2022, and the preliminary FY 2024 budget was prepared for review and referral at the September 2022 Operations Board meeting. Additional discussions and reviews were undertaken with the Operations



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703-524-3322



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VRE.org



Potomac and Rappahannock
Transportation Commission
14700 Potomac Mills Road
Woodbridge, VA 22192
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Board, the members of the Finance Committee, and staff members of the jurisdictions through the VRE Coordinating Committee (VCC).

Discussion:

The Recommended FY 2024 Operating and Capital Budget totals \$190.7 million. The budget projects average daily ridership of 10,000 passengers which results in \$28.6 million of total annual fare revenue. These projections, while higher than the past two years, are still lower than pre-pandemic figures. The total jurisdictional contribution is \$16,000,000 and represents an increase of approximately \$2.5 million over the FY 2023 budget amount of \$13,544,122. The FY 2024 budget also includes no changes to passenger fares.

FY 2024 budgeted operating expenses of \$108.9 million are higher than the prior year by \$11.2 million, an increase of 11.4%, with increased debt service obligations and increased operating expenses being balanced by projected revenue increases and the ongoing use of Federal pandemic relief funds. The detailed operating budget assumptions are provided in the FY 2024 Recommended Budget document, but the key assumptions include:

- Total jurisdictional contribution of \$16,000,000.
- No increase in passenger fares, including the Amtrak Step-Up fare (which remains suspended following the pandemic). Fare revenue is budgeted at \$28.6 million based on a projected average daily ridership of 10,000 and 32 daily revenue trains.
- State operating assistance is projected at \$5.0 million, a decrease of \$19.5 million from the actual amount received in FY 2023, and a decrease of \$6.0 million compared to the amount originally projected in the approved FY 2023 budget.
- Diesel fuel cost projected at \$5.2 million, based on an average cost per gallon of \$3.05 and projected usage of 1.70 million gallons. This is an increase of \$0.6 million over the original FY 2023 budgeted amount.
- Track access fees across all three host railroads of \$21.3 million, based on estimated or actual contractual amounts. Grant funding from all sources for track access fees at 84%, or \$17.9 million, unchanged from the reimbursement percentage received in the FY 2023 budget.
- No staff additions proposed in FY 2024.
- Required contractual increases for train operations and maintenance of equipment budgeted at a net increase of \$2.1 million reflecting projected cost revisions, increased services and a CPI increase of 7.75%.
- Operating contingency at 2.0% of the operating budget, reflecting no change in rate from the 2.0% budgeted for FY 2023.
- Budgeted insurance premium costs decreased by \$0.3 million, or 3.7%, due to ongoing evaluation of VRE's needs and changes in the global insurance marketplace.
- In total, Net Departmental operating expenses increased by 1.0%, or an increase of \$0.4 million compared to FY 2023. This is primarily due to projected diesel fuel cost increases offset by budget reductions in several areas.

Ridership and Fare Revenue

The ridership outlook for FY 2024 remains uncertain despite steady growth over the past twelve months. While some employees have returned to their offices on a full-time basis, many employers have shifted to a hybrid work schedule (with some days at the office and some remote), and other employers have allowed employees to remain entirely remote. This includes both private sector firms and public sector employers such as the federal government, and working arrangements are expected to continue to evolve in the coming months and years. These changes in commuting patterns have a major impact on the demand for VRE service.

The FY 2023 amended operating budget (which is described in more detail below) assumes that average daily ridership for the year will be just under 7,000, rather than 8,000 as originally projected. This ridership outlook, plus the impact of the Free Fare September promotion, results in total projected fare revenue for FY 2023 of \$19.1 million, down from the original projection of \$25.3 million.

From that baseline, the FY 2024 recommended budget projects continued steady recovery of ridership over the course of the fiscal year. However, ridership and fare revenue are still expected to remain below pre-pandemic levels (average daily ridership was approximately 18,700 in February 2020). Averaged over the course of the entire year, daily ridership is expected to be 10,000 trips, which corresponds to a total projected fare revenue for the year of \$28.6 million.

FY 2024 Jurisdictional Subsidy Allocation

In November 2022, VRE and the Commissions successfully conducted the first Master Agreement since 2019, after the 2020 and 2021 surveys were cancelled due to the pandemic. The survey validated what has been observed regularly in the field – namely, that while ridership overall remains below pre-pandemic levels, it has recovered more strongly on longer-distance trips, particularly for trips on the Fredericksburg Line originating in Spotsylvania County and the City of Fredericksburg.

This change in the composition of VRE's ridership has two important impacts. First, as described in the Master Agreement, a jurisdiction's share of ridership determines its representation on the Operations Board. Second, the allocation of the annual jurisdictional subsidy is determined by the survey results. The subsidy allocation formula takes into account both the number of riders from a jurisdiction as well as an estimate of the amount of fare revenue paid by those riders.

The recommended total subsidy for FY 2024 is \$16.0 million. The allocation of the subsidy by jurisdiction utilizing the latest survey results is provided in the attachment to this item. In FY 2022 and FY 2023, the subsidy was reduced in order to provide relief to the jurisdictions, and the additional required funding came from federal pandemic relief funds. Given the projected pace of ridership return in the next few years, and the associated levels of fare revenue, VRE will continue to rely on those federal pandemic funds to support the operating budget.

Federal Pandemic Relief Funding

VRE has received pandemic relief funding from three separate pieces of federal legislation: \$86.1 million from the Coronavirus Aid, Relief, and Economic Security (CARES) Act in March 2020; \$70.1 million from the Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA) in December 2020; and \$118.7 million from the American Rescue Plan (ARP) Act in March 2021. The funds from each act are treated like 5307 Urbanized Area funds, but there is no local match requirement. Each allocation has a required 1% set-aside for safety and security investments, but otherwise the funds are intended to help transit agencies mitigate the increased costs and decreased revenues associated with the COVID-19 pandemic.

The recommended FY 2024 budget projects approximately \$31.8 million of federal pandemic relief will be needed to offset lower passenger revenues and state operating assistance. VRE's CARES Act funds have been entirely expended as of the first quarter of FY 2023, and ARP funds are now the source of operating support for FY 2023 and FY 2024.

Given currently projected ridership levels and the desire to maintain a continuity of operations and high-quality service, the Operations Board has directed staff to recommend a balanced budget that does not achieve a 50 percent farebox recovery ratio (i.e., 50 percent of operating expenses covered by passenger fares). The budget achieves balance through the use of federal pandemic relief funds, rather than through higher fares or reduced service.

Six-Year Financial Forecast

Due to the significant uncertainty facing not only VRE but the entire regional and national economy during the height of the pandemic, the usual six-year forecast was not included in the FY 2022 and FY 2023 budgets. As the pandemic has receded and a 'new normal' has begun to emerge, such forecasting is now more tenable. The full recommended budget document for FY 2024 includes a financial forecast for the period through FY 2029, including projections for ridership, planned fare increases and total fare revenue, grant and subsidy funding, operating expenses, and capital expenditures.

The six-year forecast is intended to demonstrate the potential sustainability of VRE's budget beyond the initial year and to highlight areas of potential risk so they can be addressed in advance. The return of ridership is of course the key risk currently facing VRE. The forecast projects ridership approaching, but not fully reaching, pre-pandemic levels by FY 2029. If this ridership level is achieved, along with returning to regular increases in fares and subsidy, then VRE's reliance on federal pandemic relief funds will decline steadily over the period.

Capital Budget and Six-Year Capital Improvement Program

The FY 2024 – 2029 VRE Capital Improvement Program (CIP) is an integrated set of projects and programs that will improve passenger safety and operational efficiency, maintain the VRE system in a state of good repair, and expand capacity. The six-year CIP includes both fully- and partially-funded projects. Funded projects are those that are funded through federal formula grants received annually by VRE; through state funding in accordance with the Commonwealth's Six-Year Improvement Program (SYIP); through already allocated funds from other entities, such as NVTa, or a VRE jurisdiction; or through other committed sources. Partially funded projects are those that are pending a discretionary allocation by a funding authority or for which a funding source has not yet been identified.

The overall outlook for the FY 2024 to FY 2029 CIP is generally positive, despite the impacts of the COVID-19 pandemic. Political and legislative actions over the past few years – including the creation of the dedicated C-ROC Fund at \$15 million per year, the commitment by the Commonwealth to continue current levels of reimbursement for track access fees, and the creation of the Virginia Passenger Rail Authority as part of the Transforming Rail in Virginia program – have created an environment that is supportive of VRE's long-term growth.

Some funding challenges do remain, however, particularly beyond the immediate six-year period. On the capital side, certain key near-term projects are still partially unfunded, and while C-ROC and Capital Reserve funds may be available to fill some gaps, an ongoing VRE priority for FY 2024 will be to continue to work with local, state and other partners on securing additional funding for the commuter rail system. The statutory limitations on the use of VRE's primary source of federal formula funding (the Section 5337 State of Good Repair program) further complicates the capital funding picture.

Finally, this six-year CIP includes projects to expand VRE's rolling stock (both locomotives and coaches). This expansion is currently programmed for roughly the FY 2028 to FY 2032 period, with the first major expenditures expected in FY 2028, which is why they are included in this six-year plan. This fleet expansion is currently unfunded and represents a significant majority of the total unfunded amount in the CIP.

Given current estimates, total project costs for projects in the FY 2024-FY 2029 CIP (including all costs to complete) are approximately \$1.29 billion. Committed funding for these projects currently totals \$860.6 million (67% funded) from a range of federal, state, regional, and local sources. This figure includes life-to-date funding through FY 2023.

FY 2024 – 2029 CIP by Program Area (in millions)

Program Name	Project Cost	Funded	Unfunded
Asset Management/State of Good Repair	\$94.9	\$94.9	\$0.0
Information Technology	3.8	3.8	0.0
Misc. (Multiple Categories)	0.3	0.3	0.0
Passenger Station Facilities	419.3	346.1	73.2
Rolling Stock Equipment	359.0	84.6	274.3
Station Parking	43.8	32.2	11.6
Train Maintenance and Storage Facilities	368.0	298.7	69.3
TOTAL	\$1,289.0	\$860.6	\$428.4

Further details on the CIP by project and funding source are provided in the attachments.

Commuter Rail Operating and Capital (C-ROC) Fund

In March 2021, VRE entered into a Funding Agreement with the Virginia Department of Rail and Public Transportation (DRPT), which was subsequently assigned to the Virginia Passenger Rail Authority (VPRA). The Funding Agreement commits VRE to use C-ROC funds to support the Transforming Rail in Virginia (TRV) program in two ways – through the issuance of debt to assist in the CSXT right-of-way purchase and through ten years of pay-as-you-go contributions to the Long Bridge or other planned capital investments in the VRE service area.

In accordance with the requirements of the Funding Agreement, in June 2022, VRE and NVTC (with NVTC as the Issuer) closed the sale of the Transportation District Special Obligation Revenue Bonds (Transforming Rail in Virginia) Series 2022 (Green Bonds). The sale of these double-A rated tax-exempt bonds generated approximately \$119 million in net proceeds that were then available for transfer to VPRA in July 2022. The Amended FY 2023 and Recommended FY 2024 budgets now reflect two uses of the \$15 million in C-ROC funds received annually – \$7.5 million for debt service on the Series 2022 bonds, and \$7.5 million towards TRV capital projects.

To date, VRE has programmed \$45 million of C-ROC funds (covering fiscal years 2019, 2020, and 2021) towards its L'Enfant and Crystal City station improvement projects. This FY 2024 budget also seeks a reprogramming of approximately \$4 million of C-ROC funds from the L'Enfant project to the Track 22 component of the Washington Union Station project. The Track 22 project is critical to improving capacity on the lower level of Union Station and is funded jointly by VRE and Amtrak. Amtrak is utilizing federal funds for its portion of the project, and non-federal funds from VRE are needed to provide a match.

FY 2023 Amended Budget

As part of the annual process of adopting the budget for the upcoming fiscal year, VRE also revises the current year budget to reflect updated projections for revenues and expenses and changes to capital funding sources. In most years, this is a relatively technical process

of adjusting specific line items that were unknown at the time of adoption, and it does not usually result in significant changes to the overall budget.

However, given the ongoing challenges of projecting ridership and fare revenue, the amended FY 2023 operating budget has some material differences from the original approved version, particularly with respect to revenues. The major revisions to the FY 2023 budget are identified below:

Revenue

- Increase in state operating assistance in the amount of \$13.5 million to reflect a higher funding amount than originally projected.
- Decrease in passenger fare revenue in the amount of \$6.1 million, to reflect the slower than projected return of ridership, as well as Fare Free September and a slightly lower average fare per passenger. Total projected passenger fare revenue is reduced from \$25.3 million to \$19.2 million.
- An increase in interest income of \$1.4 million, reflecting higher than projected interest rates.
- Decrease in the utilization of federal pandemic relief funds of \$5.3 million reflecting overall higher than projected revenues offset by reduced passenger revenue and increased costs.

Expenses

- FY 2023 operating contingency was reduced by a net \$743,429 for various additions and revisions of current year operating and capital costs and revenue. The notable expense changes are:
 - An increase in diesel fuel costs of \$1.9 million;
 - An increase in costs related to the second phase of the VRE System Plan of \$500,000;
 - An increase in costs for Information System related primarily to cybersecurity requirements and regulations of \$236,000;
 - An increase in costs for Facilities Maintenance for higher than projected work levels as well as staff supplementation of \$260,000;
 - An increase in Advertising costs related to the return of ridership effort of \$150,000;
 - An increase in costs for Rail Operations for higher than projected contractual escalations related to fare collections and costs related to maintaining Payment Card Industry compliance of \$90,000;
 - An increase in specialized software costs related to Project Development and planning of \$45,000;
 - An increase in costs for staff recruitment of \$25,000;
 - A reduction of Amtrak Step-Up costs of \$167,000 due to the ongoing suspension of the Step-Up agreement with Amtrak.
- The operating contingency was restored to a level of \$1.0 million for the second half of FY 2023 as part of the net changes to state operating assistance and the reduction of the use of pandemic relief funds (see Revenue changes above).

Capital Program

- Capital project obligations were increased by \$31.2 million to reflect additional available capital funding:
 - An additional \$24.9 million of Federal formula funding (with State and Local matching funds) for capital projects, primarily for midday storage projects, the Lifecycle Overhaul & Upgrade (LOU) facility as well as increases for VRE's Equipment and Facility asset management programs;
 - An additional \$5.2 million of CMAQ funding for the Broad Run expansion and the Backlick Road station improvement projects;
 - An additional \$1.1 million in VPRA funding for the L'Enfant station improvement project.

**Virginia Railway Express
Operations Board Resolution**

9A-12-2022

**Referral of the Amended FY 2023 and Recommended FY 2024 VRE
Operating and Capital Budgets to the Commissions and Jurisdictions**

WHEREAS, the VRE Master Agreement requires the Commissions be presented with a fiscal year budget for their consideration at their respective January meetings prior to the commencement of the subject fiscal year; and,

WHEREAS, the VRE Chief Executive Officer has provided the VRE Operations Board with the recommended FY 2024 Operating and Capital Budget within the guidelines developed in cooperation with the staff representatives of the local jurisdictions; and,

WHEREAS, the Amended FY 2023 and Recommended FY 2024 budgets reflect the continuing impacts of the COVID-19 pandemic which began in March 2020 and has substantially reduced VRE's ridership; and,

WHEREAS, the VRE Operations Board finds that the availability of emergency federal pandemic relief funding allows for VRE to supplement lost passenger revenues and achieve a balanced budget without requiring fare increases or service reductions; and,

WHEREAS, VRE staff recommends a budget based on a service level of 32 daily revenue trains and average daily ridership 10,000 trips; and,

WHEREAS, the FY 2024 budget recommends no changes to current passenger fares, including the Amtrak Step-Up fare, which is currently suspended; and

WHEREAS, the FY 2024 budget recommends a total jurisdictional subsidy contribution of \$16,000,000;

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board does hereby recommend the Commissions adopt the FY 2024 VRE Operating and Capital Budget in the following amounts and forward this budget to the local jurisdictions for inclusion in their budgets and appropriations in accordance with the Master Agreement; and

Operating Budget	\$108,946,488
Capital Budget	<u>\$ 81,798,993</u>
Total Operating and Capital	\$190,745,481

BE IT FURTHER RESOLVED THAT, the VRE Operations Board does hereby recommend the Commissions adopt the amended FY 2023 VRE Operating and Capital Budget in the following amounts; and,

Operating Budget	\$107,574,210
Capital Budget	<u>\$111,440,018</u>
Total Operating and Capital	\$219,014,228

BE IT FURTHER RESOLVED THAT, given the availability of federal pandemic relief funding to supplement lost passenger revenues, the VRE Operations Board does hereby recommend that it is in the best interests of the Commissions and the riders of VRE the Amended FY 2023 and Recommended FY 2024 Operating Budgets do not achieve a fifty percent recovery of operating expenses from passenger fares; and

BE IT FURTHER RESOLVED THAT, the VRE Operations Board does hereby recommend the Commissions authorize the Executive Directors of both PRTC and NVTC to submit to the Transportation Planning Board of the National Capital Region and to the Federal Transit Administration or other federal agencies, applications for Transit Improvement Program and grants for FY 2023 and FY 2024, the anticipated revenues from which have already been incorporated in the budgets; and,

BE IT FURTHER RESOLVED THAT, the VRE Operations Board does hereby recommend the Commissions authorize the Executive Director of NVTC to submit to the Commonwealth the approved budget as part of the FY 2024 state aid grant applications.

Approved this 16th day of December 2022

Margaret Franklin
Chair

Sarah Bagley
Secretary

Capital Improvement Program by Committed Funding Source (amounts in millions of \$)

Program Name	Project ID	Project Name	Life-To-Date	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	Future	Total
Asset Management/State of Good Repair	AM-2	Automatic Passenger Counters	1.47		1.43							2.90
	AM-4	Enhancement Grant - Security	0.48	0.69	0.11	0.11	0.11	0.11	0.11	0.11		1.79
	AM-5	Equipment Asset Management Program	15.73	9.20	9.53	10.70	4.07	1.13	2.30	2.40		55.04
	AM-6	Facilities Asset Management Program	4.99	1.50	1.80	1.50	1.50	1.10	1.00	4.85		18.24
	AM-6A	Fredericksburg Station Rehabilitation	0.60	7.90	2.98							11.48
	AM-8	Security Cameras	0.76	0.85	0.32							1.94
	AM-9	Realtime Multimodal Traveler Information (New Project)		0.35	1.00	2.13						3.48
Asset Management/State of Good Repair Total			24.04	20.49	17.16	14.43	5.67	2.34	3.41	7.35		94.88
Information Technology	IT-2	ERP Implementation	1.47	0.56	0.47	0.25						2.75
	IT-3	TRIP /VMS Upgrade	0.46	0.54								1.00
Information Technology Total			1.93	1.10	0.47	0.25						3.75
Passenger Station Facilities	ST-1	Alexandria Station Improvements	4.01	2.00	10.40	15.79	5.09					37.29
	ST-4	Backlick Road Station Improvements			0.29	1.41	3.44	3.31				8.45
	ST-5	Brooke Station Improvements	0.50					0.91	4.03	4.03		9.46
	ST-8	Crystal City Station Improvements	1.47	1.75	1.50	18.50	19.22	10.00	16.46			68.90
	ST-9	Franconia-Springfield Station Improvements	1.20	1.20	1.92	13.50	7.54					25.35
	ST-10	Leeland Road Station Improvements Expansion	0.40					0.92	4.52	4.52		10.36
	ST-11	L'Enfant Station Improvements	0.75	1.74	2.61	5.25	5.25	31.43	31.43	32.38		110.86
	ST-14	Quantico Station Improvements	7.86	13.01	3.10	1.60						25.57
	ST-17	Rolling Road Station Improvements	3.46	1.54								5.00
	ST-18	Washington Union Station Improvements		23.68	10.00	10.00	10.00					53.68
	ST-19	Woodbridge Station Improvements				1.37	1.37					2.74
	ST-21	Manassas Station Improvements		0.50	1.13	1.42	6.07					9.13
	ST-22	VPRA Capital Projects		7.50	7.50	7.51	7.50	7.50	7.50	7.50		52.51
Passenger Station Facilities Total			19.65	52.92	38.46	76.35	65.49	54.07	63.93	48.43		419.31
Rolling Stock Equipment	RS-3	Fleet Expansion Coaches - Fredericksburg and Manassas Lin	13.15	9.45	3.23	0.81		56.38		1.61		84.62
	RS-4	Fleet Expansion Locomotive							20.00	20.00	39.50	79.50
	RS-6	Fleet Expansion Coaches					48.00	48.00	48.00	50.82		194.82
Rolling Stock Equipment Total			13.15	9.45	3.23	0.81	48.00	104.38	68.00	72.44	39.50	358.95
Station Parking	PK-3	Leeland Road Parking Improvements		0.45	1.34	2.56	7.69					12.04
	PK-4	Manassas Park Parking Improvements	2.62	7.80	17.09	4.27						31.78
Station Parking Total			2.62	8.25	18.43	6.83	7.69					43.82
Train Maintenance and Storage Facilities	MS-3	Crossroads MSF - Employee Parking	0.16	0.36	2.36	4.49						7.37
	MS-3-1	Crossroads MSF - TRV Phase II Service Expansion		0.25	1.92	9.64	9.64	9.64				31.09
	MS-6	Life-Cycle Overhaul and Upgrade Facility	30.92	21.86								52.78
	MS-7	New York Avenue Midday Storage Facility	2.27	9.70	17.62	24.85	37.48	35.70	9.75			137.36
	OT-2	Broad Run Expansion (BRX)	8.03	21.05	45.19	32.56	32.56					139.38
Train Maintenance and Storage Facilities Total			41.38	53.21	67.09	71.54	79.67	45.34	9.75			367.99
Misc. (Multiple Categories)	OT-4	Forklifts purchase			0.27	0.01	0.01	0.01	0.01			0.29
Misc. (Multiple Categories) Total					0.27	0.01	0.01	0.01	0.01			0.29
Grand Total			102.76	145.42	145.10	170.22	206.53	206.14	145.09	128.22	39.50	1,288.98

Capital Improvement Program by Funding Source *(amounts in millions of \$)*

Funding Source	Type	Life-To-Date	FY 2023 Amended Budget	FY 2024 Proposed Budget	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	Future	Total
Federal - Formula Grants	Federal - Formula Grants	188.4	41.9	32.2	12.3	8.9	0.7	4.3	2.0		290.7
	Federal State Match	57.1	15.9	11.9	4.5	3.9	0.1	0.9	0.4		94.8
	VRE Local Match	10.5	2.4	1.8	0.8	0.5	0.0	0.2	0.1		16.4
Federal - Formula Grants Total		256.0	60.2	45.9	17.6	13.4	0.9	5.4	2.5		401.9
Discretionary & Other	Federal - CMAQ/STP/RSTP	29.7	11.5		0.9						42.1
	I-66 OTB Concession Payment	128.5									128.5
	State - Smart Scale	65.1	27.5								92.6
	5307 GWRC vanpool program	1.0	0.6	1.1							2.8
	City of Manassas Park	0.7									0.7
	Federal CARES Act	0.9									0.9
	Federal Funds - Other	9.3									9.3
	IPROC	13.6									13.6
	NVTA	19.9		7.9	7.9						35.7
	REF	8.3									8.3
	State CROC	45.0	7.5	7.5	7.5	7.5	7.5	7.5	7.5		97.5
	VPRA Capital	0.7	1.1	1.1	1.5	6.0	6.0	5.9	0.1		22.4
	VRE Capital Planning Fund (98)	0.1									0.1
	VRE Capital Reserve	4.1		0.0							4.2
Discretionary & Other Total		326.9	48.3	17.7	17.8	13.5	13.5	13.4	7.6		458.7
Grand Total		582.9	108.4	63.6	35.4	26.9	14.4	18.8	10.1		860.6

RESOLUTION #2495

SUBJECT: Authorize the VRE CEO to Submit VRE Applications to the I-395/95 Commuter Choice FY 2024-2025 Program

WHEREAS: On November 3, 2022, the Northern Virginia Transportation Commission (“NVTC”) and Potomac and Rappahannock Transportation Commission (“PRTC”) (jointly, the “Commissions”) opened a call for projects for the I-395/95 Commuter Choice FY 2024-2025 funding program;

WHEREAS: Transit operators serving NVTC and PRTC jurisdictions, expressly including the Commissions as joint operators of the VRE commuter rail service, are eligible applicants to I-395/95 Commuter Choice under the program’s governing Memorandum of Agreement with the Commonwealth;

WHEREAS: VRE staff have identified and prioritized capital and operating improvements for proposed Commuter Choice applications, totaling \$14.8 million for operations and \$30.9 million for capital projects, that support and implement planned service enhancements authorized through the Transforming Rail in Virginia initiative;

WHEREAS: VRE staff consider the proposed capital and operating improvements strong candidates for Commuter Choice funding due to their ability to move more people more efficiently through the I-395/95 corridor and expand commuters’ travel options; and

WHEREAS: The VRE Operations Board, in accordance with VRE procedures for grant applications, recommends that the Commissions authorize submission of the applications for evaluation and funding consideration based on applicable project selection criteria.

NOW, THEREFORE, BE IT RESOLVED that the Northern Virginia Transportation Commission hereby authorizes the VRE Chief Executive Officer to submit, on behalf of the Commissions, a VRE application(s) to the I-395/95 Commuter Choice FY 2024 - 2025 program, to make any necessary corrections to the project amount or descriptions in the application(s) and execute all project funding agreements that may result from consideration of the VRE application(s).

BE IT FURTHER RESOLVED that the Commission’s action does not constitute approval of any VRE application(s) or eliminate the need for the VRE application(s) to qualify for funding based on an objective evaluation using criteria established for the adopted I-395/95 Commuter Choice project selection process.

Approved this 5th day of January 2023.

Chair

Secretary-Treasurer



VIRGINIA RAILWAY EXPRESS
OPERATIONS BOARD

Agenda Item 9-E
Action Item

To: Chair Franklin and the VRE Operations Board

From: Rich Dalton

Date: December 16, 2022

Re: Recommend Authorization to Submit a VRE Application to the I-395/95 Commuter Choice FY 2024-2025 Program

Recommendation:

The VRE Operations Board is asked to recommend the Commissions authorize the VRE Chief Executive Officer to submit, on behalf of the Commissions, a VRE application(s) to the I-395/95 Commuter Choice FY24-25 Program, to make any necessary corrections to the project amount or descriptions in the application(s) and execute all project funding agreements that may result from consideration of the VRE application(s).

Summary:

VRE has identified a group of capital and operating improvements to support planned service enhancements identified in the Transforming Rail in Virginia (TRV) initiative that benefit toll payers, maximize person throughput, and provide enhanced multimodal choices in the I-395/95 travel corridor. If authorized, VRE will apply for funding for these improvements from the I-395/95 Commuter Choice FY24-25 Program.

Background:

On November 3, 2022, the Northern Virginia Transportation Commission (NVTC) and Potomac and Rappahannock Transportation Commission (PRTC) opened a call for projects for the I-395/95 Commuter Choice FY 2024-2025 funding program. I-395/95 Commuter Choice reinvests toll revenues from the I-95 and 395 Express Lanes via annual transit payments by Transurban, the Express Lanes concessionaire, into transit and other transportation improvements that benefit toll payers by moving more people more efficiently through the corridor and expanding commuters' travel options. NVTC administers the overall Commuter Choice program, with PRTC also having an approval role for I-395/95 Commuter Choice.



Northern Virginia
Transportation Commission
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Arlington, VA 22201
703-524-3322



Virginia Railway Express
1500 King Street, Suite 202
Alexandria, VA 22314
703-684-1001
VRE.org



Potomac and Rappahannock
Transportation Commission
14700 Potomac Mills Road
Woodbridge, VA 22192
703-580-6121

A wide range of transportation capital improvements are eligible for Commuter Choice funding. Eligible capital projects are limited to asset acquisition (e.g., vehicles or land) and construction; studies or design are not eligible. The program also funds transit operating costs, net of any fare revenues received, for a maximum of 24 months at a time. Commuter Choice can only support new or expanded service efforts; funds may not be used to supplant other funding for an existing service. The minimum funding award for any Commuter Choice project is \$200,000 and the maximum is \$20 million.

Applications are due by January 27, 2023. All eligible projects are evaluated and scored under a technical evaluation process that emphasizes how well projects support the improvement goals for the corridors. The most significant factor in project scoring is the efficiency by which the project moves additional persons through the corridor during the weekday peak period. The Commissions select projects to fund, and the Commonwealth Transportation Board approves the program for inclusion in the Six Year Improvement Program in June 2023.

VRE staff have identified a group of capital and operating improvements that support and implement planned service enhancements authorized in the Transforming Rail in Virginia (TRV) initiative and are proposed for inclusion in a VRE Commuter Choice application(s). They include:

- **TRV Post-Acquisition Service Start**
The TRV agreements allow for adding a round trip train on both the Fredericksburg and Manassas lines. Service can be initiated now, as soon as funding is identified. A Commuter Choice application in the estimated amount of \$9,200,000 is proposed to cover the first 24-months of operating costs for the new service, net of fare revenue generated by the service.
- **Step-Up Service Restart and Fare Buy-Down**
VRE Step-Up service via Amtrak trains has been suspended since the start of the COVID pandemic. VRE is in discussions with Amtrak to restart the service. Step-Up service is proposed on all Virginia-sponsored Amtrak trains seven days per week. VRE proposes a buy down of the approximately \$17.00 cost per Step-Up ticket sold that VRE pays Amtrak to \$0.00 for a 24-month period and implementation of a robust marketing campaign to attract new riders to the service. A Commuter Choice application in the estimated amount of \$5,574,000 is proposed. Due to Amtrak policy limitations, Step-Up riders will need to also purchase a VRE multi-ride ticket (i.e., 10-ride, 7-day, and 31-day), at their expense, in addition to the Step-Up ticket.
- **Capital Funding for VRE Station Improvements**
Three VRE station improvement projects have a funding shortfall relative to the construction budget: Alexandria Station Improvements, Crystal City Station Improvements, and Franconia-Springfield Station Improvements. Each of these projects must be constructed in advance of third and fourth track projects being

implemented by the Virginia Passenger Rail Authority. An application for Commuter Choice funding is proposed to fill the following budget shortfalls and enable the projects to proceed to construction on their current schedules:

- » Alexandria Station Improvements \$5,710,322
- » Crystal City Station Improvements \$18,786,281
- » Franconia-Springfield Station Improvements \$6,449,948

Fiscal Impact:

There is no fiscal impact associated with this request. The Commuter Choice Program will provide 100% of requested funds and no match is required. If selected for Commuter Choice funding, an amendment to the FY 2024 Operating and Capital Budget and/or item in the FY2025 Operating and Capital Budget to reflect the receipt of the Commuter Choice funds would be presented to the Operations Board for approval and referral to the Commissions.

**Virginia Railway Express
Operations Board Resolution**

9E-12-2022

**Recommend Authorization to Submit a VRE Application to the I-395/95
Commuter Choice FY 2024-2025 Program**

WHEREAS, On November 3, 2022, the Northern Virginia Transportation Commission and Potomac and Rappahannock Transportation Commission opened a call for projects for the I-395/95 Commuter Choice FY 2024-2025 funding program; and,

WHEREAS, VRE staff have identified a group of capital and operating improvements, totaling \$14.8 million for operations and \$30.9 million for capital projects, that support and implement planned service enhancements authorized through the Transforming Rail in Virginia initiative for a proposed Commuter Choice application; and,

WHEREAS, staff considers the proposed capital and operating improvements a strong candidate for Commuter Choice funding due to their ability to move more people more efficiently through the I-395/95 corridor and expand commuters' travel options;

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board does hereby recommend the Commissions authorize the VRE Chief Executive Officer to submit, on behalf of the Commissions, a VRE application(s) to the I-395/95 Commuter Choice FY24-25 Program, to make any necessary corrections to the project amount or descriptions in the application(s), and execute all project funding agreements that may result from consideration of the VRE application(s).

Approved this 16th day of December 2022

Margaret Franklin
Chair

Sarah Bagley
Secretary

TO: Chair Aguirre and NVTC Commissioners
FROM: Kate Mattice
DATE: December 21, 2022
SUBJECT: Department of Rail and Public Transportation (DRPT)

At the January 2023 meeting, DRPT Director Jen DeBruhl will give her report. The [monthly DRPT Report](#), which provides updates on DRPT programs and initiatives, is attached.



COMMONWEALTH of VIRGINIA

Jennifer B. DeBruhl
Director

DEPARTMENT OF RAIL AND PUBLIC TRANSPORTATION
600 EAST MAIN STREET, SUITE 2102
RICHMOND, VA 23219-2416

(804) 786-4440
FAX (804) 225-3752
Virginia Relay Center
800-828-1120 (TDD)

TO: Chair Aguirre and NVTC Commissioners

FROM: Jennifer DeBruhl, Director

DATE: December 19, 2022

SUBJECT: Virginia Department of Rail and Public Transportation (DRPT) Update

The Commonwealth Transportation Board (CTB) [met](#) on December 6 and 7 in Richmond. The CTB [approved](#) adding \$6.3 million to the FY23 DRPT budget in Public Transportation Programs, including \$2.0 million to Capital Assistance, \$1.8 million to NVTC for the WMATA allocation, and \$2.5 million to the Transit Ridership Incentive Program ([TRIP](#)).

The CTB also [approved](#) \$11.7 million funding for three TRIP projects to be added to the FY23-28 Six Year Improvement Program ([SYIP](#)), including \$7.3 million for four new Loudoun County routes to serve the Dulles International Airport, Ashburn, and Loudoun Gateway stations on the Silver Line. DRPT received a total of four TRIP mid-cycle grant applications for a total funding request of \$22.7 million for FY23-27, including \$8.8 million for FY23. The CTB also approved adding three FRED Transit projects and increasing the federal share of five projects in the Culpeper, Staunton, Salem, and Hampton Roads Districts. None of the projects required an increase in state funding.

The FY24 application cycle for all of DRPT's grant programs opened on December 1 and will close on February 1, 2023. Over 120 people attended two DRPT webinars for the Commuter Assistance Program ([CAP](#)) on November 15 and the Making Efficient and Responsible Investments in Transit ([MERIT](#)) grant programs on November 16. The [presentation](#), [archived recording](#), and [application guidance](#) can be found on DRPT's On-Line Grant Administration ([OLGA](#)) website under the News & Information tab.

DRPT is hosting a Communications Workshop on January 9, 2023 from 1:00 to 2:00 pm. During the workshop, DRPT staff will discuss marketing initiatives, social media campaigns, and other ways for DRPT to provide assistance during the year. The virtual workshop is free to attend but [registration](#) is required.

DRPT hosted its final Public Information Meeting for the I-495 Southside Transit & TDM Study on December 13 with approximately 35 attendees. A draft [Executive Summary](#) is available on the project web site. DRPT will complete and post the final study report in early February 2023 after a final Technical Advisory Committee meeting and public comment period. The findings of the DRPT study will inform VDOT's ongoing I-495 Southside Express Lanes Study and NEPA process.

TO: Chair Aguirre and NVTC Commissioners
FROM: Kate Mattice
DATE: December 21, 2022
SUBJECT: Executive Director Report

A. Executive Director Newsletter

NVTC's Executive Director Newsletter provides updates on specific NVTC projects and programs and highlights items of interest at the federal and state levels and among partners such as the Transportation Planning Board (TPB) and the Northern Virginia Transportation Authority (NVTA).

The January 2023 Executive Director Newsletter will be provided to Commissioners at the Commission meeting and posted online at <https://novatransit.org/news-and-media/newsletter/>.

B. NVTC Financial Report

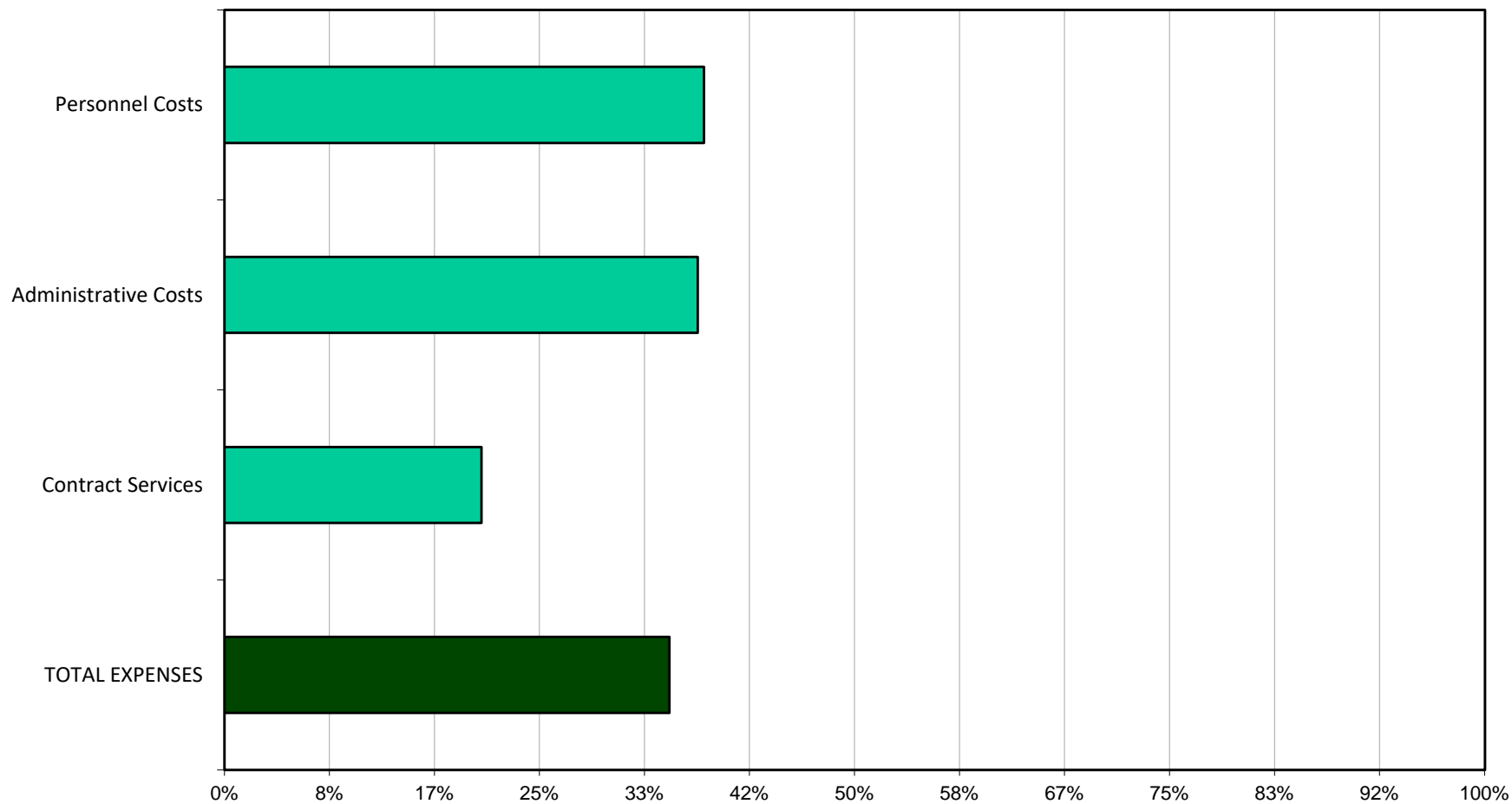
The [November 2022 Financial Report](#) is provided as information.

Northern Virginia Transportation Commission

Financial Reports
November 2022

PERCENTAGE OF FY 2023 NVTC ADMINISTRATIVE BUDGET USED

November 2022
(TARGET 41.7% OR LESS)



Note: Refer to pages 2 and 3 for details

NORTHERN VIRGINIA TRANSPORTATION COMMISSION
G&A BUDGET VARIANCE REPORT
November 2022

	<u>Current Month</u>	<u>Year To Date</u>	<u>Annual Budget</u>	<u>Balance Available</u>	<u>Balance %</u>
<u>Personnel Costs</u>					
Salaries and Wages	\$ 187,870.56	\$ 880,268.83	\$ 2,296,500.00	\$ 1,416,231.17	61.7%
Temporary Employee Services	-	-	-	-	
Total Personnel Costs	<u>187,870.56</u>	<u>880,268.83</u>	<u>2,296,500.00</u>	<u>1,416,231.17</u>	<u>61.7%</u>
<u>Benefits</u>					
Employer's Contributions:					
FICA	10,382.05	59,782.38	155,300.00	95,517.62	61.5%
Group Health Insurance	12,238.65	60,472.57	200,400.00	139,927.43	69.8%
Retirement	17,199.00	74,555.00	170,000.00	95,445.00	56.1%
Workmans & Unemployment Compensation	123.75	872.57	5,100.00	4,227.43	82.9%
Life Insurance	200.19	1,313.13	6,600.00	5,286.87	80.1%
Long Term Disability Insurance	<u>1,077.85</u>	<u>5,517.52</u>	<u>12,500.00</u>	<u>6,982.48</u>	<u>55.9%</u>
Total Benefit Costs	<u>41,221.49</u>	<u>202,513.17</u>	<u>549,900.00</u>	<u>347,386.83</u>	<u>63.2%</u>
<u>Administrative Costs</u>					
Commissioners Per Diem	900.00	5,400.00	14,700.00	9,300.00	63.3%
<i>Rents:</i>	<i>33,891.30</i>	<i>171,670.48</i>	<i>419,100.00</i>	<i>247,429.52</i>	<i>59.0%</i>
Office Rent	33,261.05	169,340.08	394,900.00	225,559.92	57.1%
Parking & Transit Benefits	630.25	2,330.40	24,200.00	21,869.60	90.4%
<i>Insurance:</i>	<i>1,534.70</i>	<i>3,436.75</i>	<i>7,300.00</i>	<i>3,863.25</i>	<i>52.9%</i>
Public Official Bonds	1,000.00	1,100.00	2,300.00	1,200.00	52.2%
Liability and Property	534.70	2,336.75	5,000.00	2,663.25	53.3%
<i>Travel:</i>	<i>3,345.64</i>	<i>22,253.03</i>	<i>65,800.00</i>	<i>43,546.97</i>	<i>66.2%</i>
Conference / Professional Development	1,532.05	16,870.84	47,100.00	30,229.16	64.2%
Non-Local Travel	-	693.94	2,500.00	1,806.06	72.2%
Local Travel, Meetings and Related Expenses	1,813.59	4,688.25	16,200.00	11,511.75	71.1%

NORTHERN VIRGINIA TRANSPORTATION COMMISSION
G&A BUDGET VARIANCE REPORT
November 2022

	Current Month	Year To Date	Annual Budget	Balance Available	Balance %
<i>Communication:</i>	2,061.44	7,094.43	17,200.00	10,105.57	58.8%
Postage	-	190.53	1,400.00	1,209.47	86.4%
Telephone and Data	2,061.44	6,903.90	15,800.00	8,896.10	56.3%
<i>Publications & Supplies</i>	1,825.10	5,148.25	28,900.00	23,751.75	82.2%
Office Supplies	76.10	552.27	2,500.00	1,947.73	77.9%
Duplication and Paper	812.00	2,801.14	8,900.00	6,098.86	68.5%
Public Engagement	937.00	1,794.84	17,500.00	15,705.16	89.7%
<i>Operations:</i>	1,096.66	11,948.58	53,300.00	41,351.42	77.6%
Furniture and Equipment (Capital)	-	-	25,500.00	25,500.00	100.0%
Repairs and Maintenance	51.50	2,590.20	1,000.00	(1,590.20)	-159.0%
Computer Operations	1,045.16	9,358.38	26,800.00	17,441.62	65.1%
<i>Other General and Administrative:</i>	674.96	4,443.83	10,000.00	5,556.17	55.6%
Memberships	85.67	728.35	1,600.00	871.65	54.5%
Fees and Miscellaneous	589.29	3,396.48	6,900.00	3,503.52	50.8%
Advertising (Personnel/Procurement)	-	319.00	1,500.00	1,181.00	78.7%
Total Administrative Costs	<u>45,329.80</u>	<u>231,395.35</u>	<u>616,300.00</u>	<u>384,904.65</u>	<u>62.5%</u>
<u>Contracting Services</u>					
Auditing	-	9,750.00	27,600.00	17,850.00	64.7%
Contract Services and Support					
Commuter Choice	16,128.31	35,686.50	234,700.00	199,013.50	84.8%
Research Support	35,968.10	35,968.10	200,000.00	164,031.90	82.0%
Other Technical	10,467.74	32,004.40	120,000.00	87,995.60	73.3%
Legal	<u>2,500.00</u>	<u>12,500.00</u>	<u>35,000.00</u>	<u>22,500.00</u>	<u>64.3%</u>
Total Contract Services	65,064.15	125,909.00	617,300.00	491,391.00	79.6%
Total Gross G&A Expenses	<u>\$ 339,486.00</u>	<u>\$ 1,440,086.35</u>	<u>\$ 4,080,000.00</u>	<u>\$ 2,639,913.65</u>	<u>64.7%</u>

NVTC
RECEIPTS and DISBURSEMENTS
November 2022

November 2022			Virginia LGIP				
Date	Payer / Payee	Purpose	Wells Fargo Checking	Wells Fargo Savings	NVTC G&A / Project	Commuter Choice	Trusts
RECEIPTS							
1	DMV	Motor Vehicle Fuels Sales tax receipts					\$ 2,337,176.10
1	DMV	CROC			1,250,000.00		
3	DRPT	Capital grant receipt - Arlington					51,922.00
3	Alexandria	Local match - Route 7 project		56,000.00			
14	DRPT	Capital grant receipt - Fairfax					98,897.00
16	DRPT	Operating assistance - City of Fairfax					342,458.00
16	DRPT	Operating assistance - VRE			6,119,223.00		
25	DRPT	Capital and operating assistance - WMATA					16,736,688.00
30	Banks	Investment earnings		68.28	7,075.76	180,487.25	1,096,152.76
TOTAL RECEIPTS			-	56,068.28	7,376,298.76	180,487.25	20,663,293.86

NVTC
RECEIPTS and DISBURSEMENTS
November 2022

November 2022			Virginia LGIP				
Date	Payer / Payee	Purpose	Wells Fargo Checking	Wells Fargo Savings	NVTC G&A / Project	Commuter Choice	Trusts
DISBURSEMENTS							
1-30	Various	G&A expenses	(537,680.72)				
1	VRE	CROC			(1,250,000.00)		
8	Sagetopia	Public information - Commuter Choice	(5,920.14)				
8	Kittelson	Consulting - Route 7	(72,632.94)				
16	PRTC	Commuter Choice - I-66 project reimbursement				(310,907.00)	
16	VRE	Grant revenue			(6,119,223.00)		
30	Kimley Horn	Consulting - Fare Collection	(2,970.64)				
30	Kimley Horn	Consulting - Commuter Choice	(9,888.89)				
30	AECOM	Research support - Value of Transit	(9,322.40)				
29	City of Fairfax	Other capital					(2,995,056.00)
30	Banks	Service charges		(57.96)			
TOTAL DISBURSEMENTS			(638,415.73)	(57.96)	(7,369,223.00)	(310,907.00)	(2,995,056.00)
TRANSFERS							
8	Transfer	From savings to checking	25,000.00	(25,000.00)			
8	Transfer	From LGIP to checking	335,000.00		(335,000.00)		
30	Transfer	From LGIP to checking	380,000.00		(380,000.00)		
NET TRANSFERS			740,000.00	(25,000.00)	(715,000.00)	-	-
NET INCREASE (DECREASE) FOR MONTH			\$ 101,584.27	\$ 31,010.32	\$ (707,924.24)	\$ (130,419.75)	\$ 17,668,237.86

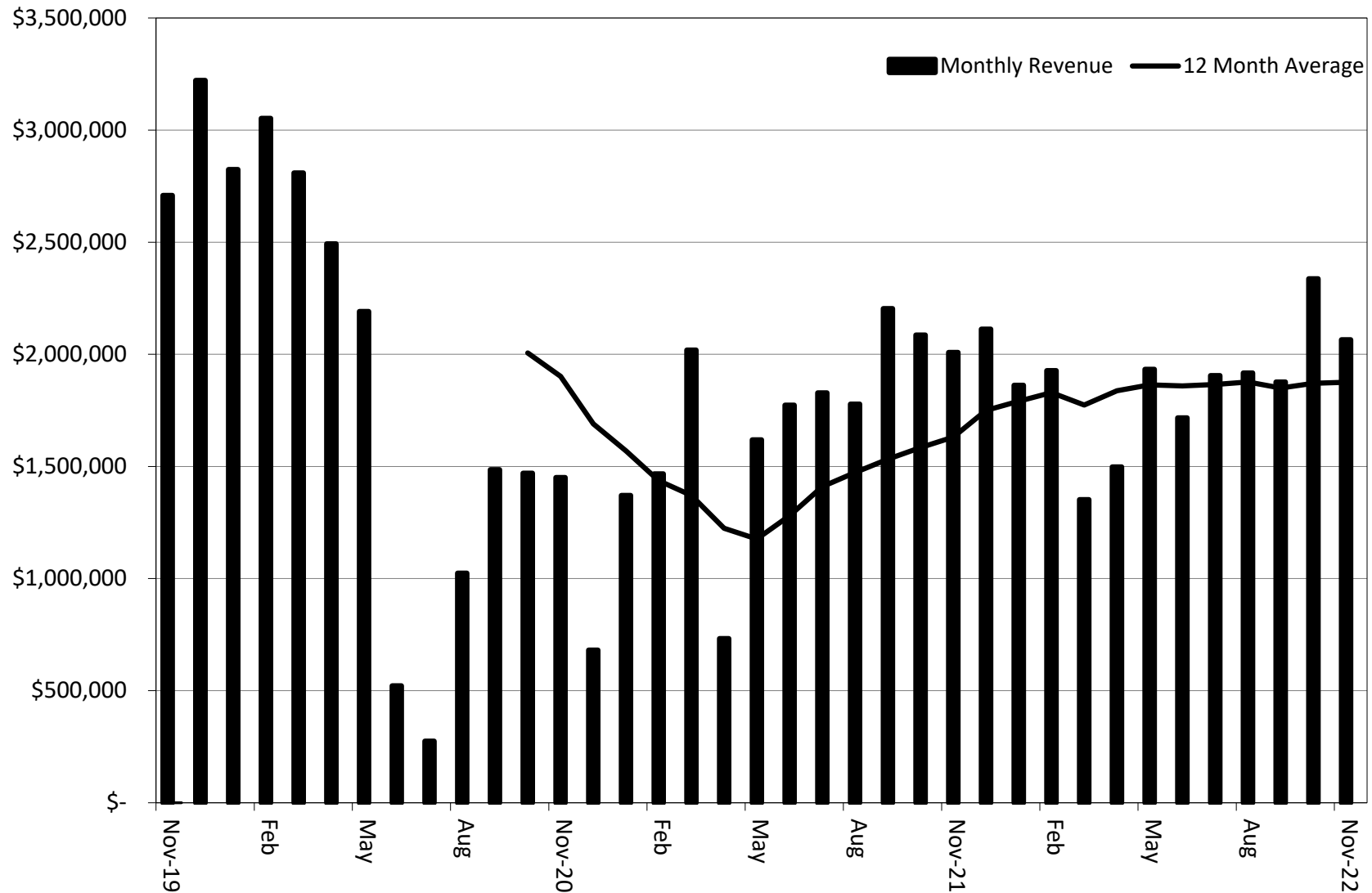
**NVTC
INVESTMENT REPORT
November 2022**

Type	Rate	Balance	Increase	Balance	Balance			
		10/31/2022	(Decrease)	11/30/2022	NVTC G&A/Project	Commuter Choice	Jurisdictions Trust Fund	Loudoun Trust Fund
<u>Cash Deposits</u>								
Wells Fargo: NVTC Checking	N/A	\$ 72,284.58	\$ 101,584.27	\$ 173,868.85	\$ 173,868.85	\$ -	\$ -	\$ -
Wells Fargo: NVTC Savings	0.600%	108,426.58	31,010.32	139,436.90	139,436.90	-	-	-
<u>Investments</u>								
Bank of America: Virginia Local Government Investment Pool	3.802%	412,353,690.67	16,829,893.87	429,183,584.54	1,846,796.56	58,785,027.98	314,682,338.55	53,869,421.45
		<u>\$ 412,534,401.83</u>	<u>\$ 16,962,488.46</u>	<u>\$ 429,496,890.29</u>	<u>\$ 2,160,102.31</u>	<u>\$ 58,785,027.98</u>	<u>\$ 314,682,338.55</u>	<u>\$ 53,869,421.45</u>

NVTC MONTHLY GAS TAX REVENUE

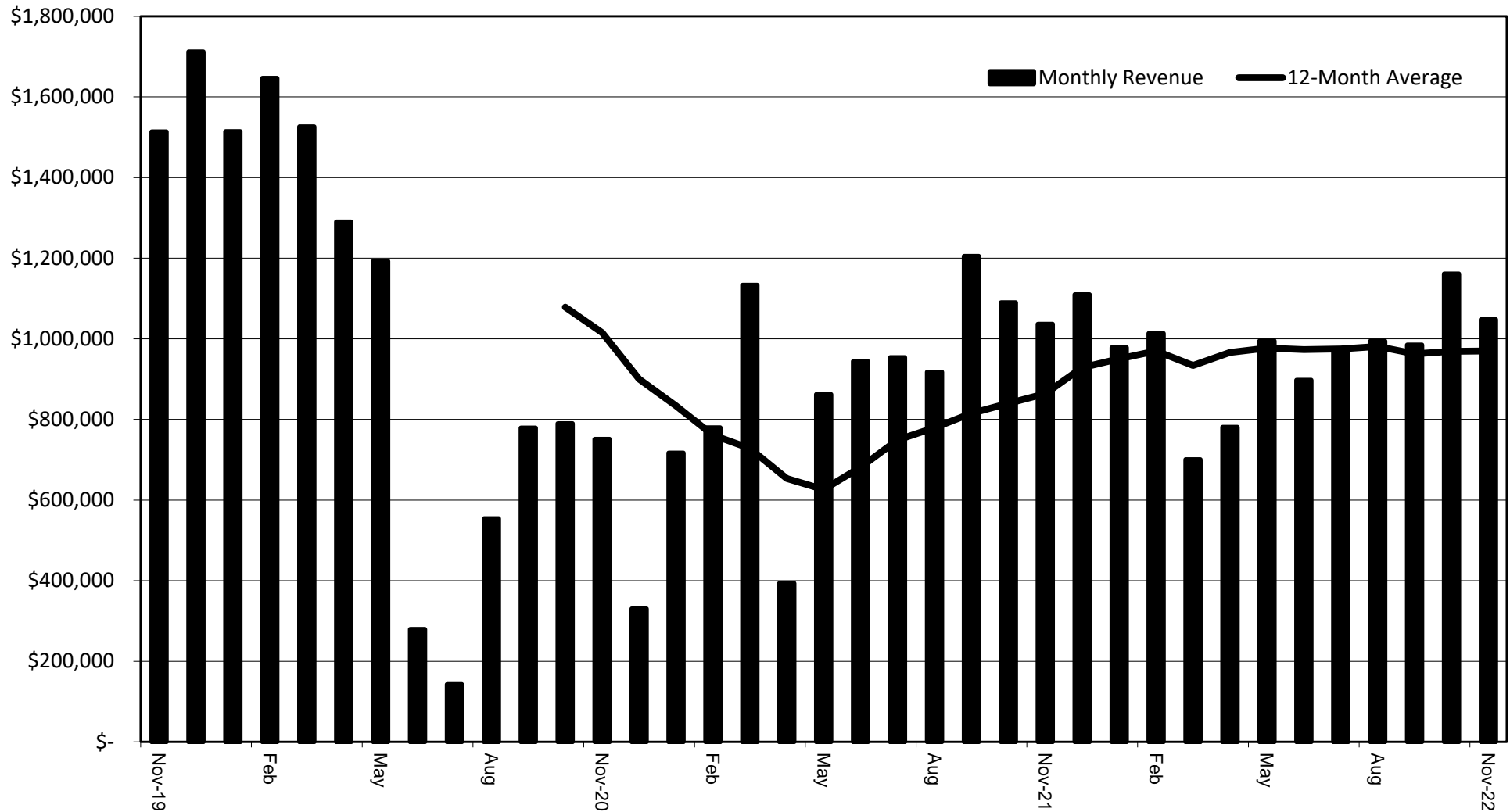
ALL JURISDICTIONS

FISCAL YEARS 2020-2023



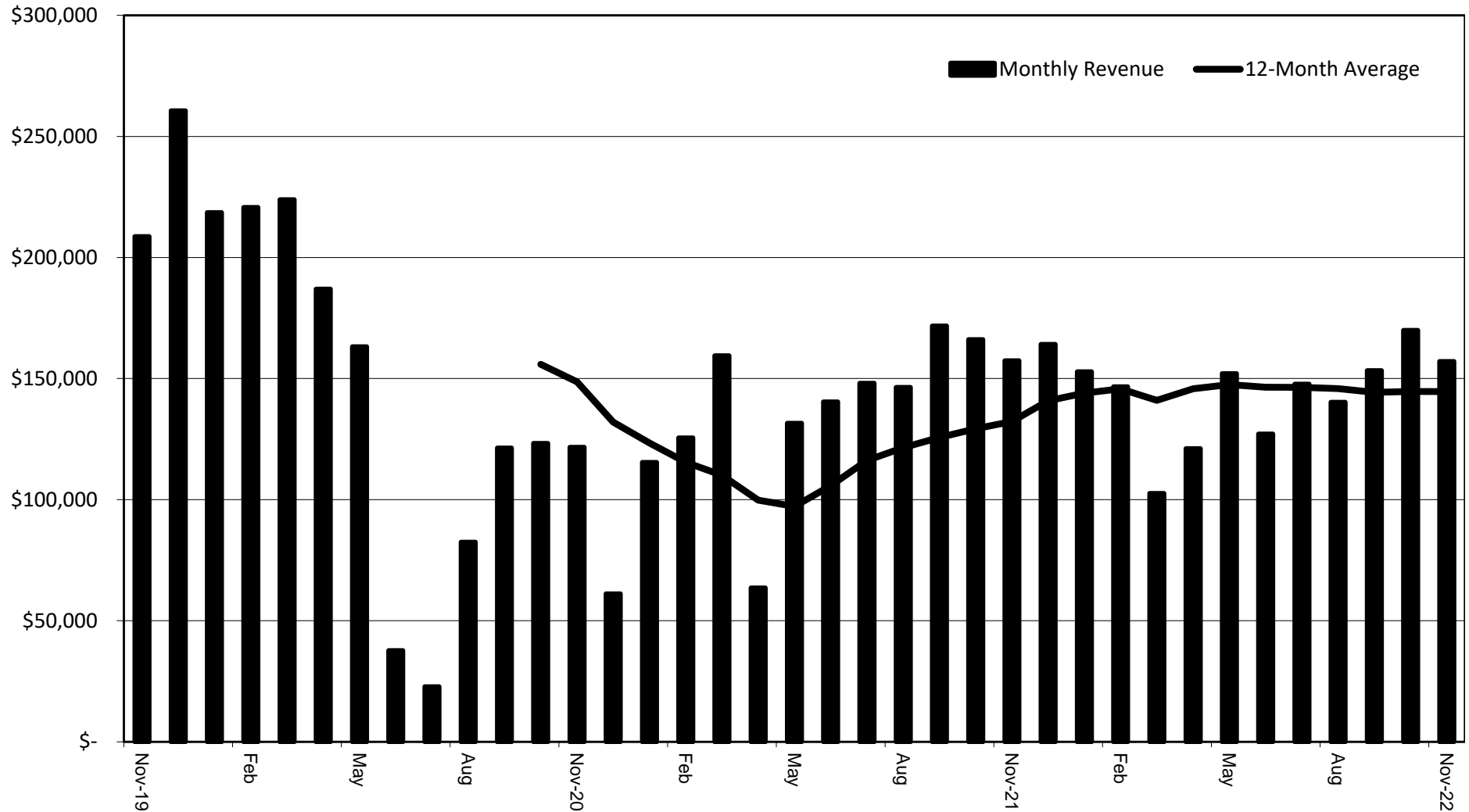
Note: Taxes shown as received by NVTC in a particular month are generated from sales two months earlier.

NVTC MONTHLY GAS TAX REVENUE FAIRFAX COUNTY FISCAL YEARS 2020-2023



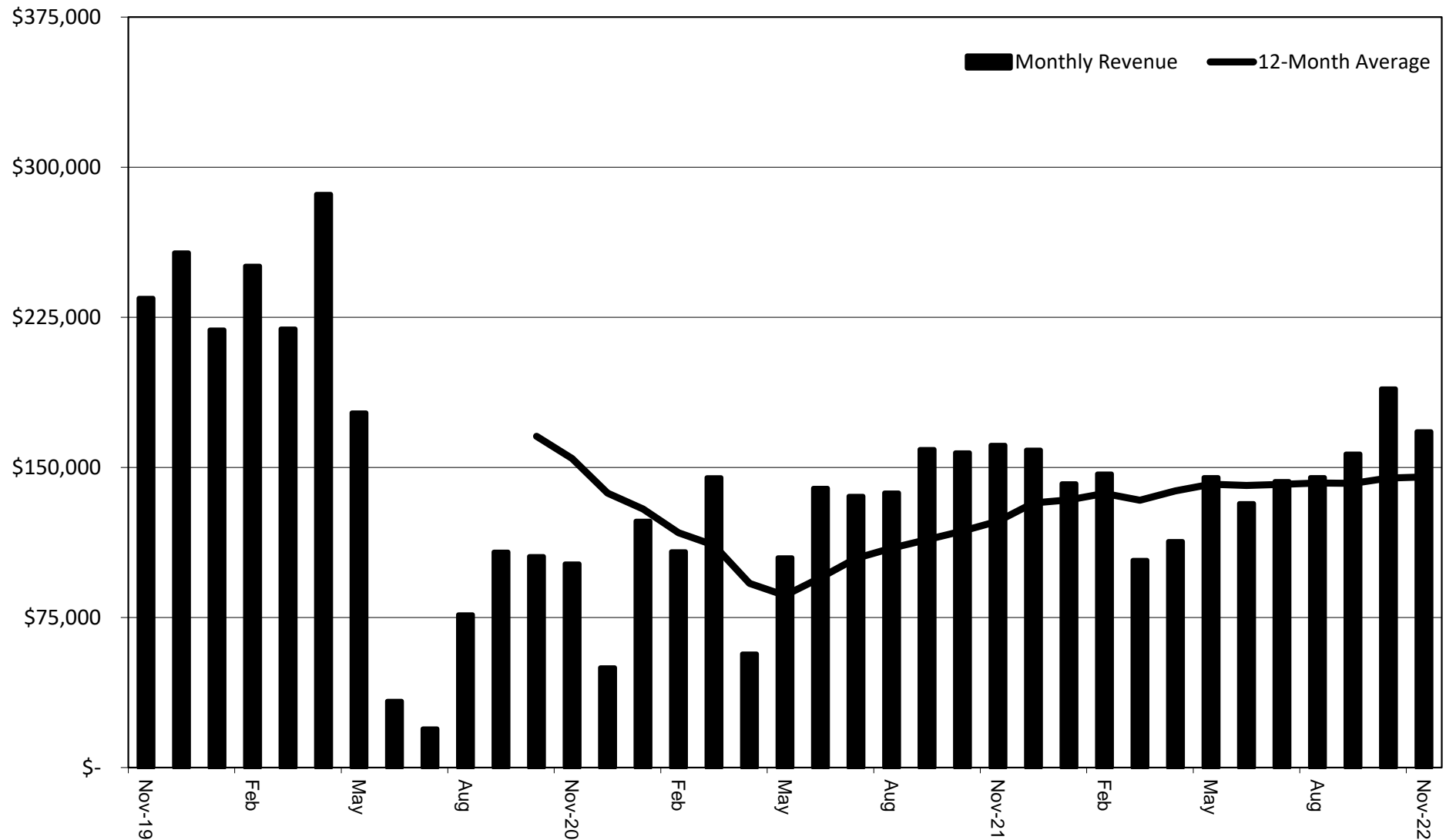
Note: Taxes shown as received by NVTC in a particular month are generated from sales two months earlier.

NVTC MONTHLY GAS TAX REVENUE CITY OF ALEXANDRIA FISCAL YEARS 2020-2023



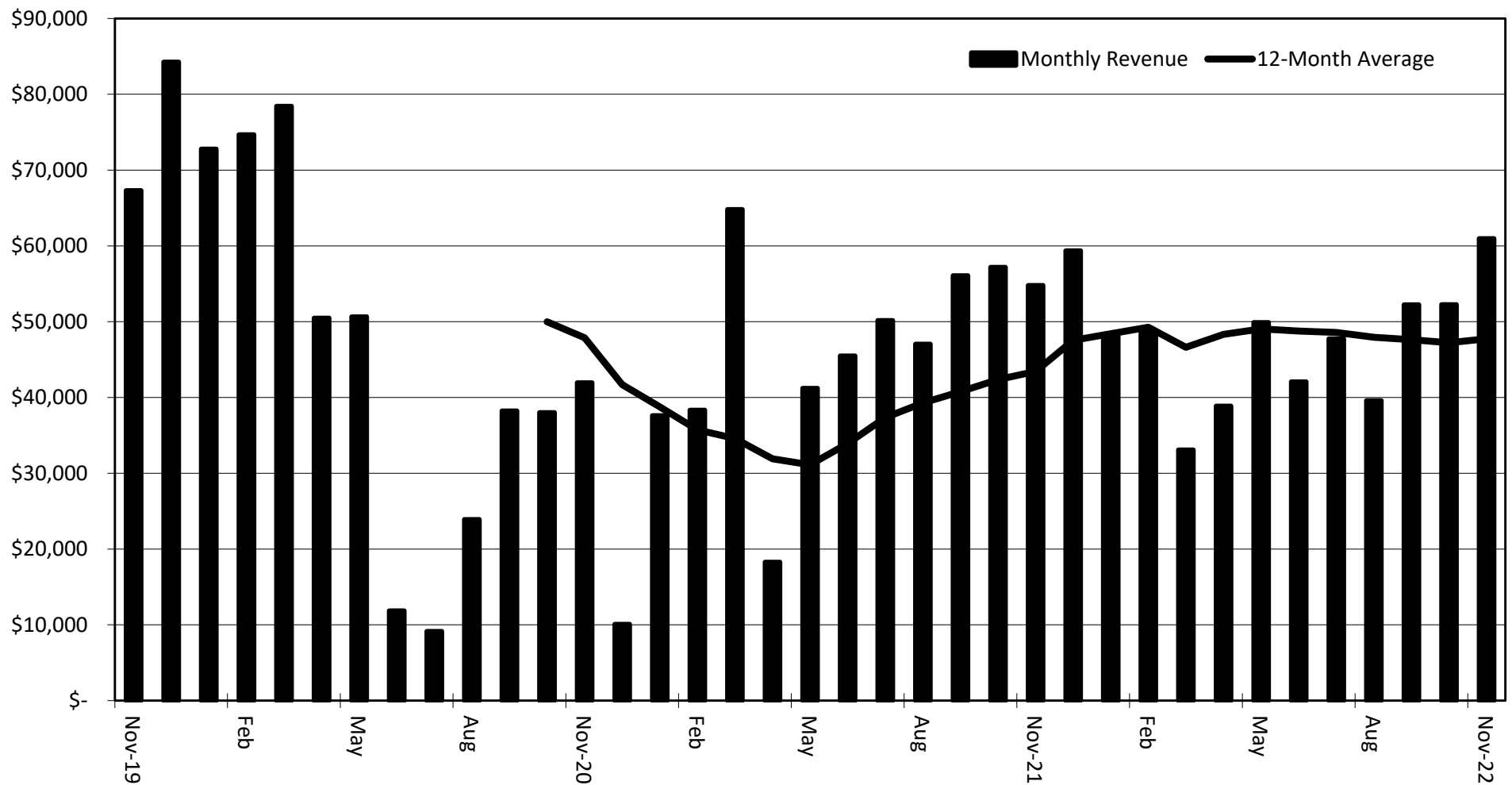
Note: Taxes shown as received by NVTC in a particular month are generated from sales two months earlier.

NVTC MONTHLY GAS TAX REVENUE ARLINGTON COUNTY FISCAL YEARS 2020-2023



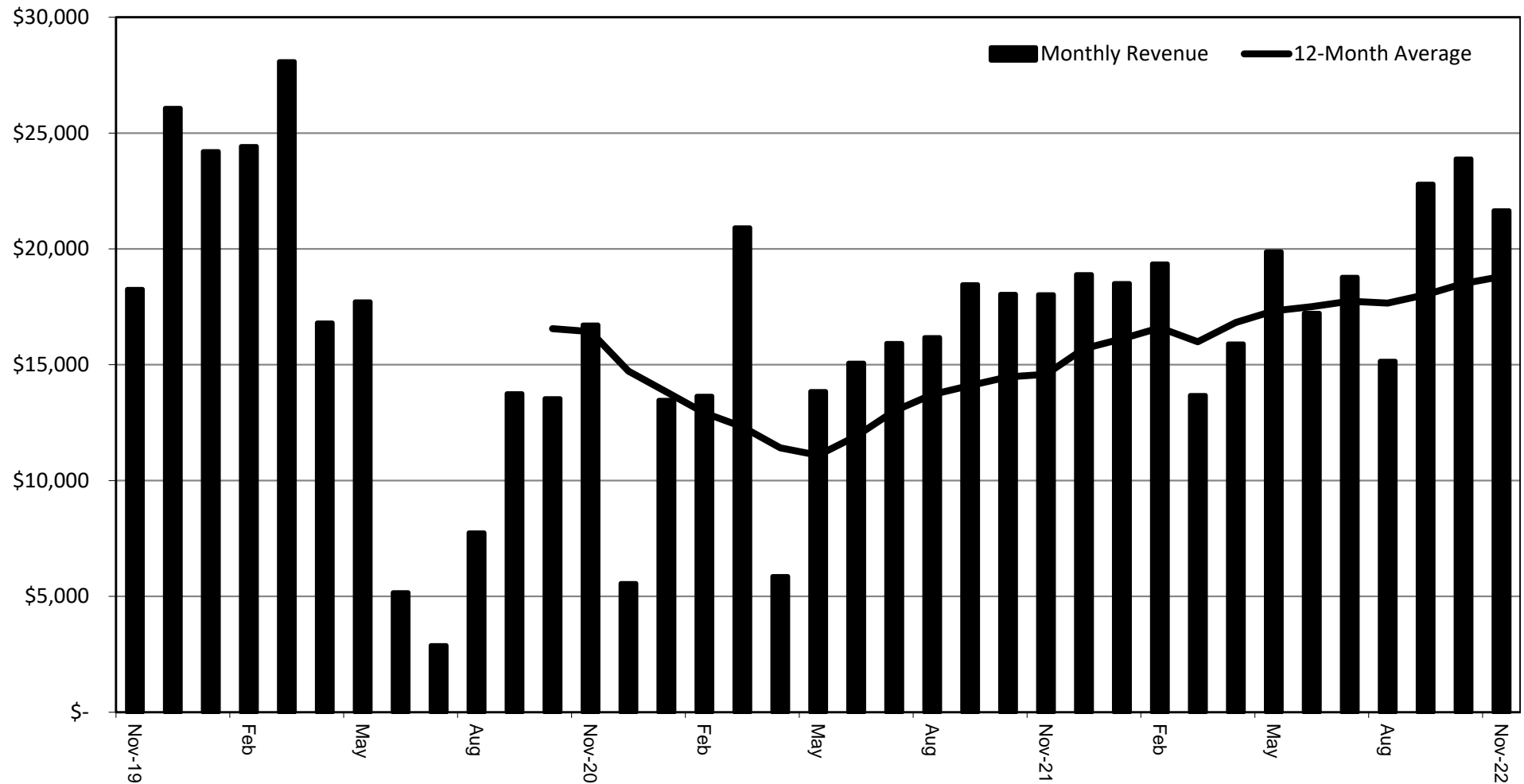
Note: Taxes shown as received by NVTC in a particular month are generated from sales two months earlier.

NVTC MONTHLY GAS TAX REVENUE CITY OF FAIRFAX FISCAL YEARS 2020-2023



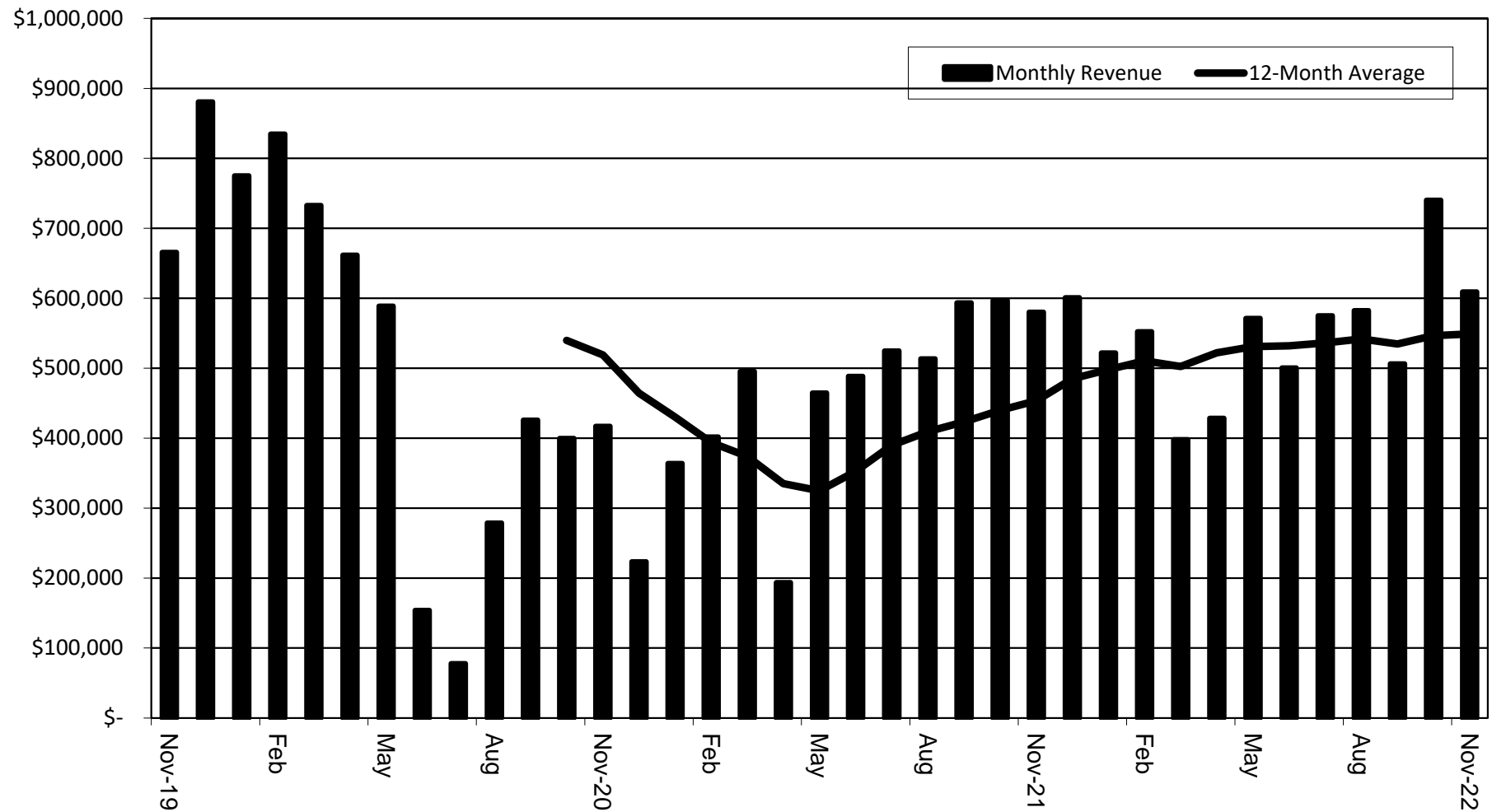
Note: Taxes shown as received by NVTC in a particular month are generated from sales two months earlier.

NVTC MONTHLY GAS TAX REVENUE CITY OF FALLS CHURCH FISCAL YEARS 2020-2023



Note: Taxes shown as received by NVTC in a particular month are generated from sales two months earlier .

NVTC MONTHLY GAS TAX REVENUE LOUDOUN COUNTY FISCAL YEARS 2020-2023



Note: Taxes shown as received by NVTC in a particular month are generated from sales two months earlier.

TO: Chair Aguirre and NVTC Commissioners
FROM: Kate Mattice
DATE: December 21, 2022
SUBJECT: Closed Session

At the January 2023 meeting, the Commission will convene a Closed Session as a follow-up to last month's executive director's annual performance review.

Motion to Enter into Closed Session:

Pursuant to the Virginia Freedom of Information Act, Section 2.2-3711.A.1 of the Code of Virginia, I move that the Northern Virginia Transportation Commission convene a closed meeting for discussion of a personnel matter concerning the performance of the executive director.

Motion for Certification Coming out of Closed Session:

The Northern Virginia Transportation Commission 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.