

**NVTC EXECUTIVE COMMITTEE MEETING
THURSDAY, JANUARY 4, 2024
NVTC SUITE #230 CONFERENCE ROOM
2300 Wilson Blvd., Arlington, VA 22201**

6:00 p.m.

AGENDA

1. Meeting Summary of the December 7, 2023 Executive Committee Meeting
2. Review of the January 4, 2024 NVTC Commission Meeting Agenda
3. Administrative Items

Members:

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

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

NVTC Executive Committee Members Present:

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

NVTC Executive Committee Members Absent:

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

Staff and Others Present:

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

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

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

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

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

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

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

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

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

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

NVTC COMMISSION MEETING
THURSDAY, JANUARY 4, 2024
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 2024-2025 Work Plan during the Commission meeting. More information on how to provide comment can be found in [Agenda Item #7](#) or on [NVTC's website](#).

*NVTC is also receiving general public comment NOT specifically related to the 2024-2025 Work Plan. **The deadline for written general public comments is 3:00 p.m., Thursday, January 4, 2024 via [NVTC's website](#)**. Comments will be provided to Commissioners prior to the January 4 meeting.*

1. Opening Remarks
 - General Public Comments Received
2. Recognition of New and Departing Commissioners
 - A. Oath of Office for New Commissioners
 - B. **ACTION: Approve Resolutions Commending Commissioners on their Departure from NVTC**
 - Resolution Commending the Honorable Jeffrey McKay
 - Resolution Commending the Honorable Mike Turner
3. Annual Leadership and Governance
 - A. **ACTION ITEM: Approve the Recommended Slate of Officers for 2024**
 - B. **ACTION ITEM: Approve a Resolution Commending the Honorable Dalia Palchik for Her Service as Chair of the Northern Virginia Transportation Commission for 2023**
 - C. **ACTION ITEM: Approve Resolution #2527: Approve the Selection of NVTC Representatives to Various Boards for 2024**
 - D. **ACTION ITEM: Approve Resolution #2528: Approve the Recommended NVTC Committee Membership for 2024**
 - E. **ACTION ITEM: Approve Resolution #2529: Approve the Designation of NVTC Signatories and Pension Trustees**

4. NVTC Meeting Summary and Minutes

A. ACTION ITEM: Approve the Meeting Summary of the December 1, 2023 Joint NVTC-PRTC-VRE Legislative Forum

B. ACTION ITEM: Approve the Minutes of the December 7, 2023 NVTC Meeting

5. NVTC 2023 Year in Review

6. NVTC 2024 Look Ahead – Launch of 60th Anniversary Year

7. NVTC FY 2025 General and Administrative Budget and 2024-2025 Work Plan

A. Public Hearing on NVTC’s 2024-2025 Work Plan

B. ACTION ITEM: Approve NVTC’s FY 2025 General and Administrative Budget and 2024-2025 Work Plan

8. Washington Metropolitan Area Transit Authority (WMATA)

A. Report from the Virginia WMATA Board Members

- **WMATA Proposed FY 2025 Budget**

B. Report from the Chair of the NVTC WMATA Committee

C. Other WMATA News

9. Report from the Chair of the Legislative and Policy Committee

A. General Assembly Update

B. Federal Update

10. Report from the Chair of the Program Advisory Committee

A. Zero-Emission Bus

- **ACTION: Approve Resolution #2530: Accept the Northern Virginia Zero-Emission Bus Strategic Plan**

- **ACTION: Authorize the Executive Director to Submit a DRPT Technical Assistance Grant for the BEB On-Route Charging Feasibility Study**

- **ACTION: Authorize the Executive Director to Execute an Agreement (if needed) to Accept Technical Assistance from the U.S. Joint Office of Energy and Transportation**

B. Commuter Choice

- **Summary of I-66 Applications Received (FY 2025 – 2026)**

11. Virginia Railway Express (VRE)

- A. VRE CEO Report and Minutes
- B. ACTION ITEM: Approve Resolution #2531: Adopt and Refer VRE's FY 2024 Revised and FY 2025 Recommended Budgets to the Jurisdictions**
- C. 2024 VRE Operations Board Officers
- D. Crystal City Station Improvement Project

12. Department of Rail and Public Transportation (DRPT)

13. Executive Director Report

- A. Executive Director Newsletter
- B. NVTC Financial Report