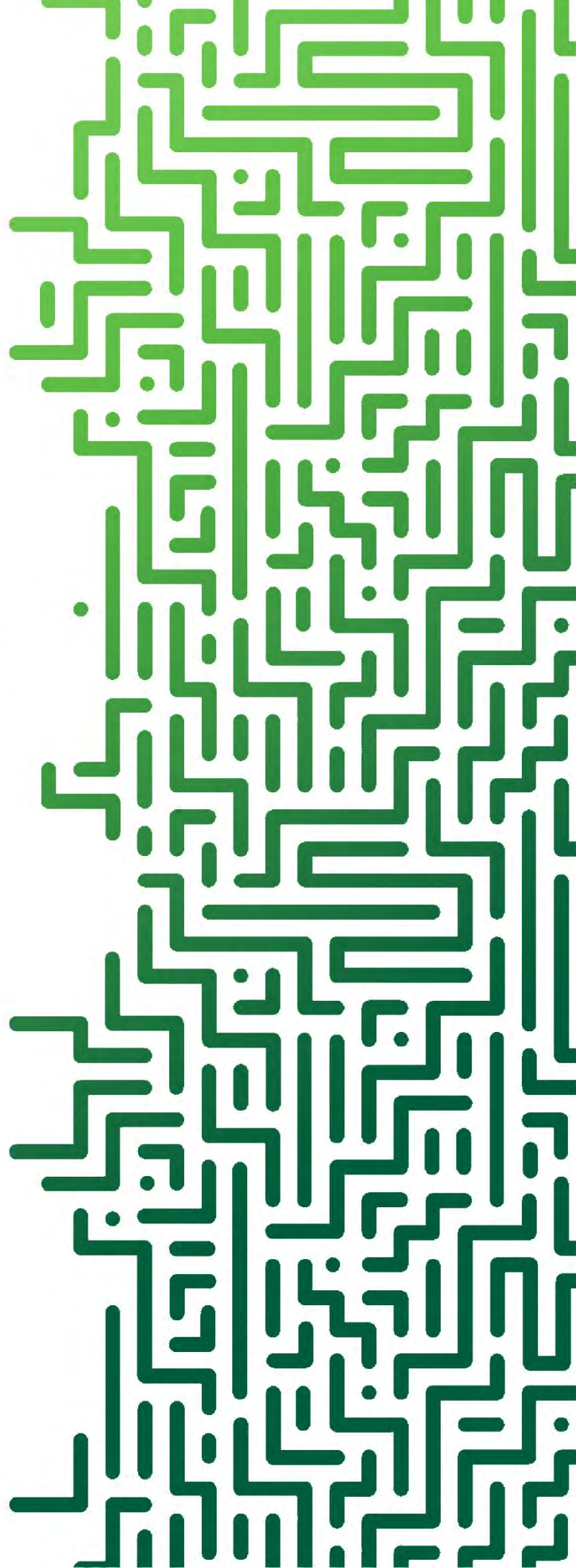




# Commission Meeting Materials

January 4, 2024

NoVaTransit.org | @NoVaTransit  
2300 Wilson Boulevard, Suite 230  
Arlington, VA 22201  
(703) 524-3322



# Meeting Overview

## Action Items

- 2024 Officers, Board Appointments, Committee Membership and Signatories
- Resolutions of Commendation for Departing Commissioners and Outgoing Chair
- FY 2025 General and Administrative Budget and Work Plan (following public hearing)
- Northern Virginia Zero-Emission Bus Strategic Plan
- DRPT Technical Assistance Grant for the BEB On-Route Charging Feasibility Study
- Agreement (if needed) to Accept Technical Assistance from the U.S. Joint Office of Energy and Transportation
- VRE Proposed FY 2025 Budget and Revised FY 2024 Budget

## Other Meeting Highlights

- General Public Comment Received and Public Hearing on Work Plan
- NVTC 2023 Year in Review
- NVTC 2024 Look Ahead and Launch of 60<sup>th</sup> Anniversary
- Reports from NVTC Committee Chairs
- Reports from the Virginia WMATA Board Members, VRE CEO and DRPT Director

# Table of Contents

NVTC January 2024 Meeting Agenda.....	1
Agenda Item 1    Opening Remarks .....	
Agenda Item 2    Recognition of New and Departing Commissioners .....	6
Agenda Item 3    Annual Governance and Leadership .....	7
Agenda Item 4    Meeting Summary and Minutes .....	17
Agenda Item 5    NVTC 2023 Year in Review .....	46
Agenda Item 6    NVTC 2024 Look Ahead - Launch of 60 <sup>th</sup> Anniversary Year .....	47
Agenda Item 7    Budget and Work Plan (with public hearing) .....	48
Agenda Item 8    Washington Metropolitan Area Transit Authority (WMATA) .....	84
Agenda Item 9    Report from the Chair of the Legislative and Policy Committee .....	94
Agenda Item 10   Report from the Chair of the Program Advisory Committee .....	95
Agenda Item 11   Virginia Railway Express (VRE) .....	134
Agenda Item 12   Department of Rail and Public Transportation (DRPT) .....	282
Agenda Item 13   Executive Director Report .....	285

**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 60<sup>th</sup> 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



## AGENDA ITEM #2 New and Departing Commissioners

**TO:** Chair Palchik and NVTC Commissioners  
**FROM:** Kate Mattice  
**DATE:** December 21, 2023  
**SUBJECT:** Recognition of New and Departing Commissioners

---

At the January 2024 meeting, the Commission will welcome any newly appointed Commissioners and recognize the service of several departing Commissioners.

### **A. Oath of Office for New Commissioners**

At the January meeting, the ceremonial oath of office will be administered to any new Commissioners appointed to NVTC. Loudoun County is expected to make its NVTC appointment at its January 2 meeting to replace departing Commissioner Mike Turner. Fairfax County is not expected to make appointments until January 23.

*I do solemnly swear that I will support the Constitution of the United States and the Commonwealth of Virginia and that I will faithfully discharge all the duties incumbent upon me as a member of the Northern Virginia Transportation Commission, according to the best of my ability.*

### **B. ACTION: Approve Resolutions Commending Commissioners on their Departure from NVTC**

The Commission will be asked to approve, as a block vote, the resolutions commending departing Commissioners. NVTC received notification that Fairfax County Board Chair Jeff McKay and Loudoun County Board Supervisor Mike Turner are departing the Commission. Each will be individually recognized at the January 4 meeting.

- **Resolution Commending the Honorable Jeffrey McKay**

Fairfax County Board Chair Jeff McKay has served on NVTC since 2008 representing Fairfax County, serving as NVTC chair in 2013 and 2017. Mr. McKay most recently served as an alternate on the VRE Operations Board. He also served on the WMATA Board of Directors from 2008-2012.

- **Resolution Commending the Honorable Mike Turner**

Loudoun County Board Supervisor Mike Turner has served on NVTC since 2020 and has been an active member of the Program Advisory Committee.

If NVTC receives notification between the material posting date and the January 4 meeting of other changes to Commissioner appointments, resolutions will be prepared as blue items.

## RESOLUTION OF COMMENDATION

**SUBJECT:** Commending the Honorable Jeffrey McKay on His Departure from the Northern Virginia Transportation Commission

**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:** Mr. McKay has served on NVTC since 2008 during his tenure as a member of the Fairfax County Board of Supervisors representing the Franconia District from 2007 and then as Fairfax County Board Chair beginning in 2019;

**WHEREAS:** Mr. McKay served as NVTC chair in 2013 and 2017;

**WHEREAS:** Mr. McKay served on the WMATA Board of Directors from 2008-2012 and most recently served as an alternate on the VRE Operations Board;

**WHEREAS:** Mr. McKay has been an advocate for safe, reliable transit for the entire Washington metropolitan region; long-term, sustainable funding for transit; a truly multi-modal transportation network, economic growth and development, improved transit service, regional collaboration, and transportation equity;

**WHEREAS:** Mr. McKay understands the positive benefit transit has on the environment and reaching regional greenhouse gas reduction goals; supported local and regional efforts to transition to zero-/low-emission bus fleets; championed a major expansion to Metrorail in Virginia with the opening of Silver Line Phases 1 and 2; and advocated for multimodal transportation opportunities that improve regional connectivity for all residents and transit users;

**WHEREAS:** Mr. McKay has been a champion of the release of NVTC's key study examining the Value of Northern Virginia Transit, finding that the Commonwealth of Virginia receives \$1.5 billion in annual tax revenue as a direct result of the region's vast transit network; and

**WHEREAS:** Mr. McKay has continued to support WMATA and VRE as they managed pandemic-related budget and ridership challenges; built upon the collaboration and consensus-building for which NVTC is known; and advocated for high-quality, high-capacity transit in Northern Virginia.

**NOW, THEREFORE, BE IT RESOLVED** that the Northern Virginia Transportation Commission hereby commends the Honorable Jeffrey McKay for 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 the Honorable Jeffrey McKay 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 4<sup>th</sup> day of January 2024.

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Chair



## RESOLUTION OF COMMENDATION

**SUBJECT:** Commending the Honorable Michael Turner on His Departure from the Northern Virginia Transportation Commission

**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 Michael Turner has served on NVTC since 2020 representing Loudoun County;

**WHEREAS:** The Honorable Michael Turner was first elected in November 2019 to represent the Ashburn District on the Loudoun County Board of Supervisors, and is currently serving as the chair of the Board's Transportation and Land Use Committee;

**WHEREAS:** During his tenure on NVTC, Mr. Turner served as a member of the Program Advisory Committee, offering thoughtful insights and support for many NVTC initiatives, including the Envision Route 7 Bus Rapid Transit (BRT) project, the Commuter Choice program, zero-emission bus strategic planning, and zero- and reduced-fare initiatives;

**WHEREAS:** Mr. Turner has also been a strong advocate for safe and reliable transit and long-term, sustainable transit funding solutions, as well as transit-oriented economic development in Northern Virginia; and

**WHEREAS:** Mr. Turner championed the opening of the WMATA's Silver Line Phase 2, which has had more than one million riders go through the Dulles Airport Metrorail Station since it opened.

**NOW, THEREFORE, BE IT RESOLVED** that the Northern Virginia Transportation Commission hereby commends the Honorable Michael Turner for 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 the Honorable Michael Turner 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 4<sup>th</sup> day of January 2024.

---

Chair



## AGENDA ITEM #3 Annual Governance and Leadership

**TO:** Chair Palchik and NVTC Commissioners  
**FROM:** Kate Mattice  
**DATE:** December 21, 2023  
**SUBJECT:** Annual Governance and Leadership

---

At the January 2024 meeting, the Commission will be asked to take actions to appoint new officers, committee and board appointments, and signatories and pension trustees. Chair Palchik will be recognized for her outstanding service over the last year as chair of NVTC.

### **A. ACTION ITEM: Approve the Recommended Slate of Officers for 2024**

At the January meeting, the Commission will be asked to approve the recommended slate of officers for 2024:

Matt de Ferranti, Chair  
David Snyder, Vice-Chair  
Sarah Bagley, Secretary-Treasurer

Following approval, outgoing Chair Palchik will administer the oath of office to the new 2024 officers.

### **B. ACTION ITEM: Approve a Resolution Commending the Honorable Dalia Palchik for Her Service as Chair of the Northern Virginia Transportation Commission for 2023**

Outgoing Chair Dalia Palchik will be recognized at the January meeting for her outstanding leadership during 2023. The [Resolution of Commendation](#) will be presented to her at the meeting.

### **C. ACTION ITEM: Approve [Resolution #2527](#): Approve the Selection of NVTC Representatives to Various Boards for 2024**

The Commission will be asked to approve [Resolution #2527](#), which will 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 \(§33.2-1907.4\)](#). Walter Alcorn's term expires on January 4, 2024 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. Fairfax County's alternate selection to replace Jeff McKay won't be



known until after the Fairfax County Board’s January 23, 2024 meeting. In that case, subsequent action will be needed at a future meeting. Sarah Bagley is nominated to serve as a VTA 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 4, 2024. [Resolution #2527](#) reflects the recommended appointments as of December 21, 2023. The resolution will be updated as a blue item if any jurisdiction makes further appointments between the materials posting date and the January 4 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

**Alternates:**

Canek Aguirre  
Term expires 01-07-2025

Walter Alcorn **nominated**  
Term expires 01-04-2028

**Virginia Railway Express (VRE) Operations Board**

**Principals:**

Fairfax County:

Daniel Storck  
James Walkinshaw

City of Alexandria:

Sarah Bagley

Arlington County:

Takis Karantonis

**Alternates:**

Fairfax County:

(vacant)

City of Alexandria:

Canek Aguirre

Arlington County:

Libby Garvey

**Virginia Transit Association (VTA) Board of Directors**

**Principals:**

David Snyder  
Kate Mattice

**Alternates:**

Sarah Bagley **nominated**  
Canek Aguirre

**D. ACTION ITEM: Approve [Resolution #2528](#): Approve the Recommended NVTC Committee Membership for 2024**

The Commission will be asked to approve [Resolution #2528](#), which will approve the recommended 2024 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 2024, the major change to the committee roster is the proposed appointment of Dalia Palchik to serve as chair of the Program Advisory 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 4, 2024. In that case, the committee appointments will need to be updated at a future date. The resolution will be updated as a blue item if any jurisdiction makes further appointments between the materials posting date and the

January 4 meeting. The committee roster for 2024 reflects the recommended appointments as of December 21, 2023:

**NVTC Executive Committee**

Chair, Matt de Ferranti\*

Vice-Chair, David Snyder\*

Secretary-Treasurer, Sarah Bagley\*

WMATA Committee Chair, Walter Alcorn

Program Advisory Committee Chair & Immediate

Past Chair, Dalia Palchik\*

Legislative & Policy Committee Chair, Canek Aguirre

General Assembly Member, Adam Ebbin

*Non-Voting Members:*

WMATA Principal Member, Paul Smedberg

WMATA Principal Member, Matt Letourneau

**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 Falls Church, David Snyder

**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, Catherine Read

City of Falls Church, David Snyder

Fairfax County, James Walkinshaw

Loudoun County, Matt Letourneau

*Non-Voting Member:*

General Assembly Member, Adam Ebbin

**NVTC Program Advisory Committee**

Chair, Dalia Palchik\*

Commission Members:

(drawn from member jurisdictions in a representative manner)

City of Alexandria, Sarah Bagley

Arlington County, Libby Garvey

Fairfax County, (vacant)

City of Falls Church, David Snyder

Loudoun County, (vacant)

*\*Nominated*

**E. ACTION ITEM: Approve Resolution #2529: Approve the Designation of NVTC Signatories and Pension Trustees**

The Commission will be asked to approve Resolution #2529, which will 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. Sarah Bagley has been nominated to serve as the secretary-treasurer for 2024.



### RESOLUTION OF COMMENDATION

- SUBJECT:** Commending the Honorable Dalia Palchik for Her Service as Chair of the Northern Virginia Transportation Commission for 2023
- 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 Dalia Palchik was elected chair of the Northern Virginia Transportation Commission for 2023;
- WHEREAS:** Ms. Palchik 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 2023, Ms. Palchik led NVTC during its 59th year of operations and, as chair, engaged with the NVTC WMATA Committee, local jurisdictional leaders and regional stakeholders to develop the 6<sup>th</sup> *Annual Report on the Performance and Condition of WMATA*, with near-term recommendations to stabilize WMATA and sustain its ridership recovery over the next few years and avoid devastating service cuts, as well as to offer a framework to develop longer-term funding and reform solutions;
- WHEREAS:** Ms. Palchik championed the Commuter Choice program, which set records in 2023 with the highest level of public outreach and engagement in Spanish and English, supporting five million trips on the I-66 and I-395 corridors, saving travel time, fuel costs and reducing emissions;
- WHEREAS:** Ms. Palchik championed NVTC's efforts to coordinate effective transit options for riders while WMATA rebuilt portions of the Yellow and Orange Lines, which led to the celebration of the long-awaited opening of the Potomac Yard-VT Metro Station, serving a fast-growing part of Alexandria and solidifying the National Landing corridor as a place to live and work, all connected by robust Metro, Virginia Railway Express and bus routes;
- WHEREAS:** Ms. Palchik supported NVTC's ongoing work to bring Bus Rapid Transit service to the Route 7 corridor; NVTC's study on how infrastructure improvements could move buses faster and how amenities at bus stops have improved over time; and NVTC's launch of a Regional Zero-Emission Strategic Plan to identify challenges and opportunities in transitioning local bus fleets away from fossil fuels;
- WHEREAS:** Ms. Palchik oversaw the release of NVTC's key study examining the Value of Northern Virginia Transit, finding that the Commonwealth of Virginia receives \$1.5 billion in annual tax revenue as a direct result of the region's vast transit network; and

**WHEREAS:** Ms. Palchik advocated for NVTC's fourth regional marketing campaign, supporting the opening of the Potomac Yard-VT Station and the reopening of the Yellow Line Bridge/Tunnel, to rebrand the NoVaRides.org English and Spanish webpage and dramatically expand advertising to engage wider audiences including minority and Spanish-speaking communities; and

**WHEREAS:** Ms. Palchik supported NVTC's ongoing management of vital local, regional, Commonwealth and federal funds, including another clean audit that reflects both NVTC's impeccable financial record and the dedication of NVTC's professional financial team.

**NOW, THEREFORE, BE IT RESOLVED** that the Northern Virginia Transportation Commission hereby commends the Honorable Dalia Palchik for her leadership as chair of NVTC for 2023 and her 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 Ms. Palchik as an expression of its gratitude and in appreciation for her leadership and work on the Commission in promoting and funding public transit and ridesharing in Northern Virginia.

Approved this 4<sup>th</sup> day of January 2024.

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Chair



## RESOLUTION #2527

**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 2024 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 2024 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

Alternates

Canek Aguirre  
Term expires 01-07-2025

Walter Alcorn **nominated**  
Term expires 01-04-2028

**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 2024 and their recommendations for members of the various boards:

**VRE Operations Board:**

Principals

Daniel G. Storck  
James Walkinshaw  
Takis Karantonis  
Sarah Bagley

Alternates

(vacant)  
  
Libby Garvey  
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 2024 and their recommendations for members of the various boards:

**Virginia Transit Association Board:**

Principals

David F. Snyder  
Katherine A. Mattice

Alternates

Sarah Bagley **nominated**  
Canek Aguirre

Approved this 4<sup>th</sup> day of January 2024.

\_\_\_\_\_

Chair

\_\_\_\_\_

Secretary-Treasurer

## RESOLUTION #2528

**SUBJECT:** Approve the Recommended 2024 NVTC Committee Membership

**WHEREAS:** Every January, the Northern Virginia Transportation Commission approves the appointments to its four committees, including the Executive Committee, the WMATA Committee, the Program Advisory Committee, and the Legislative and Policy Committee;

**WHEREAS:** The NVTC By-Laws determine the membership of the Executive Committee and also speak to the make-up of the other committees; and

**WHEREAS:** Some of NVTC's jurisdictions may not formally appoint their NVTC members prior to NVTC's January 2024 meeting and, therefore, subsequent action may be needed at a future date to update the committee membership roster.

**NOW, THEREFORE, BE IT RESOLVED** that the Northern Virginia Transportation Commission hereby approves the following persons to serve on the four NVTC committees, subject to possible subsequent action by NVTC's jurisdictions that alters their NVTC members for 2024:

### **NVTC Executive Committee**

Chair, Matt de Ferranti\*

Vice-Chair, David Snyder\*

Secretary-Treasurer, Sarah Bagley\*

WMATA Committee Chair, Walter Alcorn

Program Advisory Committee Chair & Immediate Past Chair, Dalia Palchik\*

Legislative & Policy Committee 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, Catherine Read

City of Falls Church, David Snyder

Fairfax County, James Walkinshaw

Loudoun County, Matt Letourneau

*Non-Voting Member:*

General Assembly Member, Adam Ebbin

*\*Nominated*

**NVTC Program Advisory Committee**

Chair, Dalia Palchik\*

Commission Members: (drawn from member jurisdictions in a representative manner)

Arlington County, Libby Garvey

City of Alexandria, Sarah Bagley

Fairfax County, (vacant)

City of Falls Church, David Snyder

Loudoun County, (vacant)

**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 Falls Church, David Snyder

*\*Nominated*

Approved this 4<sup>th</sup> day of January 2024.

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Chair

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Secretary-Treasurer



### RESOLUTION #2529

**SUBJECT:** Designation of NVTC Signatories and Pension Trustees

**WHEREAS:** The Honorable Sarah Bagley (**nominated**) has been elected secretary-treasurer of NVTC for 2024; 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. Sarah Bagley ( <b>nominated</b> )	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 4<sup>th</sup> day of January 2024.

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Chair

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Secretary-Treasurer



## AGENDA ITEM #4 NVTC Meeting Summary and Minutes

**TO:** Chair Palchik and NVTC Commissioners  
**FROM:** Kate Mattice, Rhonda Gilchrest and Genoveva Cutrell  
**DATE:** December 21, 2023  
**SUBJECT:** NVTC Meeting Summary and Minutes

---

At the January 2024 meeting, the Commission will be asked to approve the meeting summary of the December 1, 2023 Legislative Forum and the minutes of the December 7, 2023 NVTC meeting.

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

The Commission will be asked to 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**

The Commission will be asked to approve the [Minutes of the December 7, 2023 NVTC Meeting](#).



**MEETING SUMMARY  
JOINT NVTC-PRTC-VRE LEGISLATIVE BRIEFING  
DECEMBER 1, 2023**

**George Mason University, Mason Square 3351 Fairfax Drive Arlington, Virginia  
9:00 A.M.**

**NVTC Members Present**

Canek Aguirre  
Walter Alcorn  
Matt de Ferranti  
Jennifer DeBruhl (Alternate)  
Libby Garvey  
Takis Karantonis  
Jeff McKay  
Dalia Palchik  
Catherine Read  
Paul Smedberg  
James Walkinshaw

**NVTC Members Absent**

Sarah Bagley  
John Bell  
Adam Ebbin  
John Foust  
Aimee Gilroy  
Joe Kornhoff  
Matt Letourneau  
M. David Skiles  
David Snyder  
John C. Tuck III  
Mike Turner

**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  
Vikram Sinha  
Sophie Spiliotopoulos  
Brittany Sumpter  
Colethia Quarles  
Melissa Walker

**PRTC Members Present**

Victor Angry  
George Barker  
Kenny Boddy  
Meg Bohmke (Alternate)  
Jennifer DeBruhl  
Todd Horsley (Alternate)  
Pamela Sebesky

**PRTC Members Absent**

Tinesha Allen  
Andrea Bailey  
Margaret Franklin  
Deborah Frazier  
Monica Gary  
Elizabeth Guzman  
Lori Hayes  
Matthew Kelly  
Jeanine Lawson  
Jeanette Rishell  
Bob Weir

**PRTC Staff Present**

Bob Schneider, Executive Director  
Althea Evans  
Declan Goslen  
Becky Merriner  
Holly Morello  
Jeffrey Morfit  
Philip Parella, Jr.  
Perrin Palistrant  
Cynthia Porter-Johnson  
Christine Rodrigo  
Joe Stainsby  
Russell Carter (Keolis)

**VRE Operations Board Members Present**

Canek Aguirre (Alternate)  
Victor Angry (Alternate)  
Meg Bohmke  
Libby Garvey (Alternate)  
Takis Karantonis  
Jeff McKay (Alternate)  
Pamela Sebesky (Alternate)  
James Walkinshaw

**VRE Operations Board Members Absent**

Sarah Bagley  
Andrea Baily  
Margaret Franklin  
Monica Gary  
Lori Hayes  
Matthew Kelly  
Jeanine Lawson  
Michael McLaughlin  
Alanna Mensing  
Ralph Smith  
Dan Storck

**VRE Staff Present**

Rich Dalton, CEO  
Karen Finucan Clarkson  
Steve MacIsaac  
Mark Schofield  
Joe Swartz

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

Ms. Mattice welcomed attendees into the George Mason University Van Metre Hall Multipurpose Room at approximately 9:00 a.m. She stated that this is the 8<sup>th</sup> Annual NVTC-PRTC-VRE Legislative Forum and is an opportunity to dive into public transit issues in Northern Virginia and hear directly from the heads of some of the area's largest public transit systems about what is happening now and what they need in the future. Ms. Mattice thanked event partners Potomac and Rappahannock Transportation Commission (PRTC) and the Virginia Railway Express (VRE). After a few housekeeping items, Ms. Mattice welcomed NVTC Chair Dalia Palchik to the stage to provide welcoming remarks.

### Welcoming Remarks: Northern Virginia Transportation Commission Chair Dalia Palchik

In her welcoming remarks, Chair Palchik noted the many accomplishments in transit and at NVTC over the past year. She stated that over the past year NVTC released the Value of Transit Study, which found that the vast transit network in the Washington Metropolitan region generates \$1.5 billion in revenue to the Commonwealth; launched the Zero-Emission Bus Strategic Plan; awarded another round of Commuter Choice projects; dove into tough WMATA funding issues; and worked toward the next phase of the Envision Route 7 Bus Rapid Transit project.

Chair Palchik then introduced VRE Chair James Walkinshaw to provide remarks and introduce the special guest speaker.

### Introduction of Special Guest Speaker

VRE Chair James Walkinshaw spoke briefly about new developments at Virginia Railway Express over the past year, including a study that found approximately 50% of all riders are new to the service following the COVID-19 pandemic. To meet shifting demands from riders, VRE will be rolling out Saturday service in 2024 if the FY 2025 budget is approved. Chair Walkinshaw emphasized that VRE continues to grow and adapt to new travel needs and demand.

Chair Walkinshaw then introduced Department of Rail and Public Transportation (DRPT) Director Jennifer DeBruhl to provide her remarks.

### Special Guest Remarks: Virginia Department of Rail and Public Transportation Director Jennifer DeBruhl

DRPT Director DeBruhl spoke about how transit in the region continues its post pandemic recovery, stating that statewide ridership is now at 90% of pre-pandemic levels. Ms. DeBruhl also called for a broader return of in-office federal workers which will help VRE and WMATA's return to pre-pandemic ridership. Ms. DeBruhl added that Transforming Rail in Virginia has and will continue to have a large impact on reducing traffic congestion in the region versus expanding freeways. Transit is also more economical. Ms. DeBruhl shared that Amtrak in Virginia had 1.8

million riders in the last fiscal year and ridership numbers continue to set new records every month.

#### Introduction of Keynote Speaker

PRTC Chair Victor Angry began by lauding the progress the region has made to improve public transportation systems. He stated that OmniRide will continue to contribute to that progress later in December when it launches three new commuter routes to the D.C. area originating in Stafford, Falmouth and Spotsylvania. The expanded service will provide OmniRide with a chance to use the recently completed extension of the I-95 Express Lanes.

Mr. Angry then introduced Greater Washington Partnership CEO Kathy Hollinger to provide the Keynote Address.

#### Keynote Address: Greater Washington Partnership CEO, Kathy Hollinger

Ms. Hollinger spoke about the interconnectedness of the region and how transit supports more than just the movement of people but also facilitates the exchange of ideas, business, goods, services and more. Ms. Hollinger drove this idea home by touching on the financial hurdles WMATA is facing in their FY 2025 budget and stating that “failure to fund Metro is not an option,” and that “world class regions have world class transit.”

#### Transit Panel: Moderated by Tysons Community Alliance CEO Katie Cristol

Ms. Cristol welcomed the regional transit operators to the stage and provided some general transit information about the region. Ms. Cristol stated transit is integral to the people, economy and vibrancy of Northern Virginia and that 1.5 million people ride transit in Northern Virginia every week. She shared that the region’s vast transit network provides access to nearly 80% of Northern Virginia households.

Ms. Cristol then introduced the transit panel, including Washington Metropolitan Area Transit Authority (WMATA) General Manager/CEO Randy Clarke, VRE CEO Rich Dalton, PRTC/OmniRide Executive Director Bob Schneider, and NVTC Executive Director Kate Mattice.

The transit panel then spoke about who their typical system riders are, exciting new developments at their transit agencies, what their agencies are doing to attract new riders, the impact of their respective transit agencies to Northern Virginia and the Commonwealth as a whole, what challenges their agencies are facing and what they need to overcome these challenges.

Closing Remarks: NVTC Executive Director Kate Mattice

Ms. Mattice closed out the forum by thanking those in attendance for coming and reminding people about upcoming NVTC events in 2024, including celebrating NVTC's 60<sup>th</sup> anniversary. Ms. Mattice encouraged attendees to visit the vendor tables to learn more about the region's transit systems and to check out the Public Transit in Northern Virginia legislative maps which NVTC's transit technology team produced. Vendor tables were located along the back wall of the multipurpose room and included Arlington Transit, WMATA, DRPT, VRE, the Northern Virginia Transportation Authority, OmniRide, NVTC's Commuter Choice program and NVTC's Value of Transit study.

The 2023 Legislative and Policy Forum concluded at approximately 11:00 a.m.

Approved this 4th day of January 2024.

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Chair

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Secretary-Treasurer

**MINUTES**  
**NVTC COMMISSION MEETING –DECEMBER 7, 2023**  
**FIRST FLOOR LARGE CONFERENCE ROOM – 2300 WILSON BLVD.**  
**ARLINGTON, VIRGINIA**

The meeting of the Northern Virginia Transportation Commission was called to order by Chair Palchik at 7:02p.m.

Members Present

Canek Aguirre (*via electronic participation*)  
Walter Alcorn  
Sarah Bagley  
Matt de Ferranti  
Jennifer DeBruhl (Alternate, Commonwealth of Virginia)  
Adam Ebbin  
John Foust  
Libby Garvey  
Takis Karantonis  
Joseph Kornhoff  
Jeff McKay  
Dalia Palchik  
Catherine Read  
M. David Skiles  
Paul Smedberg  
David Snyder (*via electronic participation*)  
James Walkinshaw

Members Not Present

John J. Bell  
Aimee S. Gilroy  
Matt Letourneau  
John C. Tuck III  
Mike Turner

Staff Present

Kate Mattice, Executive Director  
Monique Blyther  
Genoveva Cutrell  
Andrew D’huyvetter  
Matt Friedman  
Allan Fye  
Rhonda Gilchrest  
Adam Hager  
Xavier Harmony  
Scott Kalkwarf  
Ann McGrane  
Tenley O’Hara

Ben Owen  
Vikram Sinhu  
Sophie Spiliotopoulos  
Melissa Walker  
Aimee Perron Siebert  
Rich Dalton (VRE)  
Steve MacIsaac (VRE)  
Joe Swartz (VRE)



## Opening Remarks

Chair Palchik welcomed everyone to the December 7, 2023 NVTC meeting and noted that the meeting is being livestreamed for the public on YouTube.

Chair Palchik stated that Mr. Aguirre requested electronic participation as he is travelling out of state for a family matter. Mr. Snyder also requested electronic participation as he is out of the country on business travel. Board Administrator Rhonda Gilchrest confirmed an in-person quorum is present.

Mr. Alcorn moved, with a second by Mr. de Ferranti, to approve Mr. Aguirre and Mr. Snyder's requests for electronic participation. The vote in favor was cast by Commissioners Alcorn, Bagley, de Ferranti, Foust, Garvey, Karantonis, Kornhoff, McKay, Palchik, Skiles and Walkinshaw. (Mr. Aguirre and Mr. Snyder did not participate in the vote.)

Chair Palchik stated that as 2023 comes to close, it's time to think about next year's NVTC leadership team. As a reminder, each January, NVTC approves a slate of officers, committee memberships and board appointments. She encouraged Commissioners who wish to change committee participation or wish to be considered for an officer or board appointment role, to let her or the executive director know as soon as possible. Proposed nominations for the 2024 slate of officers and appointments will be included in January meeting materials which will be distributed prior to the holidays. Commissioners were provided with a copy of NVTC's current committee assignments and board appointments.

Chair Palchik reminded the public that there will be a public hearing on the Work Plan at the January 4, 2024 meeting. Information on how to submit comments will be available on the [novatransit.org](https://novatransit.org) website.

Ms. Mattice stated that NVTC received two public comments this month, which were provided to Commissioners prior to the meeting. One comment was submitted by a member of the public expressing fare evasion concerns and requested NVTC to consider conditioning subsidy payments to WMATA on reduction in fare evasion and higher penalties. The Greater Washington Partnership also submitted comments in support of VRE Saturday service as proposed in VRE's FY 2025 budget.

## Minutes of the November 2, 2023 NVTC Meeting

Mr. Karantonis moved, with a second by Ms. Garvey, to approve the Minutes of the November 2, 2023 NVTC Meeting. The vote in favor was cast by Commissioners Alcorn, Bagley, de Ferranti, Foust, Garvey, Karantonis, Kornhoff, Palchik, Read, Skiles and Walkinshaw. Mr. McKay abstained. There was also a roll call vote for Commissioners participating electronically and Mr. Aguirre and Mr. Snyder voted yes. The motion passed.

## Recognition of Departing Commissioners

### Resolution of Commendation for the Honorable John Foust on His Departure from NVTC.

On behalf of the entire Commission, Chair Palchik recognized Mr. Foust, who did not run for reelection as the Dranesville Supervisor on the Fairfax County Board, where he has served for the past 16 years. Mr. Foust has represented Fairfax County on NVTC since 2009 and faithfully served on the Program Advisory Committee where he provided thoughtful insights, especially on the Envision Route 7 BRT project and the Commuter Choice program. Throughout his tenure on NVTC, Mr. Foust has been an advocate for the successful completion of both Phase 1 and 2 of the Metrorail Silver Line and other transit initiatives. Chair Palchik stated that NVTC is sad to see Mr. Foust leave NVTC and public service.

Mr. Smedberg arrived at 7:08 p.m.

Mr. McKay moved, with a second by Mr. de Ferranti, to approve the resolution commending the Honorable John Foust on his departure from NVTC. The vote in favor was cast by Commissioners Alcorn, Bagley, de Ferranti, Foust, Garvey, Karantonis, Kornhoff, McKay, Palchik, Read, Skiles, Smedberg and Walkinshaw. There was also a roll call vote for Commissioners participating electronically and Mr. Aguirre and Mr. Snyder voted yes. The motion passed.

Chair Palchik presented a copy of the resolution and award to Mr. Foust. (A copy of the resolution is attached.)

Mr. de Ferranti stated that he grew up in the Dranesville District and noted that Mr. Foust has had a rock-solid commitment to public service. He also has appreciated Mr. Foust's consistency of great questions and comments at NVTC. Mr. de Ferranti thanked him for his leadership. Ms. Garvey stated that it has been a pleasure serving with Mr. Foust. Mr. Alcorn noted that at a separate meeting the Fairfax County Board of Supervisors spent an hour honoring Mr. Foust's accomplishments.

Mr. Foust thanked the Commission and stated that NVTC is a great organization and he is proud of the work the Commission has done, which is so important to the region.

### Resolution of Commendation for the Honorable John Bell on His Departure from NVTC.

Chair Palchik also noted that Virginia Senator John Bell is retiring from public service and is departing NVTC, where he has been a Commissioner since 2020. Although he was not able to attend this meeting, Chair Palchik recognized Mr. Bell's service on NVTC, particularly, the Commission is grateful for his vote on the landmark transportation bill (HB 1414) in the 2020 General Assembly Session which modernized transportation and transit funding.

Mr. de Ferranti moved, with a second by Ms. Bagley, to approve the Resolution Commending the Honorable John Bell on his departure from NVTC. The vote in favor was cast by Commissioners Alcorn, Bagley, de Ferranti, Foust, Garvey, Karantonis, Kornhoff, McKay, Palchik, Read, Skiles, Smedberg and Walkinshaw. There was also a roll call vote for Commissioners participating electronically and Mr. Aguirre and Mr. Snyder voted yes. The motion passed.

Resolution of Commendation for Nick Clemente on His Departure from NVTC. Chair Palchik stated that she would also like to recognize Nick Clemente for his service on NVTC from 2022 to October 2023 as an appointee from the House of Delegates.

Mr. de Ferranti moved, with a second by Chair Palchik, to approve the Resolution Commending Nick Clemente on his departure from NVTC. The vote in favor was cast by Commissioners Alcorn, Bagley, de Ferranti, Foust, Garvey, Karantonis, Kornhoff, McKay, Palchik, Read, Smedberg and Walkinshaw. There was also a roll call vote for Commissioners participating electronically and Mr. Aguirre and Mr. Snyder voted yes. The motion passed. (Mr. Skiles was not in the room and did not participate in the vote.)

Chair Palchik stated that staff will make sure Senator Bell and Mr. Clemente get their resolutions and awards. Next month, NVTC will be welcoming at least one new Commissioner and maybe saying farewell to a few others depending on new appointments to NVTC.

### SMART SCALE Presentation

Chair Palchik reminded Commissioners that NVTC submitted a letter to the Commonwealth Transportation Board (CTB) providing comments on the proposed SMART SCALE changes – focusing on the potential impact they would have the public transit projects as well as the limitations on larger jurisdictions with the number of applications they are allowed to submit. CTB met on December 4 and approved a series of changes to the program. Staff from the Office of Intermodal Planning and Investment (OIPI) were not able to attend this meeting, but DPRT Director Jen DeBruhl has offered to brief the Commission on the results of the CTB actions.

On behalf of the Secretary of Transportation and the Office of Intermodal Planning and Investment, Ms. DeBruhl gave an overview of the lengthy debate regarding the final SMART SCALE policy recommendations presented to the Commonwealth Transportation Board. She reviewed the action taken on the five staff recommendations:

- **Congestion factor** – staff recommended looking at congestion 10 years in the future in evaluating projects. The CTB voted to use 7 years instead of 10 years.
- **Economic development methodology** – staff recommended a forward-looking economic development measure. The CTB voted to accept the staff recommendation.
- **High Priority Projects (HPP) definition** – staff added language in their final recommendation that included bus rapid transit (BRT) and corridor improvements as being eligible for the High Priority Projects program (statewide funding bucket). The CTB voted to accept the staff recommendation.
- **HPP elimination of Step 2** – staff recommended to distribute all HPP program funds based on statewide rankings of SMART SCALE scores, rather than district-wide rankings. The CTB voted to accept the staff recommendation.
- **Mid-Level Application Tier Analysis** – staff recommended a three-tier application limit. The CTB did not accept the staff recommendation, so the application limit will stay the same (larger – 10, smaller – 4)

- **Weighting and typology factors:**
  - The CTB voted to remove land use as a scoring measure
  - The CTB voted to adopt revised factor weightings largely consistent with what NVTC recommended for Area Type A (NOVA)

Ms. DeBruhl stated that OIPI will be preparing a technical guide which will go into more detail on how the program will be implemented.

Mr. Skiles left the room at 7:21 p.m.

Chair Palchik asked for confirmation on the new numbers for the Northern Virginia region: safety (15%), congestion mitigation (45%), accessibility (25%), economic development (5%) and environmental quality (10%). Ms. DeBruhl confirmed that these numbers are correct.

#### NVTC's FY 2023 Audited Financial Statements and Compliance Reports

Chair Palchik stated that Commission action is requested to accept and authorize distribution of NVTC's FY 2023 Audited Financial Statements and Compliance Reports. She asked Mr. Kalkwarf to introduce the auditors. Mr. Kalkwarf introduced Mike Garber, a partner at PBMares, LLC., which is NVTC's audit firm, as well as the firm in charge of audits for VRE and PRTC.

Mr. Garber reported 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. Garber stated that Mr. Kalkwarf and his team did a great job and there were no journal entries or past adjustments.

On a personal note, Mr. Garber noted that he worked with Mr. Foust on several other agencies' audit committees and appreciated his comments and questions. It was a pleasure working with him.

Mr. Ebbin arrived at 7:26 p.m. as Mr. Skiles was rejoining the meeting.

Mr. Foust moved, with a second by Mr. Karantonis, to accept and authorize the distribution of NVTC's FY 2023 Audited Financial Statements and Compliance Reports. The vote in favor was cast by Commissioners Alcorn, Bagley, de Ferranti, Ebbin, Foust, Garvey, Karantonis, Kornhoff, McKay, Palchik, Read, Skiles, Smedberg and Walkinshaw. There was also a roll call vote for Commissioners participating electronically and Mr. Aguirre and Mr. Snyder voted yes. The motion passed.

Chair Palchik recognized the importance of NVTC receiving another clean audit. NVTC has continued to have clean audits throughout Mr. Kalkwarf's 22-year tenure and NVTC's financial management is exceptional. She thanked Mr. Kalkwarf and his team – Colethia Quarles, Brittany Sumpter and Noman Sayed – for all their hard work dealing with very complicated allocation models, grant management, and internal controls to keep NVTC's finances strong.

## NVTC FY 2025 General and Administrative Budget and 2024-2025 Work Plan

Chair Palchik noted that staff is presenting the preliminary FY 2025 General and Administrative Budget and Work Plan, which will both come back for action at the January meeting.

Ms. Mattice stated that staff anticipate FY 2025 to be a big year for two of NVTC's major focus programs. With the support of the Commission on the legislative agenda, staff anticipate that next fiscal year will be a big year to be documenting, analyzing and understanding the financial needs of the region's transit systems – not only WMATA, but also VRE and the other local systems – in advance of seeking a substantial request for dedicated and sustainable funding for these systems. NVTC's Envision Route 7 BRT planning efforts will also be in full swing. As such, the Executive Committee asked staff to scope out a junior level program analyst position to support these two main program areas. Staff estimate the impact to the FY 2025 budget to be \$98,000 and would increase the budget by 2.1%.

Mr. Kalkwarf gave an overview of how the budget is funded and the cost drivers. He noted that there is a 13% increase in health insurance costs, which is mostly attributable to inflation. There is also an increase in retirement contributions as NVTC has more senior staff, as well as in the past two years NVTC had the ability to apply forfeited non-invested pension funds back into the budget. He also reviewed some of the line items that have increased due to inflation costs. Mr. Kalkwarf then reviewed the revenue sources.

Chair Palchik stated that the Executive Committee discussed the budget option at several meetings and tonight took action to forward the budget with the additional program analyst position to the full Commission for their consideration. Mr. de Ferranti stated that after much discussion by the Executive Committee, the committee concluded that the amount of work that this position covers justifies the cost. Chair Palchik stated that part of the justification is the amount of work NVTC has contracted out rather than in-house. There is also a level of increased work with NVTC taking on an important leadership role regarding the Metro funding conversation. There is also the work associated with the Envision Route 7 BRT project and the importance of keeping this project moving forward.

Ms. Mattice then reviewed the draft Work Plan, which is all the work that NVTC staff will do January 2024 through June 2025. It is important for NVTC to have quick responses regarding Metro issues. NVTC is also doing important work on the Envision Route 7 BRT project, but at some point, the strategic future of that project needs to be determined. Chair Palchik reminded Commissioners that action will not be requested until January following a public hearing.

Ms. Garvey expressed her opinion that adding the new position is fine, especially in light of all the work going on in the legislature. Regarding the increase in health care costs, she suggested looking at pooling with a jurisdiction. Mr. Karantonis agreed that this position is important as one of the biggest issues is to do a deep dive on the economic impact of transit to this region. Ms. Mattice stated that a new position would complement existing staff skills and experience.

Chair Palchik reminded the Commission that the budget will come back in January for action. She encouraged Commissioners to send any comments or concerns about the budget before the next meeting.

## Washington Metropolitan Area Transit Authority (WMATA)

Chair Palchik asked WMATA Board Chair Paul Smedberg and NVTC's WMATA Committee Chair Walter Alcorn to give their reports.

Report from the Virginia WMATA Board Members. Mr. Smedberg stated that WMATA General Manager/CEO Randy Clarke is expected to introduce his proposed FY 2025 budget next week. This budget will reflect his and the Board's fiduciary duty to put forth a balanced budget that is based upon known funding conditions and existing legal constraints to any increases in operating assistance. The tools available to management and the Board to balance the budget are limited to service reductions, fare increases, management savings, and increasing preventive maintenance expense transfers. With all that said, he stated that everyone should expect that this will be a very unpleasant budget proposal with severe service reductions. To make things more difficult, there is a timing challenge because the legislative calendar in Virginia and WMATA's budget process do not line up well. The challenge will be the timing of any General Assembly relief on re-baselining and the timeline for WMATA's budget approval. This doesn't even begin to get into the timing issues related to lay-off notices as laid out in existing labor agreements.

Mr. Smedberg explained that while the timing is challenging, if re-baselining the legislative 3% cap and providing additional funding are successful, then the WMATA Board can work towards and ultimately approve a very different budget, one that minimizes reductions to service, is fiscally achievable for the jurisdictions, and keeps ridership recovery going. There is an initial proposal for additional funding for WMATA from Maryland. He stated that there are two important things to remember: 1) the actual costs for funding jurisdictions will adjust many times throughout the budget process; and 2) proposals for additional funding are just that – proposals.

Mr. Smedberg reported that last month, the WMATA Finance and Capital Committee received a capital program outlook, which helps set the stage for the FY 2025 budget and helps illustrate the tradeoffs that funding constraints will create for the capital program. One of the tools available to the WMATA Board to help close the FY 2025 operating budget gap is maximizing the transfer of eligible preventive maintenance (PM) expenses from the operating budget to the capital budget. While this does not pose short term risks to the capital budget, it accelerates the exhaustion of that dedicated capital funding to FY 2028 or earlier. This sets up further constraints for the six-year CIP which is based around state of good repair and modernization work. If this transfer were to be pursued at its maximum again in FY 2026 then this puts programs like zero-emission bus and the new 8000-series railcars at risk.

Mr. Smedberg also spoke to WMATA's recent clean audit report (this continues a positive trend as WMATA has had clean audit findings continuously since 2015), first quarter performance metrics, an agreement with DC for 24-hour Metrobus service, and FY 2024 first quarter year-to-date forecast, which shows favorability to budget. He also announced that WMATA began repressing the wheels on the 7000-series railcars to a new and improved standard. This will allow WMATA to resume regular maintenance intervals and gradually add more 7000-series railcars to service. Automated doors will be tested on the Red Line. Mr. Smedberg provided some information about the Inspector General's (OIG) office.



Report from the Chair of the NVTC WMATA Committee. WMATA Committee Chair Walter Alcorn announced that the next WMATA Committee meeting is scheduled for January 18 at 6:00 p.m. to begin discussions about the WMATA FY 2025 budget. The committee will then meet on February 15 at 6:30 p.m.

For the requested actions, Mr. Alcorn suggested combining both actions 7B NVTC Annual Report on WMATA and the related 7C Resolution #2523 into a single vote. There were no objections.

Mr. Alcorn recognized the hard work of the NVTC team – Andrew D’huyvetter, Adam Hager, Allan Fye and Ronnetta Zack Williams (no longer with NVTC) – for working so well with the committee and drafting the report and resolution. In addition, NVTC’s communications teams – Monique Blyther, Matt Friedman and Nathan Varnell – were instrumental in helping prepare the look and feel of the report.

Mr. Alcorn then asked Mr. D’huyvetter and Mr. Fye to briefly present the report recommendations and the resolution. Mr. D’huyvetter stated that staff and the WMATA Committee have been working on this report for several months and the Commission received a briefing on the report last month. A draft of the entire report and a copy of the resolution is included in the meeting materials. This year’s report is a call to action for NVTC and the General Assembly and highlights immediate priorities:

- Rebaselining will allow WMATA to reset their base budget and subsidy bill they send to Virginia to account for the detrimental impact of the pandemic on WMATA and the entire transit industry. This also protects NVTC jurisdictions from being penalized and having state aid withheld as the industry adapts to the ongoing ripple effects of the pandemic.
- Requesting additional state aid to help Virginia jurisdictions through the next two years while simultaneously engaging the region to finally secure long-term, sustainable, dedicated funding for WMATA. NVTC’s Value of Transit study has documented that the transit systems in Northern Virginia conservatively generate \$1.5 billion for the General Fund every year and that the Metrorail system is almost \$1 billion of that. Simply put, the Commonwealth has a vested interest in helping ensure WMATA’s long-term success.

Mr. Skiles left the meeting at 7:57 p.m. and did not return.

Mr. D’huyvetter explained that these priorities are also included in NVTC’s 2024 Legislative and Policy Agenda. NVTC will be leading the way to educate, answer questions, and engage with the General Assembly to make sure WMATA continues to succeed and drive the economic growth in Northern Virginia. While Virginia and the region take temporary actions to stabilize WMATA funding over next few years, the region must collectively develop long-term solutions. The mid- and long-term recommendations in the report provide a framework for Virginia and the region to develop long-term funding and accountability solutions.

Mr. D’huyvetter explained that staff are requesting two actions by the Commission tonight, which include authorizing the executive director to send NVTC’s 2023 Report on the Performance and



Condition of WMATA to the Governor and the General Assembly and to approve Resolution #2523 to Affirm NVTC's Near-Term Priorities for WMATA Funding.

Chair Palchik asked about the recommendation regarding coordinating an audit advisory committee. Mr. D'huyvetter explained that currently each funding jurisdiction has the right to audit WMATA. From WMATA's perspective, this can be multiple requests for the same information and that can be a challenge and a strain on WMATA's staff resources. NVTC is advocating for coordination with an audit advisory committee made up of jurisdictional finance staff.

Mr. Kornhoff left the meeting at 8:02 p.m. and did not return.

Mr. McKay stated that one of the mid- to long-range recommendations (page 14) is to implement Office of the Inspector General (OIG) findings to improve controls and governance and explore alternative retirement plans. He asked, given this last year's instability within the OIG, what is NVTC actually asking to implement. He asked what confidence is there that the OIG is working. Mr. Smedberg stated that all the OIG's work plans, investigations and audits continue. There are some issues in management and judgement that need to be addressed. He can't speak about some of the legal issues. Mr. McKay asked if NVTC is comfortable with the report language based on current OIG operation. Mr. Smedberg stated that the OIG findings are their findings. He provided more information about the current OIG status under the interim inspector general. Mr. McKay stated that the sooner it is settled, the better it is to be able to build the public's confidence. Ms. Garvey stated that it would be helpful to hear more information about the OIG if it's made public. Mr. Smedberg stated that WMATA will conduct a national search for a new inspector general outside of the D.C. federal bubble.

In response to a question from Ms. Bagley, Mr. Smedberg provided more information about the Maryland funding proposal. Mr. Walkinshaw stated that the report is impressive work. He stated that for years he has been asking but no one has been able to explain how changes to the Wolf Act would actually reduce costs. The arbitrators can now take into account the jurisdictions' ability to pay. However, the District, Maryland and Virginia's ability to pay is effectively unlimited because they have broad taxing authority. He noted that the report's footnotes are really good. The LaHood report had several recommendations that were not implemented by WMATA. It is important to clarify that they are minor and were in the context of WMATA's labor costs, which are comparable and at the national average for large transit agencies. He doesn't want there to be a take-away that there is big money to be realized if the LaHood recommendations were implemented. He asked how the 50/50 state match was determined. Ms. Mattice stated that current Virginia Code limits state funding to not more than 50% of Virginia's total annual WMATA subsidy. Historically, the NVTC jurisdictions have been closer to 40% in their use of state aid to support their total WMATA subsidy bill.

Mr. Snyder asked about the opportunities for NVTC and the public to weigh in on the upcoming WMATA budget. Mr. Fye stated that there are already two WMATA Committee meetings scheduled in January and February to have healthy discussions about the budget. NVTC staff will do preliminary analysis prior to the January meeting. Mr. D'huyvetter stated that WMATA will have a public comment period. Chair Palchik encouraged Commissioners to attend the January 18 WMATA Committee meeting.

Mr. de Ferranti asked with the Maryland proposal if this would prompt the District to act. Mr. Smedberg stated that Metro is critical to the District and they will also be diving into the budget. Mr. de Ferranti asked if there is a way to package the next cost management steps. He will engage with the executive director on this.

Mr. Alcorn moved, with a second by Ms. Garvey, 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 to approve Resolution #2523 to affirm NVTC's near-term priorities for WMATA funding.

Mr. Ebbin asked about the fifth whereas clause of the resolution, and if revenue/ridership was on upswing prior to the pandemic. Mr. Smedberg stated that it was. Chair Palchik stated that the chart on page 43 in the report provides more ridership information.

The Commission then voted on the motion. The vote in favor was cast by Commissioners Alcorn, Bagley, de Ferranti, Ebbin, Foust, Garvey, Karantonis, McKay, Palchik, Read, Smedberg and Walkinshaw. There was also a roll call vote for Commissioners participating electronically and Mr. Aguirre and Mr. Snyder voted yes. The motion passed.

Mr. Alcorn left the meeting at 8:25 p.m. and did not return.

#### Report from the Chair of the Legislative and Policy Committee

Chair Palchik stated that as Legislative and Policy Committee Chair Aguirre is participating virtually, he has asked that the executive director give the legislative report. Legislative Liaison Aime Perron Seibert will also give a state of play following the November election and leading up to the 2024 General Assembly Session. This will be followed up by the Legislative Forum Event Coordinator, Genoveva Cutrell, who will give a brief recap of the event.

Ms. Mattice reminded Commissioners that the February 1 Commission meeting will be in Richmond and include a reception with legislators following the meeting. This will be a great opportunity to meet with newly elected legislators. NVTC has also created legislative district maps for both the House and Senate that are available showing available transit services in those districts. She thanked PRTC and VRE for helping to support the printing of these maps.

Ms. Mattice stated that the final version of the 2024 Legislative and Policy Agenda is being presented for action. The document it reflects the priorities that were presented last month with some updates for grammatical consistency and the addition of the request for additional state aid to support a local Metro funding bill in the upcoming state budget, which Commissioners asked for at the last meeting.

Mr. de Ferranti moved, with a second by Mr. McKay, to approve the 2024 NVTC Legislative and Policy Agenda. The vote in favor was cast by Commissioners Bagley, de Ferranti, Ebbin, Foust, Garvey, Karantonis, McKay, Palchik, Read, Smedberg and Walkinshaw. There was also a roll call

vote for Commissioners participating electronically and Mr. Aguirre and Mr. Snyder voted yes. The motion passed.

General Assembly State of Play. Ms. Perron Siebert reported that following the November election, Democrats took control of the House and maintained control of the Senate. There will be 51 new members of the General Assembly in the 2024 Session (combined House and Senate). Leadership has already been decided, including:

Virginia Senate:

- Majority Leader: Sen. Scott Surovell
- Democratic Caucus Chair: Sen. Mamie Locke
- Democratic Caucus Vice-Chair: Sen. Adam Ebbin
- Minority Leader: Sen. Ryan McDougale, R-Hanover
- Republican Caucus Chair: Sen. Mark Obenshain

Virginia House of Delegates:

- House Speaker: Del. Don Scott
- Majority Leader: Del. Charniele Herring
- Democratic Caucus Chair: Del. Kathy Tran
- Minority Leader: Del. Todd Gilbert
- Republican Caucus Chair: Del. Amanda Batten

Ms. Perron Siebert stated that the Senate has already determined committee leadership and assignments. Sen. Jennifer Boysko will be chair of the Transportation Committee; Sen. David Marsden is moving to chair the Agriculture, Conservation and Natural Resources Committee; Louise Lucas will be chair of the Finance and Appropriations Committee. The House is still determining their committee leadership.

Mr. Ebbin stated that he has drafted legislation to call for a Joint Legislative Audit and Review Commission (JLARC) study on options on future funding for Metro and VRE. He thanked Ms. Mattice for her assistance in drafting the language. Mr. Smedberg stated that Maryland has a Blue-Ribbon Panel study on Metro funding underway. Mr. Ebbin stated that it would be helpful to get the wording of the authorization legislation to compare. Chair Palchik asked about timing, and Mr. Ebbin explained that if passed, the legislation does not go into effect until the new fiscal year and, therefore, the study would not begin until after July 1, 2024. Mr. Walkinshaw expressed his thanks for including VRE in the study. He suggested engaging legislators from the southern VRE jurisdictions.

Annual Joint NVTC-PRTC-VRE Legislative Forum. Ms. Cutrell provided an overview of the December 1 annual Joint NVTC-PRTC-VRE Legislative Forum on December 1. This marked the first time holding this event at the George Mason University Mason Square campus in Arlington, a venue chosen partly due to its transit friendly location. This year's event featured special guest, DRPT Director Jennifer DeBruhl, keynote speaker Kathy Hollinger, CEO at Greater Washington Partnership, and a Northern Virginia Transit Panel featuring WMATA General Manager/CEO Randy Clarke, VRE CEO Rich Dalton, PRTC/OmniRide Executive Director Bob Schneider, and NVTC Executive Director, Kate Mattice. The panel was moderated by NVTC veteran and current CEO of Tysons Community Alliance, Katie Cristol. NVTC, PRTC, and VRE Board chairs provide welcoming remarks and introductions.

Ms. Cutrell noted that this year's event focused on the confluence of business and transit, and how both rely on the other to continue fostering growth in this "super-region." This year attendance hit a record of 146 attendees.

Mr. de Ferranti stated that the location was excellent and Kathy Hollinger was on point with her keynote message. The panel was great too.

#### Virginia Railway Express (VRE)

Chair Palchik asked VRE CEO Rich Dalton to give his report followed by VRE Operations Board Chair Walkinshaw to present the actions.

VRE CEO Report. Mr. Dalton reported that VRE has seen a slight increase in ridership and system performance over the last month. On-time performance reached 87.7%. He reported that it has been an exciting few days, which will be elaborated on in the DRPT Report. He stated that VRE was glad to be a part of the joint Legislative Forum and thanked Ms. Mattice and her staff for a well-done event. He announced that VRE Santa Trains will run this upcoming Saturday.

Chair Palchik noted that VRE is trending in the right direction with on-time performance.

VRE Proposed 2024 Legislative Agenda. Mr. Walkinshaw stated that on the recommendation from the VRE Operations Board, the Commission is asked to approve Resolution #2524 which will approve the 2024 VRE Legislative Agenda and authorize the VRE CEO to actively pursue the elements set forth in the document. The Legislative Agenda was presented at last month's meeting.

Mr. Walkinshaw moved, with a second by Mr. Karantonis, to approve Resolution #2524 (copy attached). The vote in favor was cast by Commissioners Bagley, de Ferranti, Ebbin, Foust, Garvey, Karantonis, McKay, Palchik, Read, Smedberg and Walkinshaw. There was also a roll call vote for Commissioners participating electronically and Mr. Aguirre and Mr. Snyder voted yes. The motion passed.

VRE's FY 2023 Annual Comprehensive Financial Report. Mr. Walkinshaw stated that on the recommendation from the VRE Operations Board, the Commission is asked to approve Resolution #2525, which will accept VRE's FY 2023 Annual Comprehensive Financial Report (ACFR) and associated information from the auditors and authorize the VRE CEO to distribute the ACFR. PBMares, LLP, also conducted VRE's audit for FY 2023 and they have issued an unmodified opinion. This opinion letter states that the VRE financial 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.

Mr. Walkinshaw moved, with a second by Mr. Foust, to approve Resolution #2525 (copy attached). The vote in favor was cast by Commissioners Bagley, de Ferranti, Ebbin, Foust, Garvey, Karantonis, McKay, Palchik, Read, Smedberg and Walkinshaw. There was also a roll call vote for

Commissioners participating electronically and Mr. Aguirre and Mr. Snyder voted yes. The motion passed.

VRE Applications to the I-66 Commuter Choice FY 2025-2026 Program. Mr. Walkinshaw stated that on the recommendation from the VRE Operations Board, the Commission is asked to approve Resolution #2526, which will authorize the VRE CEO to submit, on behalf of the Commissions, VRE applications to the I-66 Commuter Choice FY 2025-2026 Program, to make any necessary corrections to the project amount or descriptions in the applications and execute all project funding agreements that may result from consideration of the VRE applications.

Mr. Walkinshaw explained that VRE staff identified a group of capital and operating improvements that support and implement planned service enhancements authorized in the Transforming Rail in Virginia (TRV) initiative. Consistent with VRE procedures for grant applications, the Operations Board must recommend the submission of grant applications to the Commissions for their authorization. The Commissions' authorization does not confer endorsement of any VRE application(s) in relation to the adopted I-66 Commuter Choice project selection process. The identified projects include:

- Service Enhancements on the Manassas Line (Priority 1) – A Commuter Choice application for a total amount of \$4,766,000 for a 24-month period is proposed.
- Step-Up Service Restart on the Manassas Line and Fare Buy-Down (Priority 2) – A Commuter Choice application for a total amount of \$1,000,000 for a 24-month period is proposed.
- Capital Funding for VRE Alexandria Station Improvements (Priority 3) – A Commuter Choice application for a total amount of \$6,570,000 is proposed.

Mr. Walkinshaw moved, with a second by Mr. Karantonis, to approve Resolution #2526 (copy attached).

Mr. Snyder asked if this would be funding from I-66 Inside the Beltway or from I-66 Outside the Beltway. Mr. Fye stated that it would be a combination from revenue from both inside and outside the beltway.

The Commission then voted on the motion. The vote in favor was cast by Commissioners Bagley, de Ferranti, Ebbin, Foust, Garvey, Karantonis, McKay, Palchik, Read, Smedberg and Walkinshaw. There was also a roll call vote for Commissioners participating electronically and Mr. Aguirre voted yes and Mr. Snyder abstained. The motion passed.

VRE Policy for 360-Degree Assessment of the Chief Executive Officer. Mr. Walkinshaw explained that at its November 17 meeting, the VRE Operations Board voted to establish a policy to conduct a 360-degree assessment for the VRE Chief Executive Officer at least every three years as part of the annual evaluation process, beginning with the 2023 annual evaluation. The 360-degree assessment will be used to measure the VRE CEO's performance by utilizing feedback from the Chief Executive Officer's direct reports and other internal VRE staff members. There will

be a Closed Session at the end of this meeting regarding the annual performance of both VRE CEO Rich Dalton and VRE General Counsel/Chief Legal Officer Steve MacIsaac.

#### Department of Rail and Public Transportation (DRPT)

Chair Palchik noted that DRPT Director DeBruhl recently announced her upcoming retirement next summer. Chair Palchik thanked her for her service.

Ms. DeBruhl stated that this week has been a historic week for rail in Virginia. This morning, there was an event in Arlington to announce \$729 million in federal funding from the Federal Railroad Administration (FRA) via the Federal-State Partnership for Intercity Passenger Rail Program (FSP-National) for Transforming Rail in Virginia (TRV) Phase 2 projects, which will support the completion of a new Long Bridge across the Potomac River. Also, at its December 6 meeting, the Virginia Passenger Rail Authority (VPRA) Board awarded the first two contracts to deliver on the program for the Long Bridge North project and the Franconia-Springfield Bypass project. She thanked NVTC for their partnership.

Ms. DeBruhl then recognized Tim Roseboom and thanked him for his almost 10 years of service at DRPT as the Northern Virginia senior program manager major capital investments (WMATA). He relocated to Michigan and has been working remotely for DRPT. Jennifer Monaco (formerly City of Alexandria staff) is taking over that role at DRPT. Mr. Smedberg thanked Mr. Roseboom for his work.

Mr. de Ferranti noted that at today's event one of the speakers stated that Jennifer DeBruhl has made a difference for generations, and he agrees. He recognized all the behind-the-scenes work Ms. DeBruhl has done.

#### Executive Director Report

Ms. Mattice encouraged Commissioners to read her Executive Director Newsletter, which highlights some of NVTC's recent efforts and events. She announced that 2024 is NVTC's 60<sup>th</sup> year anniversary. There will be a number of anniversary events. The next Commission meeting is January 4, 2024, which will include a public hearing on the Work Plan. The February 1 meeting will be held in Richmond followed by a legislative reception with legislators. Ms. Mattice also reviewed several upcoming committee meetings, including the Program Advisory Committee meeting on February 15.

Ms. Mattice stated that the October Financial Report was provided in the meeting materials.

Chair Palchik announced the MetroNow Coalition named NVTC and Executive Director Kate Mattice as its transit champion for October.

## Closed Session

Chair Palchik stated that the Commission needs to go into Closed Session for the VRE chief executive officer and chief legal counsel's annual performance review. She explained that for the benefit of the listening public, the Commission will return to Open Session. The meeting will resume live when NVTC returns to Open Session.

Ms. DeBruhl left the meeting and did not participate in the Closed Session.

Mr. Smedberg moved, with a second by Mr. de Ferranti, to move the following motion:

Pursuant to the Virginia Freedom of Information Act, Section 2.2-3711.A.1 of the Code of Virginia, the Northern Virginia Transportation Commission moves to convene a closed meeting for discussion of personnel matters concerning the performance of the VRE chief executive officer and the VRE general counsel/chief legal officer."

The vote in favor was cast by Commissioners Bagley, de Ferranti, Ebbin, Foust, Garvey, Karantonis, McKay, Palchik, Read, Smedberg and Walkinshaw. There was also a roll call vote for Commissioners participating electronically and Mr. Aguirre and Mr. Snyder voted yes. The motion passed.

The Commission entered into Closed Session at 9:04 p.m. and returned to Open Session at 9:23 p.m. The live stream feed was restored for public viewing.

Chair Palchik moved, with a second by Mr. McKay, 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 Bagley, de Ferranti, Ebbin, Foust, Garvey, Karantonis, McKay, Palchik, Read, Smedberg and Walkinshaw. There was also a roll call vote for Commissioners participating electronically and Mr. Aguirre and Mr. Snyder voted yes. The motion passed.

Mr. Walkinshaw moved, with a second by Mr. de Ferranti, to approve the Third Amendment to the Employment Agreement with Rich Dalton, and that the chair be authorized to execute it on behalf of the Commission. The vote in favor was cast by Commissioners Bagley, de Ferranti, Ebbin, Foust, Garvey, Karantonis, McKay, Palchik, Read, Smedberg and Walkinshaw. There was also a roll



call vote for Commissioners participating electronically and Mr. Aguirre and Mr. Snyder voted yes. The motion passed.

Mr. Walkinshaw moved, with a second by Mr. de Ferranti, to approve the First Amendment to the Employment Agreement with Steve MacIsaac, and that the chair be authorized to execute it on behalf of the Commission. The vote in favor was cast by Commissioners Bagley, de Ferranti, Ebbin, Foust, Garvey, Karantonis, McKay, Palchik, Read, Smedberg and Walkinshaw. There was also a roll call vote for Commissioners participating electronically and Mr. Aguirre and Mr. Snyder voted yes. The motion passed.

Chair Palchik thanked both Mr. Dalton and Mr. McIsaac for their excellent work.

### Adjournment

Without objection, Chair Palchik adjourned the meeting at 9:26 p.m.

Approved this 4<sup>th</sup> day of January 2024.

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Chair

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Secretary-Treasurer





## RESOLUTION #2523

**SUBJECT:** Affirm NVTC's Near-Term Priorities for WMATA Funding

**WHEREAS:** WMATA is critical to the Commonwealth's transportation network and economic growth and plays a significant role in the \$1.5 billion in income and sales tax that goes to the Commonwealth General Fund each year that is generated by Northern Virginia's transit network;

**WHEREAS:** The COVID-19 pandemic upended the financial operating model of transit agencies across the United States primarily through inflation and reduced ridership;

**WHEREAS:** Federal pandemic aid, which has sustained the Washington Metropolitan Area Transit Authority (WMATA) since FY 2020, will be exhausted in the FY 2024 budget;

**WHEREAS:** In June 2023, WMATA projected an FY 2025 operating budget gap of \$750 million that would grow to \$1.2 billion by FY 2035;

**WHEREAS:** The FY 2025 deficit of \$750 million is driven by inflation and collective bargaining agreements (\$266 million), decreased revenue since the pandemic (\$288 million), and jurisdictional subsidy credits (\$196 million);

**WHEREAS:** As of November 2023, WMATA identified one-time and recurring cost savings that bring the FY 2025 operating gap down to \$650 million;

**WHEREAS:** To help further close the gap, WMATA developed options to increase fares, reduce service and transfer eligible preventive maintenance expenses from the operating budget to the capital budget;

**WHEREAS:** NVTC member jurisdictions will need to identify additional funds to avoid catastrophic reductions in service that would severely degrade the WMATA system and lead to the collapse of our regional public transit network;

**WHEREAS:** NVTC supports the spirit and intent of the 3% cap in the annual growth of operating subsidies as a tool to manage the growth in Virginia's annual subsidy to WMATA. However, the amount of additional funding needed to fill the remaining WMATA subsidy gap in FY 2025 would violate the existing legislative 3% cap on operating subsidy increases, resulting in a financial penalty to NVTC jurisdictions;

**WHEREAS:** The National Capital Region is home to more than 700 federal facilities that are connected and supported by a strong network of commuter rail, commuter bus, Metrorail and local bus services;

**WHEREAS:** Prior to the pandemic, federal employees in the National Capital Region were the backbone of WMATA's ridership and fare revenue, accounting for approximately 40% of WMATA's daily commuters and contributing close to \$100 million/year in fare revenue to the system; and

**WHEREAS:** WMATA projects only \$50 million in fare revenue from federal employees in FY 2025 which could increase by \$20 million per year for each additional day per week that federal employees ride the WMATA system.

**NOW, THEREFORE, BE IT RESOLVED** that the Northern Virginia Transportation Commission hereby recommends that Commonwealth administratively or legislatively permit WMATA to re-baseline its annual operating subsidy to Virginia to reflect the impact of the pandemic on the transit system without financially penalizing NVTC localities.

**BE IT FURTHER RESOLVED** that NVTC recommends the Commonwealth provide additional state aid to match additional local funding to allow Virginia to close its portion of the FY 2025 operating funding gap in a way that avoids devastating service cuts and sustains WMATA's ridership recovery.

**BE IT FURTHER RESOLVED** that NVTC is committed to working with our federal, Commonwealth, regional and local partners, and WMATA to develop long-term, sustainable operating and capital funding solutions.


**BE IT FURTHER RESOLVED** that NVTC presses upon National Capital Area federal agencies to establish return-to-office policies that encourage transit use throughout the work week and for the federal government to secure a replacement for the region's losses in fares from riders using federal transit benefits.

Approved this 7<sup>th</sup> day of December 2023.



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David F. Snyder  
Secretary-Treasurer



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Dalia Palchik  
Chair



## RESOLUTION #2524

**SUBJECT:** Approve the 2024 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 of Virginia 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 the 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 2024 VRE Legislative Agenda and authorizes the VRE Chief Executive Officer to actively pursue the elements set forth in the document.

Approved this 7<sup>th</sup> day of December 2023.

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

David F. Snyder  
Secretary-Treasurer

A handwritten signature in blue ink, reading "Dalia Palchik", written over a horizontal line.

Dalia Palchik  
Chair



## RESOLUTION #2525

**SUBJECT:** Accept and Authorize Distribution of VRE's FY 2023 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 2023 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 VRE FY 2023 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 7<sup>th</sup> day of December 2023.

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

David F. Snyder  
Secretary-Treasurer

A handwritten signature in purple ink, appearing to read "Dalia Palchik", is written over a horizontal line.

Dalia Palchik  
Chair



## RESOLUTION #2526

**SUBJECT:** Authorize the VRE CEO to Submit VRE Applications to the NVTC I-66 Commuter Choice FY2025-2026 Program

**WHEREAS:** On October 6, 2023 the Northern Virginia Transportation Commission (NVTC) opened a call for projects for the I-66 Commuter Choice FY 2025-2026 funding program;

**WHEREAS:** VRE staff have identified capital and operating improvements as proposed Commuter Choice applications, including \$6,570,000 for capital funding (Alexandria Station Improvements Project) and \$5,766,000 for operating funding (\$4,766,000 for Service Enhancements on the Manassas Line and \$1,000,000 for Manassas Line Step-Up Service Reinstatement), 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-66 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, VRE applications to the I-66 Commuter Choice FY 2025-2026 program; to make any necessary corrections to the project amount or descriptions in the applications; and execute all project funding agreements that may result from consideration of the VRE applications.

**BE IT FURTHER RESOLVED** that the Commission's action does not constitute approval of any VRE applications or eliminate the need for the VRE applications to qualify for funding based on an objective evaluation using criteria established for the adopted I-66 Commuter Choice project selection process.

Approved this 7<sup>th</sup> day of December 2023.

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

David F. Snyder  
Secretary-Treasurer

A handwritten signature in purple ink, reading "Dalia Palchik", is written over a horizontal line.

Dalia Palchik  
Chair



## RESOLUTION OF COMMENDATION

**SUBJECT:** Commending the Honorable John J. Bell on His Departure from the Northern Virginia Transportation Commission

**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 John J. Bell was appointed to NVTC in June 2020;

**WHEREAS:** The Honorable John J. Bell took office in the Virginia Senate in 2020, representing the previous 13<sup>th</sup> District, which includes parts of Loudoun and Prince William Counties;

**WHEREAS:** Prior to the Senate, Mr. Bell served in the Virginia House of Delegates from 2015 through 2019 representing the eastern portion of Loudoun County;

**WHEREAS:** In March 2023, Senator Bell announced that he would not seek reelection; and

**WHEREAS:** During the 2020 General Assembly Session, Senator Bell voted for the landmark transportation bill (HB 1414) which modernized transportation and transit funding by:

- Ensuring the Commonwealth's transportation fund remains solvent;
- Increasing the Commonwealth's investment in transit, including WMATA;
- Increasing funds for local transportation projects and improvements across the Commonwealth;
- Establishing the Virginia Passenger Rail Authority, which will manage the Commonwealth's \$3.7 Billion Transforming Rail in Virginia Program over the next decade; and
- Laying the groundwork for construction of a new Long Bridge which will provide dedicated tracks for VRE and Amtrak to connect Virginia to DC by rail.

**NOW, THEREFORE, BE IT RESOLVED** that the Northern Virginia Transportation Commission hereby commends the Honorable John J. Bell for 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 the Honorable John J. Bell 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 7<sup>th</sup> day of December 2023.

A handwritten signature in purple ink that reads "Dalia Palchik".

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Dalia Palchik  
Chair



## RESOLUTION OF COMMENDATION

**SUBJECT:** Commending the Honorable John Foust on His Departure from the Northern Virginia Transportation Commission

**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 John Foust has served on NVTC since 2009 representing Fairfax County;

**WHEREAS:** The Honorable John Foust was first elected in November 2009 to represent the Dranesville District on the Fairfax County Board of Supervisors and is currently serving his fourth four-year term on the Board;

**WHEREAS:** Mr. Foust did not seek reelection and is departing NVTC;

**WHEREAS:** During his tenure on NVTC, Mr. Foust served as a member of the Program Advisory Committee;

**WHEREAS:** Mr. Foust provided thoughtful insights and support for many NVTC initiatives, including the Envision Route 7 Bus Rapid Transit (BRT) project and the opening of both Phase 1 and 2 of the Metrorail Silver Line; and

**WHEREAS:** Mr. Foust has also been a strong advocate for safe and reliable transit and long-term, sustainable transit funding solutions.

**NOW, THEREFORE, BE IT RESOLVED** that the Northern Virginia Transportation Commission hereby commends the Honorable John Foust for 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 the Honorable John Foust 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 7<sup>th</sup> day of December 2023.

A handwritten signature in blue ink that reads "Dalia Palchik". The signature is fluid and cursive, with the first name "Dalia" and last name "Palchik" clearly distinguishable.

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Dalia Palchik  
Chair



## RESOLUTION OF COMMENDATION

**SUBJECT:** Commending Nick Clemente on His Departure from the Northern Virginia Transportation Commission

**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 investment in public transit to foster economic growth and vitality in the region and the Commonwealth;

**WHEREAS:** On February 25, 2022, Virginia Speaker of the House of Delegates Todd Gilbert appointed Nick Clemente to serve on the Northern Virginia Transportation Commission;

**WHEREAS:** Mr. Clemente served as a NVTC Commissioner from February 2022 through October 2023; and

**WHEREAS:** While on the Commission, Mr. Clemente was an advocate for safe and reliable transit in Virginia and investing in the future of transit.

**NOW, THEREFORE, BE IT RESOLVED** that the Northern Virginia Transportation Commission hereby commends Nick Clemente for his service on NVTC, 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. Clemente 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 7<sup>th</sup> day of December 2023.

A handwritten signature in blue ink that reads "Dalia Palchik". The signature is written in a cursive, flowing style.

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Dalia Palchik  
Chair





## AGENDA ITEM #5 2023 Year in Review

**TO:** Chair Palchik and NVTC Commissioners  
**FROM:** Kate Mattice  
**DATE:** December 21, 2023  
**SUBJECT:** 2023 Year in Review

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At the January 2024 meeting, the executive director will present the Commission's accomplishments during 2023. A hard copy of the 2023 Year in Review report will be provided at each Commissioner's seat and the report will be posted on NVTC's 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, Envision Route 7 BRT, 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 Palchik and NVTC Commissioners  
**FROM:** Kate Mattice  
**DATE:** December 21, 2023  
**SUBJECT:** 2024 Look Ahead and 60<sup>th</sup> Anniversary Launch

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At the January 2024 meeting, the executive director will give a 2024 Look Ahead, which includes the launch of NVTC's 60<sup>th</sup> anniversary.

NVTC hits a milestone in 2024, marking 60 years since the General Assembly created the Commission. Staff are planning several marquee events to revisit the history of NVTC, review our ongoing work and outline our vision for the future. Staff are also assisting with fundraising efforts to ensure that no costs associated with NVTC's 60<sup>th</sup> anniversary celebrations use public money.

The first 60<sup>th</sup> anniversary event will take place in Richmond on February 1, 2024 with a legislative reception to meet with members of the General Assembly following a brief Commission meeting (if needed). The meeting and event will be held at St. Paul's Episcopal Church, Parish Hall, 815 E. Grace Street, Richmond, VA 23219. Commissioners are encouraged to attend. Other events will be announced throughout the year, including a research and policy symposium hosted at George Mason University on June 14, 2024 and an evening celebration and documentary premier at Marymount University on September 5, 2024.

Staff have also worked with contractors to develop special branding for the anniversary which appears in the meeting materials, on NVTC's social media platforms and other public-facing materials.



## AGENDA ITEM #7 Budget and Work Plan

**TO:** Chair Palchik and NVTC Commissioners  
**FROM:** Kate Mattice, Scott Kalkwarf and Allan Fye  
**DATE:** December 21, 2023  
**SUBJECT:** FY 2025 General and Administrative Budget and 2024-2025 Work Plan

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At the January 2024 meeting, the Commission will receive public comments on the 2024 – 2025 Work Plan, and then be asked to approve NVTC's FY 2025 General and Administrative Budget and 2024-2025 Work Plan.

### **A. Public Hearing on NVTC's 2024-2025 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 2024-2025 Work Plan](#) covers the time period of January 2024 to June 2025.

NVTC has multiple ways the public can provide comments on the Work Plan. **The public comment period on the draft Work Plan opened on December 18, 2023 and will remain open until 12:00 p.m. (noon) on January 4, 2024.**

#### ***In-Person:***

NVTC will accept in-person public comment on its Work Plan during the January 2024 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 2024-2025 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](mailto: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](mailto:nvtc@novatransit.org). Time limit: Three (3) minutes, Size limit: 2GB

Written comments will be read aloud at the January 4, 2024 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 4 at 12:00 p.m. (noon).**

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

Following public comment, the Commission will be asked to approve [NVTC's FY 2025 General and Administrative Budget and 2024-2025 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.

#### ▪ FY 2025 General and Administrative Budget

As presented to the Commission at the December 7, 2023 meeting, the [proposed FY 2025 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 brought for approval incorporates the option for the addition of a program analyst which was presented at the December meeting. This position will directly support NVTC's efforts with WMATA and Route 7 as these programs are anticipated to be high profile during FY 2025. The position will provide analytical, programmatic and policy analysis support to existing NVTC program managers. By creating this position, a level of auxiliary staff and support succession planning is provided to ensure coverage of these important programs.

#### ▪ 2024-2025 Work Plan

The [NVTC 2024-2025 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 2024 to June 2025 and reflects comments from the Management Advisory Committee.

# NVTC Work Plan

## January 2024 to June 2025

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 2024 through June 2025 (FY 2025). 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.

<b>NVTC'S Mission, Vision and Strategic Goals</b>	<b>2</b>
<b>Programs and Crosscutting Functions</b>	<b>2</b>
<b>A. Financial Analysis and Administration</b>	<b>3</b>
Support for Member Jurisdictions	3
Financial Analysis	3
Financial and Grants Management, Trust Funds, Contracts and Compliance	4
<b>B. NVTC Program Administration</b>	<b>7</b>
Commuter Choice	7
NVTC Oversight of Washington Metropolitan Area Transit Authority	9
Envision Route 7	12
Transit Resource Center	13
Transit Technology	15
NVTC Support of Virginia Railway Express	16
<b>C. Communications and Engagement</b>	<b>18</b>
<b>D. Legislative and Policy Efforts</b>	<b>21</b>
Legislative and Policy Committee Support	21
Development of Legislative and Policy Agenda	21
<b>E. Commission and Committee Management</b>	<b>23</b>
<b>F. Internal Operations</b>	<b>24</b>

## 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.

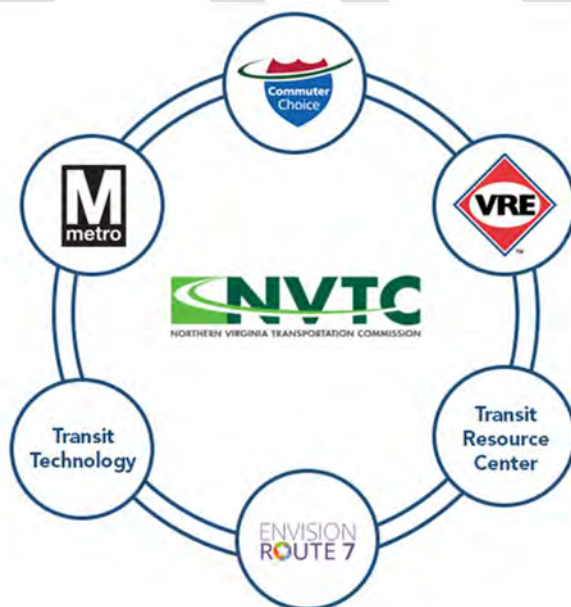
**Vision:** Northern Virginia businesses and residents are served by a high capacity, high quality network of transit systems that allows our diverse region to thrive economically.

### 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 Metro, 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 the Commission. In addition, these programs provide the best representation for our jurisdictions and ensure NVTCs work adds value for Northern Virginia, the greater DC region and the Commonwealth.



## **A. 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 the 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 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's annual system 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 WebGrants system as the agent for the NVTC jurisdictions.
- d. Manage state grants to NVTC and NVTC's jurisdictions, 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 activities 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 monies from the Department of Motor Vehicles (DMV).
- b. Provide periodic report 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, disclosures, management's discussion and analysis and supplementary information for the seven NVTC funds and on an entity-wide bases 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 NVTC's formal procurement and contracting process to ensure prompt procurements 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. NVTC is the designated recipient of federal grants for the city of Alexandria and is anticipating a planning grant award in 2024 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 the 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

## **B. NVTC Program Administration**

### **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 the 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. Coordinate with VDOT as needed on I-66 Inside the Beltway revenue projections and monitor VDOT's quarterly payments to NVTC. Coordinate with DRPT to ensure that concessionaire payments from I-66 Outside the Beltway and I-395/95 are transmitted to NVTC in a timely manner.
  - v. Maintain and update the Commuter Choice program website to provide relevant, timely information for applicants, recipients and stakeholders.

- vi. Monitor program operations and communications with recipients to identify any needed policy changes or updates.
  - vii. Execute Standard Project Agreements (SPA) and ensure the projects comply with all SPA requirements.
  - viii. Coordinate with NVTC's WMATA program to develop policy guidance as needed to enable WMATA to operate and/or construct 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 Commissions.
  - ix. Support and participate in recipient-led events highlighting major project milestones, such as groundbreakings and ribbon-cuttings.
  - x. 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. Coordinate with the Metropolitan Washington Council of Governments Transportation Policy Board staff to obtain biennial counts of I-66 and I-395 travel volumes and with NVTC's Transit Resource Center to analyze the resulting data as needed. Incorporate findings into fiscal year reports to the CTB and produce accompanying technical memoranda detailing the analysis.
  - iii. Update recipient handbook that provides a comprehensive guide to Commuter Choice program eligibility, policies and procedures, as needed.

**Deliverables:** Commuter Choice Annual Report to the CTB; 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 the initial eligibility screening, evaluation and scoring of project applications in coordination with DRPT.
- d. Provide program updates at Commission meetings and present final Program of Projects for Commissions' 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. Facilitate public outreach efforts that meet the MOAs' requirements, with materials available in English, Spanish and potentially other languages, to detail proposed projects for the public, answer questions about the program and maximize public input.

**Deliverables:** I-66 Commuter Choice FY 2025-2026 Project Evaluation and Scoring, and Program Development and Selection, including eligibility screening workshop with DRPT and PAC briefings; I-395/95 Commuter Choice FY 2026-2027 Call for Projects, Project Evaluation and Scoring, and Program Development and Selection, including eligibility screening workshop with DRPT and JCWG 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 support the NVTC WMATA Committee to facilitate and represent jurisdictional interests and to ensure access to NVTC's WMATA principal director.

### 1) WMATA Committee Support

- a. Work with the 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 of 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 team to provide staff support for NVTC's WMATA Board principal member and members of NVTC's WMATA Committee.
- e. 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 information on 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 WMATA Committee interest of priority for that year's annual report. In 2024-2025 this is anticipated to include NVTC's WMATA funding, accountability and reform recommendations.
- b. Manage technical staff to ensure that the report will meet the expectations of the Commission, the General Assembly and the administration.
- c. Support executive director's presentation of this report to the Commonwealth Transportation Board, Governor's Office, General Assembly and other interested stakeholders.
- d. Coordinate with the 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 annually from WMATA:
  - i. Annual capital budget;
  - ii. Annual independent financial audit;
  - iii. National Transit Data annual profile; and
  - iv. 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.
- 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 members 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 and between jurisdictional and DRPT staff as necessary.
- e. Provide staff support and talking points to the WMATA Board members prior to the NVTC Commission meetings.
- f. Provide staff support to NVTC's WMATA Board appointee in preparation for legislatively required annual CTB briefing.
- g. 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. Provide feedback to WMATA consistent with NVTC positions and/or Board member guidance.
  - iii. 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.
  - iv. Actively participate in the development, negotiations and any updates to the Capital Funding Agreement (CFA). The next CFA update is not expected during the period of this workplan.



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 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 and the Blue/Orange/Silver Capacity and Reliability Study.

6) Implement NVTC-focused Recommendations from the 2023 Report on the Performance and Condition of WMATA

- a. Develop a scope of work, framework, list of deliverables and schedule for the continuation or additional phase of effort of the WMATA Funding and Reform Working Group. Some of the topics may include, but are not limited to:
  - i. Continuing to develop permanent operating and/or capital funding solutions
  - ii. Recommending operating reporting requirements
  - iii. Advancing audit concepts
  - iv. Refining revenue structure recommendations, and
  - v. Any additional, relevant policy topics.
- b. Participate in MWCOG WMATA funding related working groups to integrate NVTC's work into regional efforts.
- c. Brief the 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; Working Group report as necessary

## **Envision Route 7**

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

- a. Support development of materials and documentation needed to execute FTA grant and access Community Project Funding
- b. Lead procurement efforts for the Envision Route 7 Phase 4-2 Mobility Study
  - i. Develop scope of work and seek Commission approval for release.
  - ii. Coordinate with Procurement Manager to review, score and select consultant team.

- iii. Seek Commission approval to award contract.
- iv. Manage consultant contract and coordinate with NVTC staff regarding study related public outreach efforts.
- v. Identify stakeholders to serve on Phase 4-2 Technical Advisory Committee (TAC).
- c. Complete the Envision Route 7 BRT Strategic Implementation Plan
  - i. Complete 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. Maintain outreach efforts with key jurisdictional partners, FTA and WMATA
  - iii. Seek Commission approval for the Plan as well as endorsement from City Councils (Alexandria and Falls Church) and County Boards (Arlington and Fairfax)
- d. Identify external resources needed to advance the project through the remaining planning phases through the National Environmental Policy Act (NEPA) analyses.
- e. Brief the MAC, PAC and Commission at key milestones and decision points, preparing written updates as needed.
- f. Coordinate with the NVTC Communications team to promote and publicize Route 7 progress, milestones and outreach efforts.
- g. Publish reports and associated information on NVTC's website.

**Deliverables:** Phase 4-2 Project Deliverables; Envision Route 7 BRT Strategic Implementation Plan deliverables.

## 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. Collect and manage regional transit and related data, with work including:
  - i. Cataloging, collecting and cleaning data that can be shared with stakeholders and archived for future use.
  - ii. Identifying opportunities to use data sources to communicate NVTC's transit policies, policy positions and storytelling.
  - iii. Updating and maintaining the NoVaTransit 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. Ensure the NoVaTransit Dashboard is accurate, has up-to-date data available, and is easy to use by the public and regional partners.

- iv. Reporting the Washington Metropolitan Area Transit Authority's (Metro) monthly system ridership and service data to comply with the Department of Rail and Public Transportation's (DRPT) reporting requirements.
- v. Coordinating with NVTC's Communications team and external communications partners to share data analysis and visualization through reports, presentation, etc.
- b. Complete NVTC's Strategic Transit Policy Research Roadmap. The study aligns with NVTC's 60th Anniversary Celebration in 2024 and will lay out NVTC's plan for regional transit research and analysis into the future.
  - i. Develop a strategic vision to guide NVTC regional transit policy research over the next 4-6 years.
  - ii. Develop a research idea pipeline to assist NVTC staff with identifying and developing regional transit policy research ideas.
  - iii. Produce reference materials to help support future work, including research partnerships, new or alternative funding sources and additional opportunities for disseminating work.
  - iv. Coordinate with NVTC jurisdiction and transit agency staff regarding study-related stakeholder engagement.
  - v. Manage the consultant contract for the project.
  - 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.
  - ii. Provide data analysis for NVTC jurisdictions and the Commission on regional and national issues that impact transit planning, operations, organizations and ridership.
  - iii. Disseminate findings through reports and presentations.

## 2) Commuter Choice Corridor Analyses

- a. Coordinate with the 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.
- b. Coordinate with VDOT, Transurban, and the 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 participation in regionally focused technical, program or study committees assisting in planning and 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, and;
  - viii. Washington Metropolitan Area Transit Authority.

**Deliverables:** NoVaTransit Dashboard Updates; Data and Policy Analysis Reports; Strategic Transit Policy Research Roadmap Final Report

## **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 Zero-Emission Bus Coordination

- a. Implement the recommendations of the NVTC Regional Zero-Emission Bus (ZEB) Strategic Plan, including procuring contractor support, as needed, and working closely with the NVTC Zero-Emission Bus Working Group and Northern Virginia transit providers in implementing zero-emission buses and the associated technology and infrastructure.
- b. Seek additional grant support (ex. FHWA SMART Grant, DRPT Technical Assistance, DRPT Demonstration) to implement the ZEB Strategic Plan.
  - i. Develop scope of work and seek Commission approval for release.

- ii. Coordinate with Procurement Manager to review, score and select consultant team.
    - iii. Seek Commission approval to award contract.
    - iv. Manage consultant contract and coordinate with NVTC staff regarding study related efforts.
  - c. Provide updates to the MAC, PAC, and Commission on the status of milestones in the Regional ZEB Strategic Plan. Continue to educate and engage with stakeholders about ZEB technology, including challenges and opportunities.
  - d. 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.
  - e. 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. Continue to track zero and reduced fare policies within the region and nationally. Identify additional research and analysis opportunities that are related to and build off NVTC's existing work.
- 3) Regional Fare Collection Coordination
- a. Provide updates to the MAC, PAC and Commission on the status of milestones in the 2021 Regional Fare Collection Strategic Plan.
  - b. Support Northern Virginia transit operators by participating in WMATA-led working groups related to SmarTrip and fareboxes. Assist with coordination, planning, exchange of information as well as facilitating future plans.
- 4) Technology-related Symposia
- a. Plan, implement and deliver at least one symposium 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 the 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 Coordinating 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 (CROC) Fund. Participate and provide technical support at budget review sessions.
- b. Apply and receive state and regional assistance on behalf of VRE, including Rail Enhancement, VPRA Funding, SMART SCALE 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 Master Agreement Annual Ridership Survey each fall, as needed.

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. Communications and Engagement**

Develop and execute communications strategies that support the Commission, NVTC programs and initiatives and improve the public's understanding of transit's role in Northern Virginia and the Commonwealth.

### **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 multi-faceted marketing campaigns 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 WMATA, VRE, and local transit agencies to promote advances in fare collection and innovative transit technology initiatives.
- e. Leverage network of jurisdictional and agency public information officers to facilitate the sharing of information, collaborate on projects of mutual benefit and leverage mutual resources.
- f. 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, Virginia General Assembly and the public for transit issues in Northern Virginia.
  - i. Inform the news media, interest groups and local jurisdictions of Commission meetings, hearings, actions, analysis, 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 processes.
- 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 the Envision Route 7 senior program manager and contractors 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.

5) Online Communication

- a. Maximize NVTC's online presence to further the mission of the Commission.
  - 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. Manage NVTC 60th Anniversary Celebration efforts
  - i. Execute promotion, branding and event marketing materials for the 60th anniversary of the founding of NVTC to include, but not limited to, a symposium on NVTC's work and future, a celebration event, including a documentary premiere, social media engagement, news releases and paid marketing efforts.
  - ii. Continue seeking out paid sponsorship opportunities 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 the 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:** Public outreach report for I-66 and I-395/95 Programs of Projects; public outreach for Envision Route 7; 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

## **D. 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 the 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 Board Administrator), and all other responsibilities to support the needs of the committee.

### **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.
- 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. Plan and implement an annual joint NVTC, PRTC and VRE legislative forum.
- f. Maintain messaging and education efforts about the need for transit funding in Virginia as well as the benefits of public transit throughout the Commonwealth.

#### 2) Virginia General Assembly

- 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.
- c. Conduct NVTC's February meeting at the General Assembly in Richmond.
- d. Maintain membership in 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.

3) Commonwealth Transportation Board

- a. If requested by the Commission, prepare written statements and deliver testimony at relevant CTB's hearings.
- 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 the transit agencies to TSDAC for discussions.

4) 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 in APTA technical and legislative committees to further NVTC expertise and share/learn best industry practices including but not limited to Bus Rapid Transit Committee, Legislative Steering Committee, Zero Emission Bus and Program and Policy Committee.

- 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, and
  - viii. Transit Cooperative Research Program (TCRP) Dissemination and Implementation of Research Findings Project Panel.

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

## **E. Commission and Committee Management**

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

### **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 a meeting schedule, 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 to 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 compiling with Code requirements regarding Freedom of Information Act (FOIA) and records management.

2) NVTC Committee Support

- a. Develop and distribute committee materials, meeting logistics (in coordination with the Board Administrator) and all other responsibilities to support the needs of the committee.

**Deliverables:** Annual Commission and Committee Meeting Schedule; Monthly Commission materials; Annual Agenda

## **F. 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 human resources 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. 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.
- b. Ensure strict compliance with the Virginia Public Procurement Act and federal laws throughout the procurement process.
- c. Implement and maintain internal procurement policies and procedures and ensure staff are adequately trained on procurement requirements, contract administration, and project management.
- d. Conduct public outreach to engage and inform small and disadvantaged businesses about current and upcoming contract opportunities at NVTC.

## 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.

- c. Manage a third-party support contract to ensure security of NVTC's systems, assistance in following industry best practices, and additional user support.
- 5) Procedures Manual
  - a. Implement, maintain and regularly update a procedures manual for onboarding 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  
2025**

**(July 1, 2024 – June 30, 2025)**

**January 4, 2024**

**NORTHERN VIRGINIA TRANSPORTATION COMMISSION  
SCHEDULE OF REVENUE**

	<b>FY 2023 Actual</b>	<b>Approved Budget FY 2024</b>	<b>Proposed Budget FY 2025</b>	<b>Increase (Decrease)</b>
Local Share from State Aid (Note 1)	\$ 2,823,453	\$ 2,959,403	\$ 3,367,003	\$ 407,600
Local Direct Contributions (Note 1)				
Alexandria	44,387	43,665	43,542	(123)
Arlington	66,211	68,483	65,623	(2,860)
City of Fairfax	4,788	3,879	4,486	607
Fairfax County	160,532	160,796	155,168	(5,628)
Falls Church	2,067	2,087	2,128	41
Loudoun	6,262	5,337	13,300	7,963
Total Local Direct	284,247	284,247	284,247	-
Total Contributions	3,107,700	3,243,650	3,651,250	407,600
Interest and Other Revenue	58,347	22,000	35,000	13,000
Project Chargebacks (Note 2):				
Commuter Choice Program	610,948	691,200	668,700	(22,500)
VRE	80,000	80,000	80,000	-
Envision Route 7 BRT	-	157,800	161,100	3,300
Project Grant Billings (Note 3)	51,421	40,000	40,000	-
Appropriated Surplus (Note 4)	(228,642)	160,000	160,000	-
<b>Total Revenue</b>	<b>\$ 3,679,774</b>	<b>\$ 4,394,650</b>	<b>\$ 4,796,050</b>	<b>\$ 401,400</b>

**NORTHERN VIRGINIA TRANSPORTATION COMMISSION  
SCHEDULE OF EXPENDITURES**

	<b>FY 2023 Actual</b>	<b>Approved Budget FY 2024</b>	<b>Proposed Budget FY 2025</b>	<b>Budget Increase (Decrease)</b>
<u>Personnel Costs</u>				
Salaries and Wages (Note 5)	\$ 2,180,802	\$ 2,594,000	\$ 2,785,000	\$ 191,000
Fellow Program (Note 5)	-	50,000	50,000	-
Total Personnel Costs	2,180,802	2,644,000	2,835,000	191,000
<u>Benefits</u>				
Employer's Contributions				
FICA and Medicare (Note 6)	154,514	180,700	199,600	18,900
Group Health Insurance (Note 7)	150,905	205,900	242,800	36,900
Retirement (Note 8)	173,720	170,000	250,000	80,000
Workers & Unemployment Comp.	4,063	6,000	6,300	300
Life Insurance	4,823	6,800	6,600	(200)
Long Term Disability Insurance	13,230	15,000	17,600	2,600
Total Benefit Costs	501,256	584,400	722,900	138,500
<u>Administrative Costs</u>				
Commissioners Per Diem (Note 9)	13,900	14,000	14,000	-
<b>Rents:</b>	<b>417,516</b>	<b>433,000</b>	<b>446,800</b>	<b>13,800</b>
Office Rent (Note 10)	398,108	408,800	422,600	13,800
Parking / Metrochek	19,408	24,200	24,200	-
<b>Insurance:</b>	<b>7,335</b>	<b>8,000</b>	<b>8,500</b>	<b>500</b>
Public Official Bonds	2,400	2,500	2,500	-
Liability and Property (Note 11)	4,935	5,500	6,000	500
<b>Travel, Training and Development</b>	<b>52,986</b>	<b>64,800</b>	<b>70,600</b>	<b>5,800</b>
Conferences / Prof. Devel (Note 12)	35,165	47,100	52,100	5,000
Non-Local Travel	1,940	2,500	2,500	-
Local Travel, Meetings (Note 13)	15,881	15,200	16,000	800
<b>Communication:</b>	<b>18,991</b>	<b>17,800</b>	<b>19,400</b>	<b>1,600</b>
Postage (Note 14)	1,226	1,400	1,400	-
Telephone and Data (Note 15)	17,765	16,400	18,000	1,600
<b>Publications &amp; Supplies</b>	<b>22,684</b>	<b>29,500</b>	<b>37,000</b>	<b>7,500</b>
Office Supplies (Note 16)	1,199	2,500	2,500	-
Duplication and Printing (Note 17)	8,620	9,500	9,500	-
Public Engagement (Note 18)	12,865	17,500	25,000	7,500
<b>Operations:</b>	<b>47,291</b>	<b>59,700</b>	<b>56,800</b>	<b>(2,900)</b>
Furn. and Equip. (Capital) (Note 19)	20,373	25,500	19,800	(5,700)
Repairs and Maintenance	3,020	1,000	1,000	-
Computer Operations (Note 20)	23,898	33,200	36,000	2,800
<b>Other General and Administrative</b>	<b>12,390</b>	<b>11,100</b>	<b>11,900</b>	<b>800</b>
Memberships	1,433	1,600	1,600	-
Fees and Miscellaneous	8,808	8,000	8,800	800
Advertising (Note 21)	2,149	1,500	1,500	-
Total Administrative Costs	593,093	637,900	665,000	27,100
<u>Contracting Services and Other</u>				
Auditing (Note 22)	24,510	25,850	26,400	550
Contract Services & Support (Note 23)				
Commuter Choice	128,133	152,500	146,750	(5,750)
Research Support (Note 24)	115,149	200,000	250,000	50,000
Other Technical	106,832	120,000	120,000	-
Legal (Note 25)	30,000	30,000	30,000	-
Total Contract Services	404,624	528,350	573,150	44,800
<b>Total Operating Program</b>	<b>\$ 3,679,774</b>	<b>\$ 4,394,650</b>	<b>\$ 4,796,050</b>	<b>\$ 401,400</b>

**NORTHERN VIRGINIA TRANSPORTATION COMMISSION**  
**Notes to Fiscal Year 2025 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 2025 budget is based on the FY 2023 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 2025 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 2025 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 2025 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 2025 budget includes the addition of one new staff position. A provision is included 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. The program has served as a valuable recruitment tool and created opportunities to connect with university programs within Virginia and nationally.

**6. FICA and Medicare**

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

**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 the present actual rates with a provision for increasing premiums. Because NVTC recently experienced a 13.4% increase in health insurance premiums, this increase carries over into the FY 2025 budget.

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

**NORTHERN VIRGINIA TRANSPORTATION COMMISSION**  
**Notes to Fiscal Year 2025 Proposed Budget**

fiscal year. The FY 2025 increase is the result of less available forfeited funds than previous years, an increase in the number of participants, and a greater percentage of senior staff participating in the plan.

**9. Commissioners' Per Diem**

The FY 2025 budget is based upon the FY 2023 actual expenditures for 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 2025 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 2025 budget is based on the most recent premium year with an allowance for increasing costs and coverage.

**12. Conference / Professional Development**

Included in this line for FY 2025 are the estimated registration fees for conferences, professional development, in-house training, accreditation and related travel costs. The budget assumes NVTC staff will participate in training opportunities, speaking engagements and panel participation at various events throughout the year, thereby enhancing NVTC's visibility across the region. These funds will also allow staff to maintain required training to keep their professional accreditations, and assist in the recruitment and retention of high quality staff. Whenever appropriate, 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.

**14. Postage**

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

**NORTHERN VIRGINIA TRANSPORTATION COMMISSION**  
**Notes to Fiscal Year 2025 Proposed Budget**

**15. Telephone and Data**

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

**16. Office Supplies**

The FY 2025 budget for this item is based on the average of prior years' actual costs.

**17. Duplication and Printing**

The FY 2025 budget is based on the current lease and service contracts, taking into account 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, social media, and other public outreach costs. The FY 2025 budget includes additional funding in anticipation of major communication efforts related to dedicated transit funding.

**19. Furniture and Equipment**

This budget category provides for the anticipated replacement and acquisition of office furniture and equipment, including computer hardware, and cloud-based hosting NVTC's servers.

**20. Computer Operating Expense**

Computer operations includes the cost of a third-party information technology managed services contract, subscription-based software licensing fees, video conferencing and virtual meeting services, web and email hosting fees, and software upgrades and supplies. The FY 2025 budget is based on costs presently under contract and anticipated future needs.

**21. Advertising (Personnel/Procurement)**

The FY 2025 budget includes a provision for personnel and procurement advertising.

**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 2025 budget is based on the costs included in this contract.

**NORTHERN VIRGINIA TRANSPORTATION COMMISSION**  
**Notes to Fiscal Year 2025 Proposed Budget**

**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 2025 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, which was added in FY2023, includes a provision for NVTC funded policy research and the local match for grant funded projects. Detailed plans on the use of this line item going forward will be directly informed by NVTC's Research and Analysis Strategic Plan which is scheduled for adoption by the Commission in late Spring 2024.

**25. Legal**

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





## AGENDA ITEM #8 Washington Metropolitan Area Transit Authority (WMATA)

**TO:** Chair Palchik and NVTC Commissioners  
**FROM:** Kate Mattice, Andrew D’huyvetter and Adam Hager  
**DATE:** December 21, 2023  
**SUBJECT:** Washington Metropolitan Area Transit Authority (WMATA)

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At the January 2024 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**

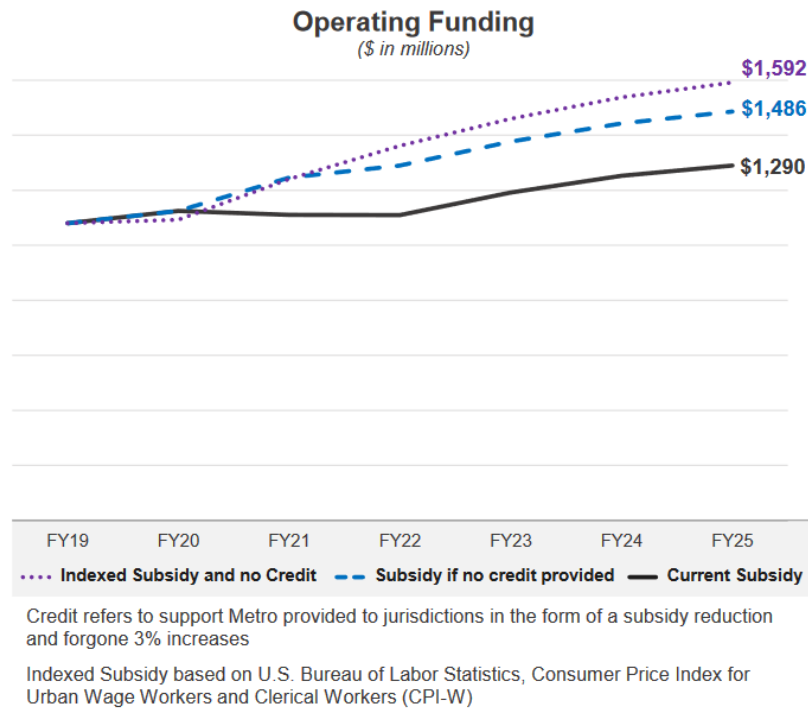
- WMATA FY 2025 Proposed Budget

On December 14, WMATA staff presented the [General Manager and Chief Executive Officer’s Proposed FY 2025 Operating and Capital Budgets and the FY 2025-2030 Capital Improvement Program \(CIP\)](#) to the Finance and Capital Committee. The proposed budget reflects the general manager’s fiduciary duty to put forth a balanced budget based upon known funding conditions and existing legal constraints. The WMATA Compact requires the WMATA Board to adopt a balanced budget. As such, the proposed FY 2025 budget includes significant systemwide service cuts and fare increases in addition to delayed or potentially forgone capital investments. WMATA staff highlighted the primary drivers – jurisdictional subsidy credits, inflation and collective bargaining agreements, and decreased revenue – behind the projected \$750 million deficit and noted that the proposed budget presents a worst-case scenario as legislators in each Compact jurisdiction work to identify additional funding that would reduce or prevent drastic service cuts and fare increases from being realized.

#### *Budget Context and Constraints*

Much like the regional dedicated capital funding and federal Passenger Rail Investment and Improvement Act (PRIIA) funding provided to WMATA, the value of WMATA’s operating funding has eroded over time due to a reduction in subsidy during the pandemic and historical levels of inflation during the COVID-19 pandemic (Figure 1). Had subsidies been indexed to inflation and no subsidy credit provided from FY 2020-2024, operating funding would be over \$300 million more in the proposed FY 2025 budget, leading to a balanced operating budget until FY 2027 without any service cuts, fare increases or transfer of eligible preventive maintenance expenses from the operating budget to the capital budget.

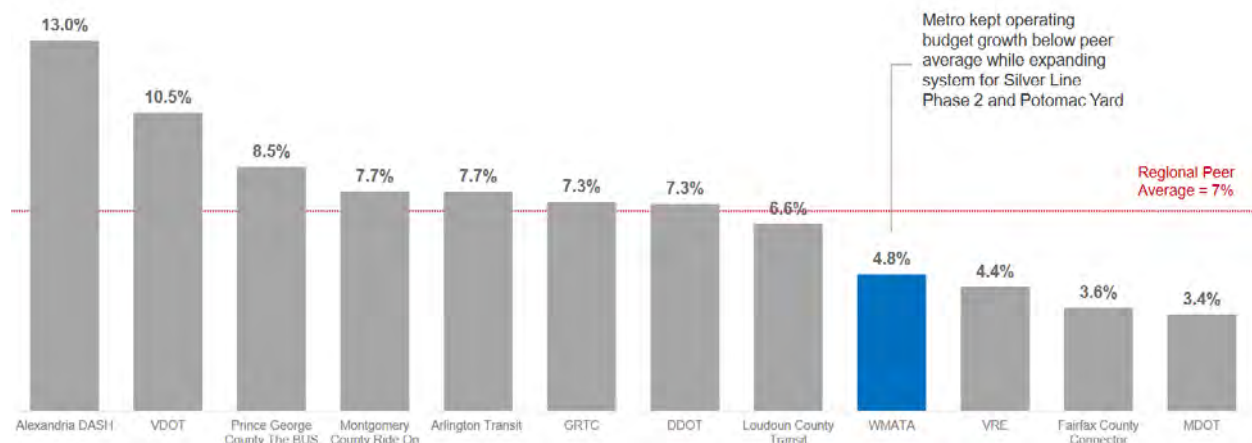
**Figure 1 The Value of Metro's Operating Funding Has Eroded Over Time**



Source: [WMATA December 14 Finance and Capital Committee Meeting](#)

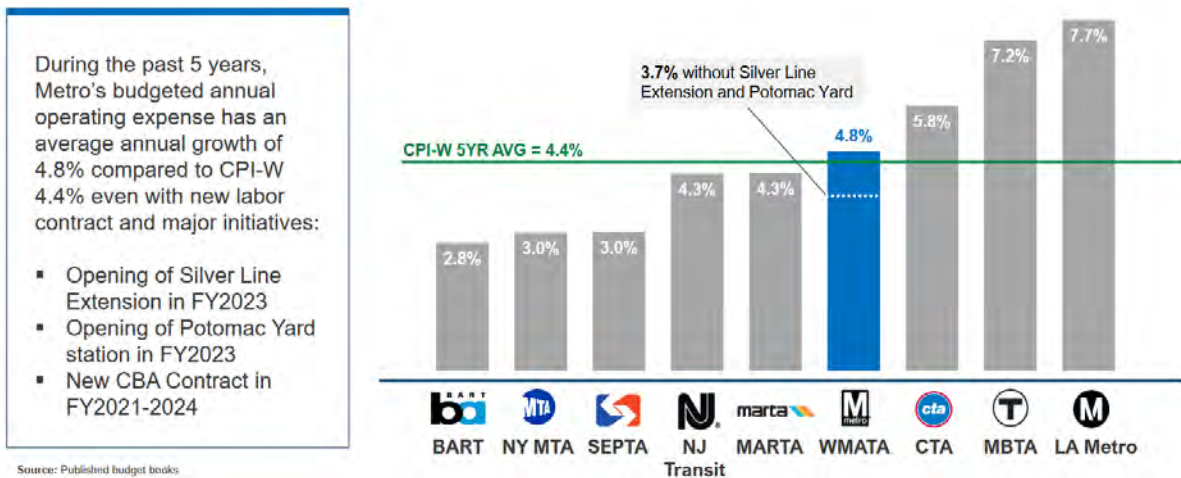
WMATA experienced 4.8% average annual growth in its operating budget from 2019 to 2024, below the regional peer average of 7% (Figure 2). This growth is generally in line with other major transit systems in the country and factors in the opening the Silver Line Phase 2, Potomac Yard Station and a new collective bargaining agreement in FY 2021-2024 (Figure 3). WMATA staff also noted that the agency has 22% fewer staff positions per mile of service in FY 2024 compared to FY 2016 levels.

**Figure 2: Regional Transportation Agency Operating Budget  
Average Annual Growth Trend (2019-2024)**



Source: [WMATA December 14 Finance and Capital Committee Meeting](#)

**Figure 3: Metro's Average Annual Operating Growth Compared to Other Major Transit Systems (2019-2024)**

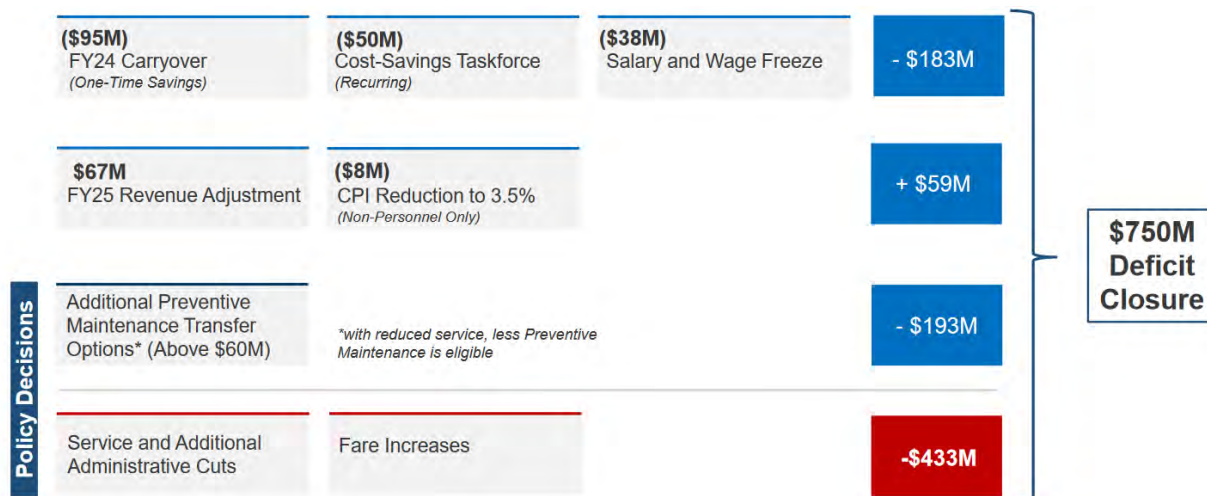


Source: [WMATA December 14 Finance and Capital Committee Meeting](#)

### FY 2025 Proposed Operating Budget

To maximize funding available for operations, WMATA intends to utilize all available internal levers at its disposal including financial management practices, future savings, fares, service levels and preventive maintenance transfers (Figure 4). WMATA identified an additional \$50 million in FY 2025 savings through management actions in addition to the cumulative \$308 million through FY 2024. Actions leading to the \$50 million in additional FY 2025 savings include digital transformation (\$5 million), a reduction in consulting services (\$8 million), improved asset management (\$7 million) and administrative efficiencies (\$30 million).

**Figure 4: Savings, Cuts and Forecasts Reduce \$750M Deficit to \$433M**

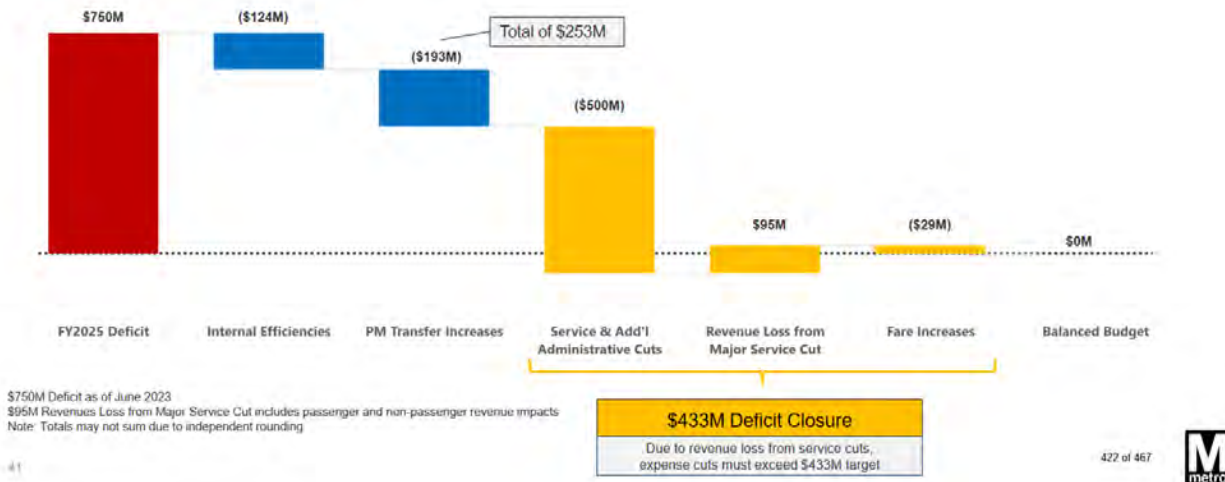


Source: [WMATA December 14 Finance and Capital Committee Meeting](#)

Further, WMATA staff indicated there is \$95 million more available in one-time savings than originally forecasted when the FY 2024 budget was adopted due to improved contract service management, office consolidation and vacancy and personnel expense management. These

actions, together with salary and wage freezes (\$38 million savings), lower projected inflation (\$8 million savings if CPI reduces to 3.5%), lower than expected FY 2024 revenues (\$67 million increase) and additional preventive maintenance transfers (\$193 million decrease), reduce the original \$750 million projected FY 2025 deficit to \$433 million (Figure 5).

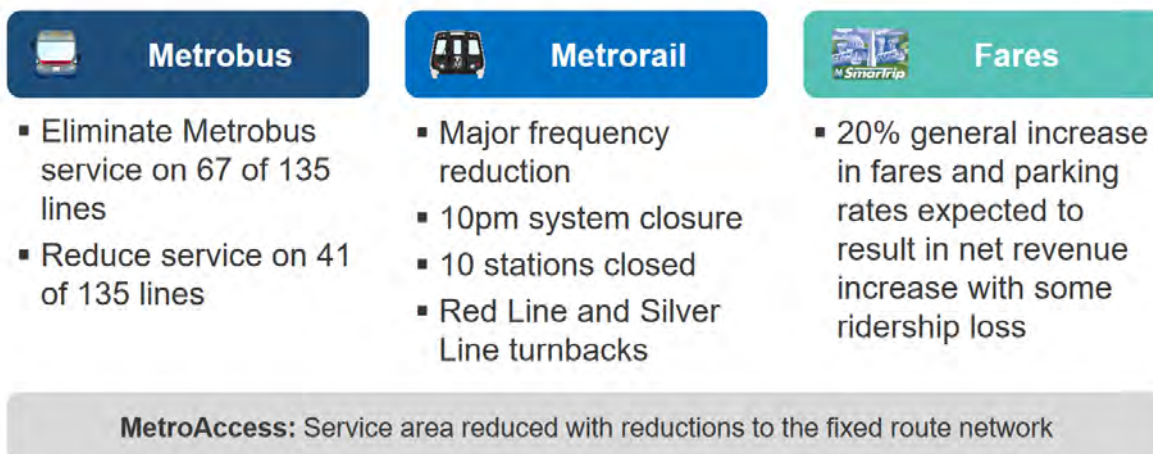
**Figure 5: Achieving a Balanced FY 2025 Budget with Known Revenues**



Source: [WMATA December 14 Finance and Capital Committee Meeting](#)

To close the remaining projected \$433 million operating budget gap, the general manager's proposed FY 2025 budget includes a series of cuts to Metrobus, Metrorail and MetroAccess in addition to a 20% general increase in fares and parking rates (Figure 6).

**Figure 6: Major Service Cut and Fare Increase Proposal**



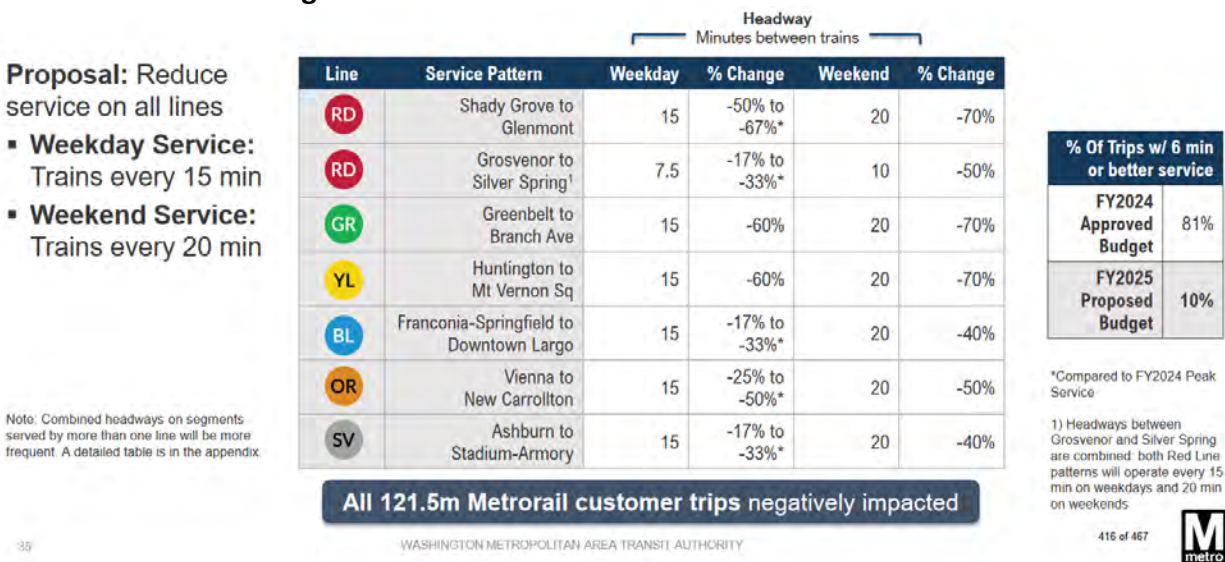
Source: [WMATA December 14 Finance and Capital Committee Meeting](#)

Metrorail would have a 10:00 p.m. system closure, 10 stations closed, lower frequency on all lines and turnbacks would be implemented on the Red and Silver Lines. On the Silver Line, the turnbacks would be at Stadium Armory and the entire Silver Line would only have 6-car trains; no turnbacks are currently proposed at Wiehle-Reston East. Weekday headways would be 15 minutes while weekend headways would be 20 on each line, representing up to a 70% decrease over FY 2024 levels in some cases (Figure 7 and 8). WMATA estimates that only 10% of trips



would have 6-minute service or better under the FY 2025 proposed budget compared to 81% in the FY 2024 approved budget. WMATA's cost structure, which is comparable to global peers, requires major service reductions to achieve significant savings. Approximately 78% of costs for Metrorail are fixed costs that do not vary directly with service levels. WMATA estimates that a 10:00 p.m. system closure would decrease weekly service hours from 131 to 115, a 12% reduction, although there would be a limited ability to serve events and the late-night workforce. Station closure selection would be based on lowest ridership stations without closing two consecutive stations on the same line. The 10 stations that would be closed under the proposed budget have not yet been published and final determination would be based on station-level ridership through fall and winter.

**Figure 7: Decreased Service on All Metrorail Lines**



Source: [WMATA December 14 Finance and Capital Committee Meeting](#)

**Figure 8: Metrorail Service Frequency Detail**



Source: [WMATA December 14 Finance and Capital Committee Meeting](#)

The proposed FY 2025 budget would see Metrobus service decreased by 33% in each jurisdiction. Service would be eliminated on 67 of 135 Metrobus lines and reduced on 41 with reductions ranging from 2% to 75%. Of its 24 regional Metrobus routes, Virginia would see 11 eliminated and five reduced in addition to six of its seven non-regional routes eliminated (Table 1).

**Table 1: Metrobus Impacts in Virginia**

Virginia Regional Metrobus Routes to be Eliminated	Virginia Regional Routes to be Reduced	Virginia Non-Regional Routes to be Eliminated
11Y	16A,C,E	17B,M
16Y	1A,B	17G,K
1C	28A	18H,J
22A,F	29K,N	18P
26A	7A	21C
28F		MW1 (Metroway)
29G		
2B		
3F,Y		
8W		
REX		

Source: [WMATA December 14 Finance and Capital Committee Meeting](#)

MetroAccess would be limited to its statutorily required service area – within  $\frac{3}{4}$  of a mile of fixed route bus service and rail stations throughout the same hours as those services – under the FY 2025 proposed budget. WMATA estimates that approximately 20% of current MetroAccess trips are either beyond the legally required service area or are trips that would be outside the service area if major rail and bus service cuts were implemented.

In total, WMATA's FY 2024 approved budget includes \$1.37 billion for rail, \$743.4 million for Metrobus and \$204.3 million for MetroAccess. Under the FY 2025 proposed budget, rail expenses would decrease to \$959 million, Metrobus to \$670 million and MetroAccess to \$157 million, representing decreases of 30.1%, 9.9% and 23.2%, respectively.

WMATA's fare increase proposal includes a 20% increase to rail, bus and parking rates in FY 2025 (Figure 9). The base rail fare would increase from \$2.00 to \$2.40 and the maximum rail fare would increase from \$6.00 to \$7.20. Metro would keep rail late night and weekend rates flat at a proposed \$2.40 and maintain a MetroAccess fare that is twice the base rail fare, \$4.80 per ride.





WMATA's \$11 billion constrained draft capital program would leave future state of good repair and modernization needs unfunded thus reducing system reliability. Several new efforts – including proactive state of good repair programs and implementation of Blue/Orange/Silver Line Capacity study recommendations – would not advance under the draft capital program (Figure 11). Without additional capital funding, WMATA's overdue state of good repair needs will eventually begin to grow, eroding the progress WMATA has achieved since 2018.

**Figure 11: \$11B Constrained Draft Capital Program Impacts**



**Major New Efforts That Will Not Advance:**

- Proactive State of Good Repair Programs
- Western Bus Garage
- Advanced Signaling System
- Additional Battery Electric Bus Vehicles and Facility Conversions at Remaining Garages
- Additional Pocket Tracks
- Expansion Railcars
- Railyard Improvements and Expansion
- Better Bus: Visionary Network Redesign Improvements
- Blue Orange Silver Line Capacity Study Implementation

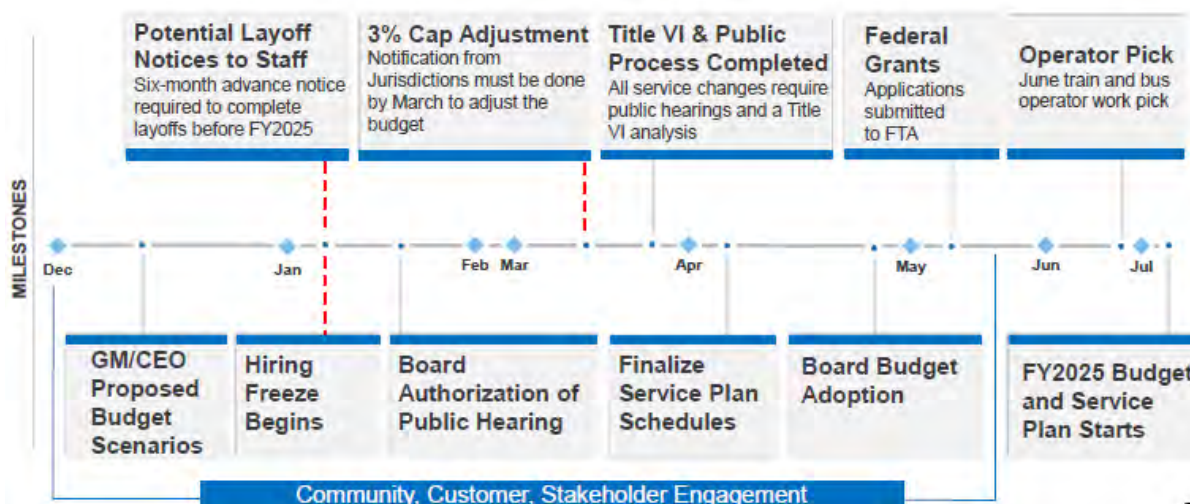
WASHINGTON METROPOLITAN AREA TRANSIT AUTHORITY

Source: [WMATA December 14 Finance and Capital Committee Meeting](#)

*FY 2025 Budget: Summary, Timeline and Challenges*

WMATA presented a series of interconnected legislative and timing challenges for its FY 2025 budget process. Management would need to provide six-month advance notice of potential layoffs in January along with a hiring freeze before obtaining Board authorization of a public hearing in February. Title VI processes, service plans and schedules are set to take place in the spring followed by a Board-adopted budget in May (Figure 12).

**Figure 12: Key FY 2025 Budget Milestones**



Source: [WMATA December 14 Finance and Capital Committee Meeting](#)



WMATA also presented its proposed subsidy allocation and additional funding alternatives (Figure 13). Under the current provisions of the 3% cap in Virginia and Maryland, FY 2025 base subsidy would total \$340.2 million in the Commonwealth. Added to \$7.7 million in debt service, the total Virginia contribution to WMATA's FY 2025 budget would total \$347.9 million. WMATA staff included two funding alternatives wherein either service cuts and fare increases did not occur or service cuts, fare increases and a preventative maintenance (PM) transfer did not occur. Were service cuts and fare increases removed from the proposed FY 2025 budget, Virginia's contribution would rise by \$95.3 million to \$433.2 million. If the PM transfer were removed from the proposed FY 2025 budget in addition to service cuts and fare increases, Virginia's contribution would rise by \$179.7 to a total of \$527.6 million. It is important to note that the proposed subsidy and jurisdictional contribution totals in the table below are reliant on WMATA's Board adopted subsidy allocation formulae. Fare levels and service levels are significant inputs to these formulae, so as the budget continues to develop these subsidy and jurisdictional contribution totals will change.

**Figure 13: Proposed Subsidy Allocation and Additional Funding Alternatives**

Proposed Subsidy Allocation						Additional Funding To Prevent:	
\$ in M	FY2024 Subsidy	FY2025 Base Subsidy	Change %	Debt Service	Jurisdictional Contribution	Service Cuts, Fare Increases	Service Cuts, Fare Increases, and PM Transfer
District of Columbia	\$448.2	\$461.6	3.0%	\$33.3	\$494.9	\$167.9	\$275.3
Montgomery County	\$196.7	\$239.0	21.5%	\$15.4	\$254.5	\$50.3	\$92.5
Prince George's County	\$277.0	\$249.0	(10.1%)	\$15.8	\$264.8	\$65.4	\$116.5
<b>Maryland Subtotal</b>	<b>\$473.8</b>	<b>\$488.0</b>	<b>3.0%</b>	<b>\$31.2</b>	<b>\$519.2</b>	<b>\$115.7</b>	<b>\$209.0</b>
City of Alexandria	\$54.6	\$55.6	1.8%	\$1.8	\$57.3	\$15.1	\$28.3
Arlington County	\$85.0	\$96.1	13.1%	\$0.0	\$96.1	\$25.9	\$49.3
City of Fairfax	\$3.3	\$3.0	(6.8%)	\$0.1	\$3.2	\$0.8	\$1.5
Fairfax County	\$167.9	\$160.8	(4.2%)	\$5.6	\$166.4	\$46.4	\$86.8
City of Falls Church	\$3.8	\$4.7	25.8%	\$0.2	\$4.9	\$1.1	\$2.1
Loudoun County	\$15.8	\$19.9	26.5%	\$0.0	\$19.9	\$6.0	\$11.7
<b>Virginia Subtotal</b>	<b>\$330.3</b>	<b>\$340.2</b>	<b>3.0%</b>	<b>\$7.7</b>	<b>\$347.9</b>	<b>\$95.3</b>	<b>\$179.7</b>
<b>Total Contribution</b>	<b>\$1,252.3</b>	<b>\$1,289.8</b>	<b>3.0%</b>	<b>\$72.2</b>	<b>\$1,362.1</b>	<b>\$379.0</b>	<b>\$664.0</b>

Source: [WMATA December 14 Finance and Capital Committee Meeting](#)

The Metro Compact requires a balanced budget effective July 1 of each year. Staff noted that the 3% cap in Virginia and Maryland would require at least a one-time adjustment in addition to increased levels of funding. Since WMATA's budget, service plan and collective bargaining agreements do not align well with state and jurisdictional legislative calendars, there may be significant layoffs along with hiring and training challenges.

NVTC staff will continue working with the Commission, primarily through its WMATA Committee, to better understand potential impacts of the general manager's proposed FY 2025 budget and the steps necessary, both administratively and legislatively, to minimize the likelihood that the service and fare scenario presented would become a reality in FY 2025.

- 2023 Title VI Program Update

On December 14, the WMATA Board adopted an [updated 2023 Title VI Program](#). Title VI of the Civil Rights Act of 1964 provides that no person in the United States shall, on the ground of race, color or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance. The modifications to the Title VI program include utilizing census data instead of rider surveys for the Better Bus Network Redesign, clarifying the definition of a major frequency service change, and updating the definition of low income.

**B. Report from the Chair of the NVTC WMATA Committee**

NVTC's WMATA Committee will meet on January 18, 2024 at 6:00 p.m. in the NVTC conference room to discuss the FY 2025 proposed budget and legislative efforts underway in the Commonwealth to re-baseline the 3% operating cap and provide additional state aid.

**C. Other WMATA News**

- All-door Boarding Begins and 24/7 Bus Routes Start Service

On December 17, WMATA made changes to 43 Metrobus routes in DC, Maryland and Virginia, including [all-door boarding and 24/7 bus service on select routes](#). WMATA implemented bus transfer lights and bus loop improvements at Greenbelt and Friendship Heights enabling easier rail-to-bus transfers at each of those stations.

The changes coincide with the launch of Metro's 24/7 DC Bus Service. Funded by the District of Columbia, the 24/7 service on 14 routes aims to improve transit access for customers traveling at all times of the day and advance equity efforts for those who have traditionally had limited transit options late at night and early morning.



## AGENDA ITEM #9

# Report from the Chair of the Legislative and Policy Committee

**TO:** Chair Palchik and NVTC Commissioners  
**FROM:** Kate Mattice and Genoveva Cutrell  
**DATE:** December 21, 2023  
**SUBJECT:** Report from the Chair of the Legislative and Policy Committee

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At the January 2024 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 10, 2024. On December 20, 2023, Governor Youngkin presented his proposed budget to state lawmakers. More detail can be found on the [Virginia State Budget portal](#).

NVTC plans to hold its February 1, 2024 Commission meeting in Richmond followed by a legislative reception to meet with members of the General Assembly. It will be a short business meeting (if needed) with no anticipated actions. The meeting and event will be held at St. Paul's Episcopal Church, Parish Hall, 815 E. Grace Street, Richmond, VA 23219. Commissioners are encouraged to attend to connect with legislators on transit issues.

### **B. Federal Update**

Executive Director Kate Mattice will provide a federal update if needed.



## AGENDA ITEM #10

# Report from the Chair of the Program Advisory Committee

**TO:** Chair Palchik and NVTC Commissioners  
**FROM:** Kate Mattice, Ann McGrane and Ben Owen  
**DATE:** December 21, 2023  
**SUBJECT:** Report from the Chair of the Program Advisory Committee

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At the January 2024 meeting, the Commission will receive an update on the Zero-Emission Bus (ZEB) program, during which actions will be requested to accept the Northern Virginia Zero-Emission Bus Strategic Plan; to authorize the submission of a DRPT technical assistance grant for a ZEB on-route charging feasibility study; and to authorize the execution of an agreement (if needed) to accept federal technical assistance. The Commuter Choice I-66 FY 2025–2026 submissions summary is a written update.

### A. Zero-Emission Bus

















At the January meeting, staff will present NVTC's [Northern Virginia Zero-Emission \(ZEB\) Strategic Plan](#) and discuss the next steps they will take in 2024 to advance the strategies described in the plan.

- **ACTION: Approve [Resolution #2530: Accept Northern Virginia Zero-Emission Bus Strategic Plan](#)**

The Commission will be asked to approve [Resolution #2530](#) to accept NVTC's [Northern Virginia Zero-Emission Bus \(ZEB\) Strategic Plan](#). This document is the result of a yearlong process of working with Northern Virginia transit agencies and jurisdictional staff to identify key strategies and actions to guide NVTC's work coordinating the transition to zero-emission vehicles. The draft strategies and actions were presented to the Commission at the October 2023 meeting. This final version of the plan describes those strategies and actions with an anticipated timeframe for advancing the strategies over the next five years, shown in Figure 1. There is also a [ZEB Handout](#) that summarizes the challenges of implementing ZEBs and includes the strategies described in the plan.

The strategies include actions that are already underway at NVTC, such as facilitating a ZEB working group and educating staff and local elected officials on ZEB advancements. The plan also identifies the quick wins that staff can begin in 2024 and build from in the succeeding years.

Figure 1: Northern Virginia ZEB Strategic Plan Strategy Timeframe

 <b>Northern Virginia ZEB Strategic Plan</b>				
NVTC has identified six strategies in support of Northern Virginia transit agencies' zero-emission bus transitions.		<b>Quick Wins</b> (Year One)	<b>Short Term</b> (2-3 Years)	<b>Long Term</b> (3+ Years)
<b>Strategy 1 - Serve as a Regional ZEB Forum</b>				
1A - Continue to Facilitate ZEB Working Group		----->		
1B - Share Operational Data and Findings				----->
<b>Strategy 2 - Advocate for Consistent and Supportive ZEB Standards and Policies</b>				
2A - Educate Staff and Local Elected Officials		----->		
2B - Advocate for Legislative Support		----->		
2C - Encourage Interoperability				
<b>Strategy 3 - Provide Regional ZEB Funding Coordination</b>				
3A - Create a ZEB Funding Strategy				
3B - Develop Multi-Agency ZEB Grant Applications				
3C - Identify Joint ZEB Procurement Opportunities				
<b>Strategy 4 - Support Development of Shared BEB Charging Infrastructure</b>				
4A - Conduct a Shared Charging Feasibility Study				
4B - Pilot Shared On-Route Charging Station				
<b>Strategy 5 - Evaluate Opportunities for Private Partnerships Related to ZEBs</b>				
5A - Host Industry Listening Sessions				
5B - Create Transit Technology Proposal Process				
5C - Develop ZEB Request for Information				
<b>Strategy 6 - Support ZEB Workforce Training and Education</b>				
6A - Identify and Share ZEB Training Resources		----->		
6B - Engage with Educational Institutions, Regional Partners and DRPT about ZEB Training Opportunities				----->

Source: Northern Virginia Zero-Emission Bus Strategic Plan / ZEB Handout



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

The Commission will be asked to authorize the executive director, or her designee, to submit a DRPT technical assistance grant for a Battery Electric Bus (BEB) On-Route Charging Feasibility Study and execute the grant as awarded. The Northern Virginia Zero-Emission Bus (ZEB) Strategic Plan's Strategy 4 "Support Development of Shared Battery Electric Bus (BEB) Charging Infrastructure in Northern Virginia" identifies a shared on-route charging feasibility study as the next step in the process to evaluate potential cost and operational efficiencies from shared, on-route charging infrastructure in Northern Virginia.

The purpose of the study is to evaluate the feasibility of up to four shared on-route charging sites for BEBs in Northern Virginia. Building upon existing route analyses conducted as part of ZEB Transition Plans, the study aims to identify locations that could help multiple Northern Virginia agencies extend the range of their BEB fleets. In addition to analyzing blocks, locations and utility capacity constraints, the study will look at ownership and operations considerations, including how installation, operating and maintenance costs can be shared across jurisdictions and how to ensure interoperability across charging hardware and software. The goal of this study is to gather enough information so that the region can then identify funding and build one location to serve as a demonstration project for a larger buildout of sites across the region. The anticipated study cost is \$300,000, with 50% provided by DRPT and the 50% local match provided by NVTC member jurisdictions. The 50% local match will be allocated to each jurisdiction using the current SAM (subsidy allocation model) formula.

- **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**

The Commission will be asked to authorize the executive director to execute an agreement (if needed) to accept [technical assistance from the U.S. Joint Office of Energy and Transportation](#) (Joint Office) to help NVTC and its jurisdictions to plan for and deploy clean transit buses. Authorized under the Infrastructure Investment and Jobs Act (IIJA), the Joint Office provides no-cost technical assistance on planning and implementation of a national network of electric vehicle chargers and zero-emission fueling infrastructure as well as zero-emission transit and school buses. Staff is currently in discussions with the Joint Office to obtain free technical assistance on certain elements of the planned on-route charging feasibility study.

Should the technical assistance move forward, staff will work with DRPT to adjust the scope of the DRPT technical assistance grant to build upon and/or assist with later study tasks.

## **B. Commuter Choice**

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

A list of the applications submitted to the I-66 Commuter Choice FY 2025-2026 Call for Projects (Table 1) and the upcoming steps to develop a Program of Projects (Table 2) is provided below.

The application period for the I-66 Commuter Choice FY 2025-2026 Call for Projects closed at the end of the day on Monday, December 18. In total, NVTC received 15 project applications from six applicants with a cumulative funding request of \$23.7 million.

The 15 applications include:

- Eleven bus service improvements, of which seven are proposed continuations of improvements funded initially in prior funding rounds;
- Two transportation demand management strategies, entailing fare buy-down campaigns to expand corridor commuters' rail service options and entice greater use of commuter bus services in the corridor;
- One commuter rail service improvement; and
- One access to transit enhancement, consisting of a Capital Bikeshare expansion.

Table 1 below identifies the applications in alphabetical order.

**Table 1: I-66 Commuter Choice FY 2025-2026 Applications**

Applicant	Application Title	Funding Requested
Arlington County	ART 75 Service Enhancement: Shirlington to Virginia Square	\$397,160
Fairfax County	Fairfax Connector Route 699: Monument Drive Park-and-Ride to Downtown Washington, D.C. (Continuation)	\$2,592,444
Fairfax County	Fairfax Connector Route 698: Stringfellow Road Park-and-Ride to the Pentagon (Continuation)	\$1,506,053
Fairfax County	Fairfax Connector Route 697: Stringfellow Road Park-and-Ride to L'Enfant Plaza (Continuation)	\$2,130,488
Fairfax County	Fairfax Connector Route 610: Centreville to George Mason University	\$1,826,943
Fairfax County	Fairfax Centre Bikeshare Expansion	\$510,000
Loudoun County	Loudoun County Transit Route 281/681 Service Enhancement: Stone Ridge Park-and-Ride to Downtown Washington, D.C. (Continuation)	\$553,000
Loudoun County	Loudoun County Transit Route 483/883: Harmony Park-and-Ride to Downtown Washington, D.C. (Continuation)	\$281,000
OmniRide	OmniRide Route 612: Gainesville to the Pentagon (Continuation)	\$2,393,125
OmniRide	OmniRide Route 622: Haymarket to Rosslyn (Continuation)	\$1,621,275
OmniRide	OmniRide Route 671: Front Royal, Linden and Gainesville to Downtown Washington, D.C.	\$3,228,625
OmniRide	OmniRide Route 653: Warrenton and Gainesville to L'Enfant Plaza	\$3,805,125
Prince William County	TDM Strategy: I-66 OmniRide Fare Buy-Down	\$1,000,000
Virginia Railway Express	VRE Manassas Line Service Enhancement	\$1,007,057
Virginia Railway Express	TDM Strategy: Amtrak Step-Up Reinstatement on VRE Manassas Line	\$837,420
<b>Total Funding Request</b>		<b>\$23,689,715</b>

Staff have already commenced the eligibility review to ensure that project applications meet requirements of the [I-66 Corridor Memorandum of Agreement](#) (MOA) and program policy, as outlined in the [Commuter Choice Recipient Handbook](#). While the 15 applications' \$23.7 million total funding request is within the \$40 to \$50 million available for new projects, the Program of Projects ultimately brought forward for Program Advisory Committee and Commission consideration will comprise projects that would strongly support program goals.

Staff anticipate approval of a Program of Projects by the Commission and the Commonwealth Transportation Board (CTB) in June 2024. Key steps in the process are shown in Table 2.

**Table 2: I-66 Commuter Choice  
FY 2025-2026 Program of Projects Development Steps**

Month	Activity
January and February	<p><b><u>Eligibility Review</u></b></p> <p>Staff will review all submitted applications for consistency with MOA requirements and program policy. Applicants will have an opportunity to respond to any eligibility questions and address other needed clarifications. Upon conclusion of the review, staff will notify applicants of any applications that do not meet eligibility requirements. The eligibility determinations will be shared with the PAC at its next meeting on February 14 at 4:30 p.m. and with the full Commission in March.</p>
February and March	<p><b><u>Scoring</u></b></p> <p>Staff will score all eligible applications per the <a href="#">adopted technical evaluation process</a> and share draft scores with applicants to ensure that proposed projects' anticipated benefits have been accurately captured. The scores will be shared with the PAC at its meeting in April and with the full Commission in May.</p>
April	<p><b><u>Public Comment and Program Development</u></b></p> <p>A one-month public comment period will open mid-month. The public comment process, including public engagement, will be primarily online and applicants will be asked to help spread the word about the comment opportunity. Staff will produce English and Spanish versions of all materials and conduct targeted advertising in both languages.</p> <p>The PAC (not yet scheduled) will convene to identify and endorse a draft Program of Projects, pending the public comments received, that the full Commission and the CTB will be briefed on in May.</p>
May	<p><b><u>Program Briefings</u></b></p> <p>Staff will brief the Commission on the technical evaluation results and PAC-endorsed draft Program of Projects. Staff will also brief the CTB's Rail and Transit Subcommittee on the proposed projects and their scores. Following input from the public, Commission and CTB Subcommittee, staff will identify the specific set of projects that will be brought forward for adoption in June.</p> <p>The public comment period will conclude mid-month.</p>
June	<p><b><u>Program Approvals</u></b></p> <p>The Commission will consider and adopt a Program of Projects and refer it to the CTB for final approval as a component of the Department of Rail and Public Transportation's Six-Year Improvement Program (SYIP). Following approval of the SYIP, staff will begin executing Standard Project Agreements for funded projects.</p>



**RESOLUTION #2530**

**SUBJECT:** Accept the Northern Virginia Zero-Emission Bus Strategic Plan

**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:** Transportation is a major source of pollution and a leading cause of greenhouse gas emissions;

**WHEREAS:** NVTC jurisdictions are taking actionable steps to fight climate change and transit is an important tool to fight climate change;

**WHEREAS:** Regional coordination and collaboration, which is central to NVTC's mission, is integral to ensuring a cost-effective and interoperable zero-emission transit network;

**WHEREAS:** Northern Virginia transit agencies in the NVTC and Potomac and Rappahannock Transportation Commission (PRTC) district have begun planning for a transition to zero-emission vehicles;

**WHEREAS:** There is unprecedented federal funding available through the Infrastructure Investment and Jobs Act (IIJA) and the Inflation Reduction Act (IRA) for zero-emission transit investments; and

**WHEREAS:** Zero-emission technologies are rapidly evolving and require new ways of thinking about transit service and operations.

**NOW, THEREFORE, BE IT RESOLVED** that the Northern Virginia Transportation Commission hereby accepts the Northern Virginia Zero-Emission Bus Strategic Plan.

**BE IT FURTHER RESOLVED** that NVTC hereby supports staff's ongoing efforts to ensure a collaborative, thoughtful and deliberate approach to implementing the Strategic Plan while supporting the ZEB transition efforts of our local transit systems.

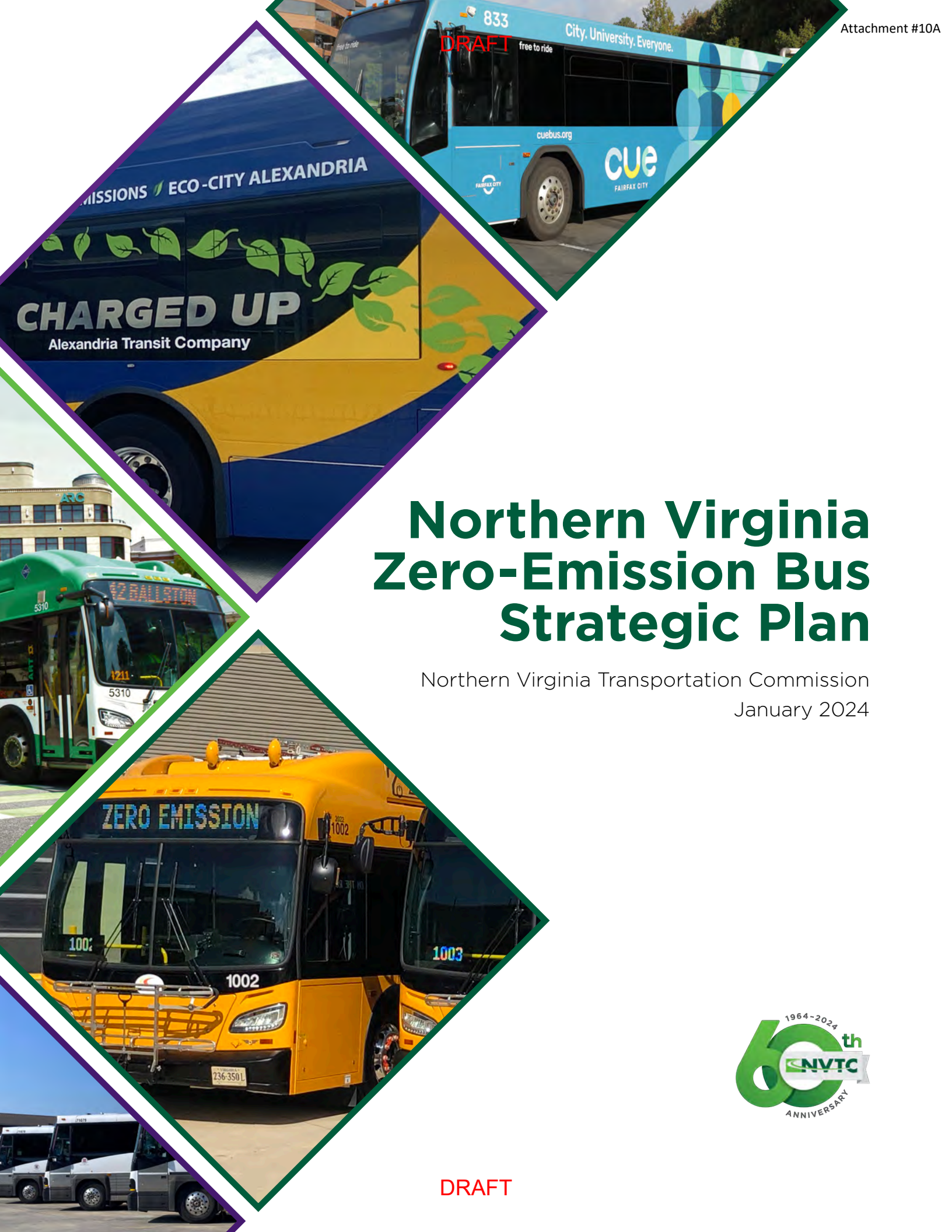
Approved this 4th day of January 2024.

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Chair

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Secretary-Treasurer



# Northern Virginia Zero-Emission Bus Strategic Plan

Northern Virginia Transportation Commission  
January 2024



DRAFT



# Table of Contents

Table of Contents..... i

Executive Summary ..... 1

1. Introduction ..... 2

    Context and Background ..... 2

    Alignment with NVTC Mission ..... 2

2. Background ..... 3

    Overview of Zero-Emission Bus Technology ..... 3

    State of ZEB Transition in Northern Virginia ..... 6

    Industry Trends Snapshot ..... 9

3. NVTC Actions to Support Regional ZEB Transition ..... 11

4. Implementation Plan and Strategy ..... 23

    Implementation Timeline ..... 24

    Stakeholder Involvement ..... 26

    Funding Strategies ..... 27

5. Conclusion ..... 28

## Acronyms

- APTA – American Public Transportation Association
- ART – Arlington Transit
- BEB – Battery electric bus
- CBA – Cost-benefit analysis
- CNG – Compressed natural gas
- CTB – Commonwealth Transportation Board
- CUE – City of Fairfax City-University Energysaver
- DASH – Alexandria Transit Company
- DDOT – District Department of Transportation
- DOE – U.S. Department of Energy
- DRPT – Department of Rail and Public Transportation
- EPA – U.S. Environmental Protection Agency
- EV – Electric vehicle
- FCEB – Fuel cell electric bus
- FTA – Federal Transit Administration
- FY – Fiscal year
- ICE – Internal combustion engine
- IIJA – Infrastructure Investment and Jobs Act
- IRA – Inflation Reduction Act
- kW – Kilowatts
- kWh – Kilowatt hours
- LCT – Loudoun County Transit
- MTA – Maryland Transit Administration
- MWCOG – Metropolitan Washington Council of Governments
- NVTA – Northern Virginia Transportation Authority
- NVTC – Northern Virginia Transportation Commission
- OEM – Original equipment manufacturer
- P3 – Public-private partnership
- PRTC – Potomac and Rappahannock Transportation Commission
- RFI – Request for information
- RFP – Request for proposal
- SAE – Society of Automotive Engineers
- TPB – Transportation Planning Board
- UP – Unsolicited proposal
- USDOT – U.S. Department of Transportation
- VDOT – Virginia Department of Transportation
- WMATA – Washington Metropolitan Area Transit Authority
- ZEB – Zero-emission bus



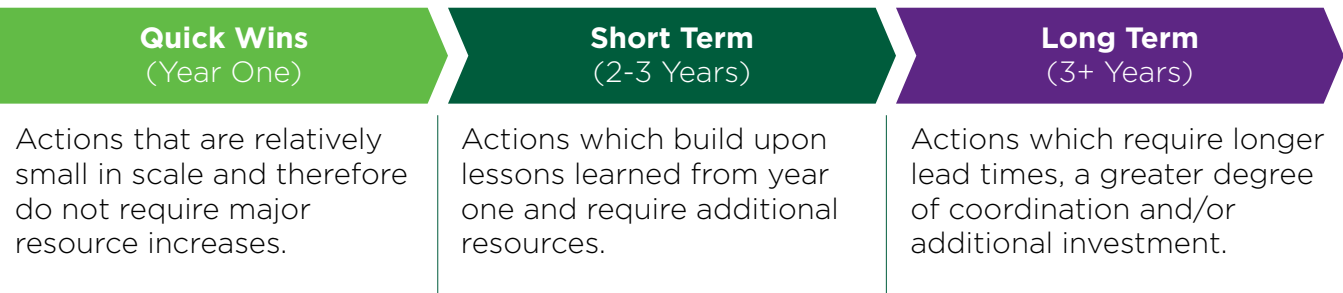
# Executive Summary

Transit providers in Northern Virginia, like those across the country, are in various stages of transitioning their fleets to zero-emission buses (ZEB). The Northern Virginia Transportation Commission’s (NVTC) Northern Virginia Zero-Emission Bus Strategic Plan accounts for the diversity of transit agencies in Northern Virginia and presents six strategies rooted in agencies’ shared opportunities and challenges. Actions, or steps, are described for each strategy and are categorized into a five-year implementation plan. The NVTC-led actions complement and leverage individual agencies’ ZEB transition plans and broader regional ZEB initiatives.

The six strategies are:

- 1 Serve as a Regional ZEB Forum
- 2 Advocate for Consistent and Supportive ZEB Standards and Policies
- 3 Provide Regional ZEB Funding Coordination
- 4 Support Development of Shared BEB Charging Infrastructure
- 5 Evaluate Opportunities for Private Partnerships Related to ZEBs
- 6 Support ZEB Workforce Training and Education

The implementation strategy includes three phases:



The Strategic Plan concludes with potential funding sources that NVTC could access to deliver the actions listed in the plan.





# 1. Introduction

## Context and Background

Transit providers in Northern Virginia, like those across the country, are in various stages of their transition to zero-emission buses (ZEBs). Converting to ZEBs such as battery-electric buses (BEB) or hydrogen fuel cell electric buses (FCEB) requires considerable investment in vehicles and supporting infrastructure. The Northern Virginia Transportation Commission (NVTC) recognizes that the region’s transit systems are at various stages of transitioning to ZEBs and that there is an opportunity to better coordinate ZEB planning and share best practices among them. This Northern Virginia Zero-Emission Bus Strategic Plan outlines how NVTC can support the ZEB transition among Northern Virginia transit agencies. This plan establishes six strategies for NVTC to pursue over the next five years, along with guidance on phasing and implementation of these strategies.

## Alignment with NVTC Mission

ZEB regional coordination and collaboration furthers NVTC’s mission of “bringing the region together to plan, coordinate and secure funding for transit systems that are financially sustainable and high performing.” Taking a regional approach to ZEB investments supports capacity building at transit agencies and increases the competitiveness of future state and federal grant requests. To create strong alignment with the Commission’s mission, this plan’s recommendations are guided by NVTC’s strategic goals.

## NVTC’s 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 Washington Metropolitan Area Transit Authority (WMATA), Virginia Railway Express (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.



## 2. Background

This section summarizes a series of technical papers prepared for NVTC including an overview of ZEBs, a snapshot of Northern Virginia transit agencies' ZEB transition processes and a briefing on industry trends.

### Overview of Zero-Emission Bus Technology

The two primary zero-emission bus technologies available and on the road today are BEBs and FCEBs. ZEBs differ from traditionally fueled buses in that they produce zero tailpipe emissions.



#### Battery Electric Buses and Charging Infrastructure

BEBs use onboard batteries to store and distribute power to an electric motor and other onboard systems and must be charged to be operational. BEBs are sometimes categorized into two groups based on range: long/extended range BEBs with larger battery packs (250-660 kWh) and fast charge BEBs with smaller battery packs.<sup>1</sup> Long-range BEBs are typically intended to be charged once or twice a day, whereas fast charge BEBs are designed to receive more frequent high-powered charges (e.g., through on-route charging or for use as electric school buses). Battery ranges vary by manufacturer and are further impacted by environmental, topographic and load variables. They cannot travel the same distance as internal combustion engine buses on a single charge, which means that some routes cannot be replaced by a BEB on a 1:1 basis without on-route charging.

Due to the diverse marketplace and continuing maturation of charging technology, transit agencies need to proactively coordinate with EV charging manufacturers, transit bus original equipment manufacturers (OEMs), and local utilities when planning their charging infrastructure.

There are three primary types of electric charging equipment: plug-in, overhead and inductive (described in further detail in Figure 1). Plug-in chargers are best fit for overnight charging at the depot, whereas overhead charging is being deployed for both fast on-route charging and overnight charging. Inductive charging is newest to the market and is being primarily deployed on-route.

<sup>1</sup> USDOT. (2023, May 4). Electric bus basics.

<https://www.transportation.gov/rural/electric-vehicles/ev-toolkit/electric-bus-basics>

**Plug-in charging:** Plug-in charging requires the bus to be manually plugged in and can be located on-route or in-depot. The SAE International standard for plug-in chargers is J1772.

**Charging capacity:** Plug-in charging power options range from 40 kW (slow) up to 350 kW (fast). Of note, 1 MW charging solutions are under development for heavy duty vehicles in Oslo, Norway.<sup>2</sup>



**Overhead charging:** Overhead charging relies on an overhead pantograph system to charge buses. Unlike plug-in charging, vehicles can automatically begin charging when positioned correctly. Overhead charging supports fast charging speeds. Facilities can be located along the roadway, within stations or in depots. The SAE standard for overhead charging is J3105.

**Charging capacity:** This charging method allows for high-power ratings of up to 600 kW.<sup>2</sup>



**Inductive charging:** Wireless or cordless charging involves installing an undercarriage-mounted power receiver on the bus and embedding a transmitter packaged within a ruggedized pad in the ground. As shown in the adjacent picture, when the bus stops above the plate, power is transmitted wirelessly to the bus. Inductive charging is less commonly used than plug-in or overhead charging for transit. The SAE standard for inductive charging, J2954-2, is still being adopted by inductive charging manufacturers.

**Charging capacity:** 50 – 450 kW.<sup>3</sup>



**FIGURE 1:** Types of electric chargers

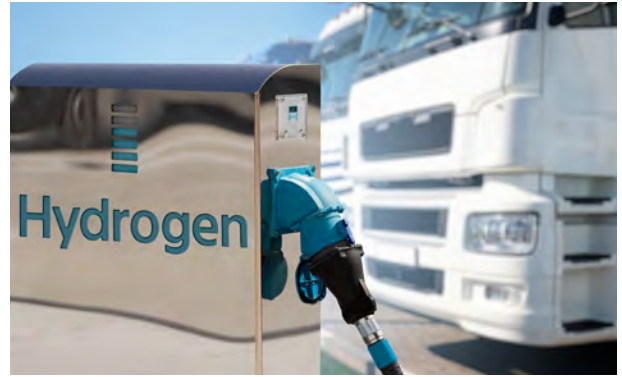
<sup>2</sup> U.S. Department of Transportation. (n.d.). E-Mobility Basics: Bus. Urban E-Mobility Toolkit. <https://www.transportation.gov/urban-e-mobility-toolkit/e-mobility-basics/bus>

<sup>3</sup> Electrive. (2018, April 19). Inductive 200 kW Charging System for Buses Ready. <https://www.electrive.com/2018/04/19/inductive-200-kw-charging-system-for-buses-ready/>



## Hydrogen Fuel Cell Electric Buses and Fueling Infrastructure

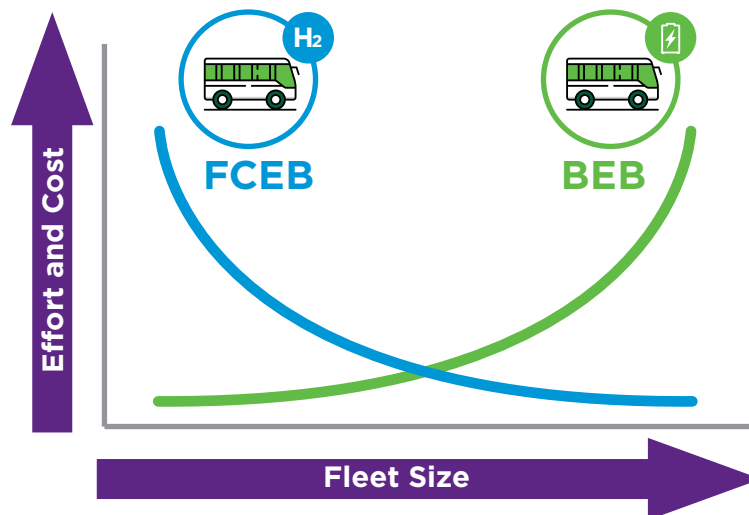
Hydrogen FCEBs use hydrogen and oxygen to produce electricity through an electrochemical reaction to power the propulsion system and auxiliary equipment. Water is the only byproduct. Existing technology typically uses the fuel cell in conjunction with a battery to supplement the fuel cell's power during peak loads and to store electricity that is recaptured through regenerative braking. This system allows for better fuel economy, with FCEBs having an average range similar to that of conventional transit buses.



Market adoption of FCEBs is slower than BEBs. However, there is growing national and international interest in green hydrogen (hydrogen produced from renewable energy) as a zero-emission alternative to gasoline and diesel for transportation applications. Hydrogen is typically delivered (liquid or more rarely, gaseous) from steam methane reforming or produced on-site via water electrolysis.

Although hydrogen vehicles are more efficient than conventional fuel types, transporting and dispensing hydrogen is more expensive primarily due to the limited hydrogen infrastructure currently in place.

Notable financial barriers to implementing fuel cell technology include the upfront capital cost associated with physical infrastructure and rolling stock. It is important to note that FCEB capital costs have decreased as the adoption rate increases. FCEBs also become more cost competitive when implemented at scale, as shown in Figure 2.



**FIGURE 2:** Cost competitiveness of BEB vs. FCEB

Source: TCRP Research Report 219: Guidebook for Deploying Zero-Emission Transit Buses; National Academies of Sciences, Engineering, and Medicine. 2021. Guidebook for Deploying Zero-Emission Transit Buses. Washington, DC: <https://nap.nationalacademies.org/read/25842/chapter/6#56>

## State of ZEB Transition in Northern Virginia

Northern Virginia's transit agencies are in different phases of ZEB transition, each with specific goals and unique needs. These goals are driven by each jurisdiction's climate-related policies.<sup>4</sup> The information below summarizes the diverse operating characteristics that influence each agency's ZEB strategy, along with information on where each agency is in the implementation process. Figure 3 illustrates the ZEB transition timeline of the seven local agencies and highlights key milestones and transition points.



**FIGURE 3:** Local agency ZEB transition timeline as of November 2023. Dates subject to change as plans evolve.

\*Transition milestones are based on the final draft of the ART ZEB Feasibility Study provided by Kimley-Horn and are subject to change.

### DASH

DASH is the City of Alexandria's 107-vehicle public bus system that operates 12 routes servicing Alexandria and surrounding areas. DASH is a zero-emission leader in the region, owning and operating 14 BEBs amid an otherwise diesel fleet. The agency intends to exclusively purchase ZEBs by 2027, leading to a one hundred percent zero-emission fleet by 2037.



In addition to the 14 BEBs currently deployed, DASH has secured funding from the Federal Transit Administration and the I-395 Commuter Choice Program to procure an additional 15 BEBs in the upcoming fiscal year. To serve its existing fleet of 14 BEBs, DASH has six plug-in chargers with 12 dispensers at its existing bus maintenance and storage facility. DASH and the City of Alexandria are in the process of building the DASH Facility Expansion project, scoped to be built as a make-ready BEB charging yard, with the opportunity to add up to 40 charge points to support the future fleet. This project is currently at 30% design and funded through Phase I, which includes an initial 20 new charge points. Phase II of this project (currently unfunded) will enclose the facility as an extension of the main facility and add the final 20 charge points.

<sup>4</sup> <https://climatepartners.org/initiatives/local/>

## ART

Arlington Transit (ART) serves Arlington County exclusively with a fleet of 78 compressed natural gas (CNG) buses via 16 fixed routes, four of which are relatively high frequency (operating every 20 minutes or better). The system serves several high-priority corridors and critical connections between regional and local transit services.



ART is currently conducting a ZEB transition study. The agency has purchased four BEBs as part of a pilot and is considering both BEBs and FCEBs as part of its transition. The agency held two BEB demonstrations with different manufacturers in the fall of 2022 to obtain better knowledge of operating BEBs within ART's service area.

To support the growing and diversifying fleet, ART is constructing a new operations and maintenance facility. This facility will have the capability of charging up to 12 BEBs initially and is being constructed to charge up to 46 BEBs in the future.

## Fairfax CUE

Fairfax City-University Energysaver (CUE) is the City of Fairfax's public transit service which operates a fleet of 12 diesel buses. Following its replacement plan, the agency replaces six buses every six years with the next bus procurement planned for 2027. A transition to electric buses (including supporting infrastructure) is under discussion because route and block lengths appear feasible given the existing BEB range, although a ZEB transition plan has not been initiated. The agency is studying the technology and following industry peers to analyze charging infrastructure, range and other fuel types.

## Fairfax Connector

Fairfax Connector is the largest local bus system in Virginia, offering a mix of local services within Fairfax County and commuter routes serving approximately 29,000 daily passengers via 93 routes. Fairfax County maintains a network of transit centers with passenger amenities that can include parking, bicycle storage and commuter stores to support the Fairfax Connector, WMATA and Virginia Railway Express services.



Fairfax Connector's fleet is composed of 325 clean diesel buses, 8 hybrid buses and 12 BEBs. The ZEB transition plan is under development. A pilot program was launched in October 2023 with eight BEBs. The agency's goal is to transition the fleet to 100% ZEBs by 2035.

To support the BEB pilot program, four dual dispenser 150kW heavy vehicle chargers were installed at the West Ox Facility, and the Huntington Division will be upgraded with plug-in electric charging capabilities to support the next phases of the fleet transition. Overhead charging infrastructure is being considered to provide a more stable charging system for a full fleet transition. Fairfax County is also partnering with WMATA to operate BEBs out of WMATA's Cinder Bed Road facility, as described below.

### Loudoun County Transit (LCT)

Loudoun County Transit has a fleet of 118 buses providing service via 83 local, commuter and Metro-Connection routes in the eastern part of the county.

Currently, Loudoun County does not have a ZEB transition plan in place. Loudoun County has ordered two 35' BEBs for its longer route services, and these initial BEBs will allow the County to assess their performance within the transit system. The Loudoun County Board directed staff to purchase compressed natural gas (CNG) buses to replace local route diesel buses at the end of their service life. Staff has purchased six CNG commuter buses and will purchase 37 additional body-on-chassis buses using funds received from an FTA Low/No Emission grant.

### OmniRide

OmniRide, operated by the Potomac and Rappahannock Transportation Commission (PRTC), provides multi-modal transportation options to Prince William County and the Washington, DC region, including commuter bus (OmniRide Express and Metro Express), local bus and ride-sharing services.

OmniRide operates a 100% diesel fleet composed of relatively new buses with much of their 12-year life span remaining. PRTC completed a Zero-Emissions Bus Study in February 2023 to support applications for FTA low/no emissions grant funding in future years. The plan recommends moving forward with BEBs, starting with the smaller fleet vehicles while still exploring the possibilities of the other propulsion types, particularly FCEBs. BEBs are recommended as a typical fixed-route option, and FCEBs are anticipated for long-haul routes.

OmniRide's Western Bus Operations and Maintenance Facility opened in 2021 and has designated space for BEBs. In addition to these existing spaces, there is undeveloped land on the same property that could be modified to support ZEB storage and maintenance, or even hydrogen storage if immediate needs arose.

### WMATA Metrobus

Metrobus, WMATA's bus system, operates an extensive bus network throughout the Washington, DC, Maryland and Virginia region. With a fleet of nearly 1,600 buses, Metrobus is the sixth-largest bus network in the United States. WMATA completed its first ZEB Transition Plan in March 2023 and plans for a 100% zero-emission bus fleet by 2042.

WMATA has two bus divisions in Northern Virginia – Cinder Bed Road and Four Mile Run – and leases space from Fairfax County at their West Ox bus division. Cinder Bed Road and Four Mile Run currently support revenue service vehicles, while West Ox is currently used for special projects while work on the bus network redesign determines future service needs. In summer 2023, WMATA received a \$104 million grant from the FTA to support the conversion of Cinder Bed Road to a fully battery-electric bus facility; a portion of the facility is also planned to serve Fairfax Connector BEBs for their future Route 1 Bus Rapid Transit system. Four Mile Run is anticipated to be converted later in WMATA's transition to zero-emission buses.



<sup>5</sup> [https://www.wmata.com/initiatives/plans/upload/WMATA-ZEB-Transition-Plan\\_March2023.pdf](https://www.wmata.com/initiatives/plans/upload/WMATA-ZEB-Transition-Plan_March2023.pdf)



## Industry Trends Snapshot

Given the increased national and international interest in both BEBs and FCEBs, additional research and funding has been dedicated to these technologies. Advances in electric bus technology and a gradual decline in battery costs over recent years have made electric buses an increasingly viable option for many transit agencies. Increases in federal support for green hydrogen are also changing the feasibility of FCEBs. This section explores insights into emerging ZEB technologies and practices and discusses the implications on Northern Virginia transit agencies' ZEB transition plans.

### Emerging Technologies and Practices

Solid-state batteries are a rechargeable energy storage system, similar in structure and operation to the lithium-ion battery but containing a solid electrolyte rather than a liquid electrolyte. They are lighter, have higher energy density, have greater range and recharge faster. They also reduce safety risks associated with lithium-ion batteries in BEBs. This technology should be monitored, as innovations in materials science continue and allow this technology to scale.

Typical EV batteries are estimated to retain 80% of their original capacity at the end of their useful service life, giving rise to the possibility for a “second life” in less intense use cases, like stationary storage. These systems have the potential to provide supplementary power supply to the electricity network, while providing sustainable solutions for reducing harmful waste. This approach can be applied to lithium-ion batteries in electric buses. Testing is currently being performed by companies in partnership with energy utilities. Results should be monitored.



Electric grid capacity is a critical component in the transition to sustainable public transportation systems. Transit systems may encounter several constraints when transitioning to electric vehicles and integrating them within the existing electrical grid, including grid congestion with other electric vehicles, siting and permitting, and compliance with other utility regulations. Overall, a coordinated effort between all stakeholders is essential to ensure that the electric grid can meet the needs of transit agencies, while limiting disruptions to service. Specific interventions that have been established to directly influence and reduce potential strain on the electric grid include.<sup>6</sup>

- Pursuing rates that meet the needs of electric transportation customers, including transit agencies.
- Getting creative with packaged charging solutions, including financing, make-ready investments, smart charging and incentives.
- Planning for large loads to minimize costs and potential constraints on the grid.
- Exploring novel solutions that address barriers to charging.

Bringing down the cost of hydrogen production is another emerging trend to track. In October 2023, the Department of Energy announced that seven regions had been selected for its Regional Clean Hydrogen Hubs Program (H2Hubs). The program will provide up to \$7 billion to establish hydrogen hubs that will provide a foundation for future clean hydrogen supply. Although the local application from Connected DMV was not selected for the program, the

<sup>6</sup> Daniels, Lynn & Brendan O'Donnell, Seattle City Light: Transportation Electrification Strategy. (2019). Rocky Mountain Institute. <https://rmi.org/insight/seattle-city-light>

DC metropolitan area will still likely see increased hydrogen supply due to the Mid-Atlantic Hydrogen Hub (PA, DE and NJ) and the Appalachian Hydrogen Hub (WV, OH and PA). Additionally, there are hydrogen incentives through the Inflation Reduction Act (IRA) that have the potential to increase production of clean hydrogen in the United States.

### Implications for NVTC ZEB Strategic Planning

The increasing awareness of the detrimental effects of traditional fossil fuel-powered vehicles on the environment, coupled with advancements in technology and supportive government policies, has fueled the adoption of ZEBs and the remarkable growth and transformative trends of the ZEB industry in recent years. Recurring themes and implications for transit agencies include:

- 1. Cost Efficiency and Reliability:** Initial ZEB deployments have significant costs associated with new fueling and charging infrastructure, as well as the additional cost on a per-bus basis compared to diesel and CNG buses. ZEB range limitations can also impact the number of buses needed to provide existing levels of service. That said, continuously improving bus technology has led to improved reliability and greater fuel economy, and the availability of federal funding mitigates some of the costs.
- 2. ZEB Transition Planning:** Converting fleets to zero-emission vehicles requires new approaches to operations, maintenance and funding. It is important for agencies to complete ZEB transition plans to understand how infrastructure and service patterns might need to change. The transition plan is also a prerequisite for receiving federal funding for ZEBs, and it will be important to regularly update the plans as technology matures. NVTC's role is to identify ways the region can collaborate and share resources to ease the burden on individual agencies.
- 3. Infrastructure Considerations:** Charging infrastructure plays a critical role in the success of ZEB deployments. Coordinating software and hardware updates between chargers and buses helps ensure reliable operation. Early coordination with local power companies is also essential to assess and enhance grid capacity, avoiding potential challenges associated with long-term planning.
- 4. Workforce Training:** New technology requires workforce (i.e., operators, mechanics, first-responders, etc.) education and training. Given the rapid pace of ZEB technological advancements, continuous education is necessary. The additional training is not an insignificant cost and will require thoughtful retraining of existing staff and hiring of new staff with the right skills.
- 5. Rapidly Changing Technology:** Due to continuing technological innovation in the ZEB field, transit agencies should carefully consider the staging of upgrades to ensure their fleets and infrastructure are not over-reliant on outdated or proprietary technology. Additionally, when considering hydrogen deployment, costs and benefits should be carefully evaluated. While hydrogen presents a solution to range anxiety, its production and infrastructure costs remain significant barriers to scaling ZEBs. Consideration should also be given to centralized refueling facilities to minimize costs and optimize efficiency.
- 6. Coordination and Partnerships:** System-wide coordination will contribute to a seamless transition to ZEB fleets and avoid service disruptions due to charging needs.



### 3. NVTC Actions to Support Regional ZEB Transition

NVTC is uniquely positioned to create a more efficient and collaborative path for Northern Virginia agencies in their ZEB transition. This section defines NVTC’s support for regional ZEB transition in six broad strategies:

- 1 Serve as a Regional ZEB Forum
- 2 Advocate for Consistent and Supportive ZEB Standards and Policies
- 3 Provide Regional ZEB Funding Coordination
- 4 Support Development of Shared BEB Charging Infrastructure
- 5 Evaluate Opportunities for Private Partnerships Related to ZEBs
- 6 Support ZEB Workforce Training and Education

Within each strategy is a description of it, specific actions to be taken and considerations on coordinating initiatives. Each strategy concludes with a three-point scale to rate:

- **Level of Effort:** How complex and resource intensive is the strategy?
- **Return on Investment:** How does the impact of the strategy compare to its level of effort relative to other strategies?
- **Priority:** How critical is the strategy for the region’s ZEB transition? Does the strategy align with NVTC’s mission and goals?

Note these rankings are a qualitative assessment based on comparing attributes across the six strategies and are not meant to serve as a cost-benefit analysis (CBA).

Specific actions within each strategy are sorted into an implementation plan in the next section and are dispersed across all three time periods. There is not a direct correlation between the priority rating of each strategy and the implementation plan. Instead, actions are evaluated in greater detail, enabling quick wins from multiple strategies to be identified in year one.

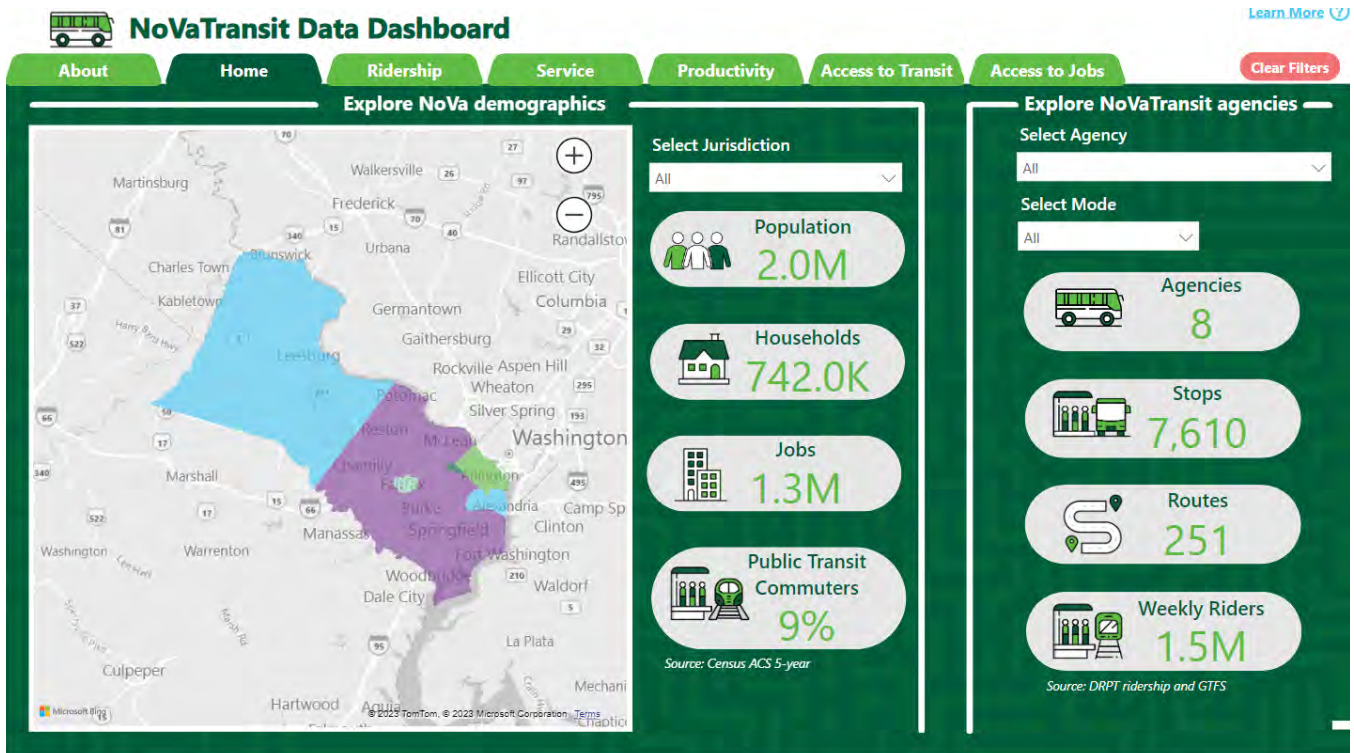
Level of Effort	Return on Investment	Priority
Low Medium High	Low Medium High	Low Medium High

## 1. Serve as a Regional ZEB Forum

### Description

ZEBs are an emerging technology that require transit agencies to reassess a myriad of considerations related to bus service, from length of blocks and service planning requirements to the considerations for new infrastructure required to charge and maintain ZEBs. For most agencies it is uncharted territory, and different agencies are at different steps in the transition process, including in Northern Virginia. Because ZEBs are an expensive transition (compared to conventionally fueled vehicles), agencies want to make sure they are making responsible decisions supported by data.

NVTC currently hosts a ZEB Working Group and will continue to do so. Serving as a regional ZEB forum allows agencies to have regular and structured contact with NVTC and each other as they work through ZEB challenges. This coordination facilitates knowledge and data-sharing among agencies, including information about important developments in the industry. As more agencies in the region deploy ZEBs, NVTC can help facilitate sharing operational data and findings, potentially through a portal or dashboard.



**FIGURE 4:** NVTC's data dashboard as an existing example of a dashboard NVTC built and hosted



## NVTC Actions

**1A - Continue to Facilitate ZEB Working Group:** Continue to facilitate the NVTC ZEB Working Group and participate in regional and industry working groups. Coordinate on best practices for working with utilities, track technology advancements – including with hydrogen, and share lessons learned.

**1B - Share Operational Data and Findings:** Create a centralized clearinghouse where Northern Virginia agencies can share data on their ZEB transition and performance. Develop a dashboard to share operational data and findings among regional partners.

## Coordinating Initiatives & Considerations

Some NVTC actions could be shared with WMATA’s Regional ZEB Subcommittee.

Level of Effort	Return on Investment	Priority
<b>Medium</b>  Requires coordination of multiple agency and stakeholder priorities and schedules. A dashboard requires resources to maintain and update the data.	<b>Medium</b>  NVTC agencies could benefit from continued data sharing although other local initiatives and national best practices could negate the need for NVTC action.	<b>Medium</b>  While a low-hanging and obtainable strategy, it is not critical path to the regional ZEB transition.

## 2. Advocate for Consistent and Supportive ZEB Standards and Policies

### Description

As the ZEB industry continues to mature, NVTC seeks to take lessons learned from the region's transit agencies and advocate for or educate external audiences on why Northern Virginia agencies are approaching the transition a certain way and how industry or government can ease transition issues. While standards exist in the ZEB industry, there are still integration issues that can arise when trying to integrate new technologies and vendors. Given the level of coordination that occurs among transit agencies in Northern Virginia, NVTC is in a good position to report multi-agency interoperability issues as they arise.

More generally, it is important to talk about ZEB challenges and opportunities to a wide variety of stakeholders so that there is greater understanding of what agencies need to do to convert their fleets to zero emissions.

### NVTC Actions

**2A – Educate Staff and Local Elected Officials:** Ensure local elected officials and residents understand how the transition to ZEBs is progressing so they can advocate for policies that support zero-emission goals while also being realistic about financial and operational constraints.

**2B – Advocate for Legislative Support:** Support the zero-emission transition as part of the NVTC legislative agenda at state and federal levels.

**2C – Encourage Interoperability:** Through the ZEB Working Group, be a forum and repository for addressing ZEB interoperability issues and work with industry working groups, manufacturers, and suppliers to develop solutions and consistency.

### Coordinating Initiatives & Considerations

The American Public Transportation Association (APTA), of which NVTC is a member, is one of the leading forums for interoperability discussions. SAE has established standards for plug-in and pantograph chargers.

Level of Effort	Return on Investment	Priority
<b>Medium</b>	<b>Medium</b>	<b>Medium</b>
Significant level of effort to stay on top of industry standards, and to coordinate with industry to create consistency.	Can avoid having to re-procure equipment due to interoperability issues.	Standards and policies support a regional approach to transition rather than piecemeal.

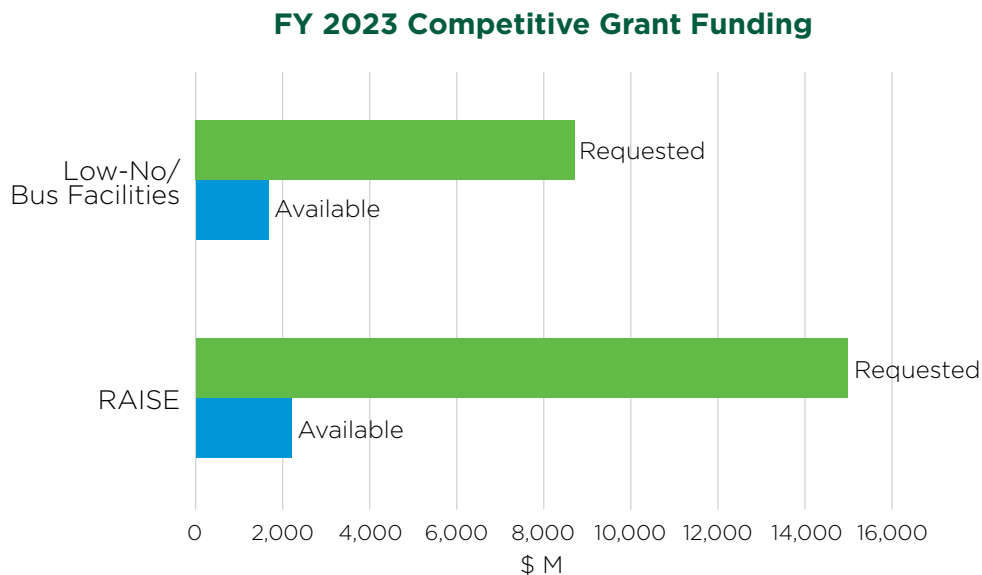
### 3. Provide Regional ZEB Funding Coordination

#### Description

Funding the transition to ZEBs will require a combination of local, regional, state and federal funding sources that will be different for each of the Northern Virginia agencies. Several, including DASH and Loudoun County Transit, were successful in securing discretionary grant funding from FTA to purchase low and no-emission vehicles. The very competitive nature of federal grant programs (see Figure 5 below) and of the Commonwealth's SMART SCALE program encourage the submittal of larger scale applications, which can demonstrate greater benefits on greenhouse gas reductions. This creates an incentive for agencies to apply jointly, or under the umbrella of NVTC. Further, the SMART SCALE program has a specific provision for regional entities like NVTC.

Opportunities for joint procurement across several agencies are likely to be more limited. Local agencies currently procure ZEBs and charging infrastructure through a statewide contract with timelines and prices that are more competitive than what agencies would be able to achieve on their own or as a small consortium. However, there could be opportunities for goods or services that are not covered by the statewide contract, such as software to manage the ZEBs and their integration in the fleet.

Developing and managing joint grant applications or procurements may require the agency to provide additional resources to NVTC to cover the additional staff time.



**FIGURE 5:** Demand for FY2023 competitive grant funding

## NVTC Actions

**3A – Create a ZEB Funding Strategy:** Identify additional funding and resources to implement the recommendations of the strategic plan, such as through additional Virginia Department of Rail and Public Transportation (DRPT) technical assistance.

**3B – Develop Multi-Agency ZEB Grant Applications:** Develop proposals for multi-agency grant applications for federal or state funding and manage DRPT funding.

**3C – Identify ZEB Joint Procurement Opportunities:** Identify cost saving opportunities through joint procurement. Examples might include software such as telematics or charge management systems that improve interoperability.

## Coordinating Initiatives & Considerations

Coordinate outreach to local and state elected officials, NVTA, the Commonwealth Transportation Board (CTB) and the Virginia Congressional delegation in support of grant applications. Document due dates of grants to prioritize and meet funding deadlines.

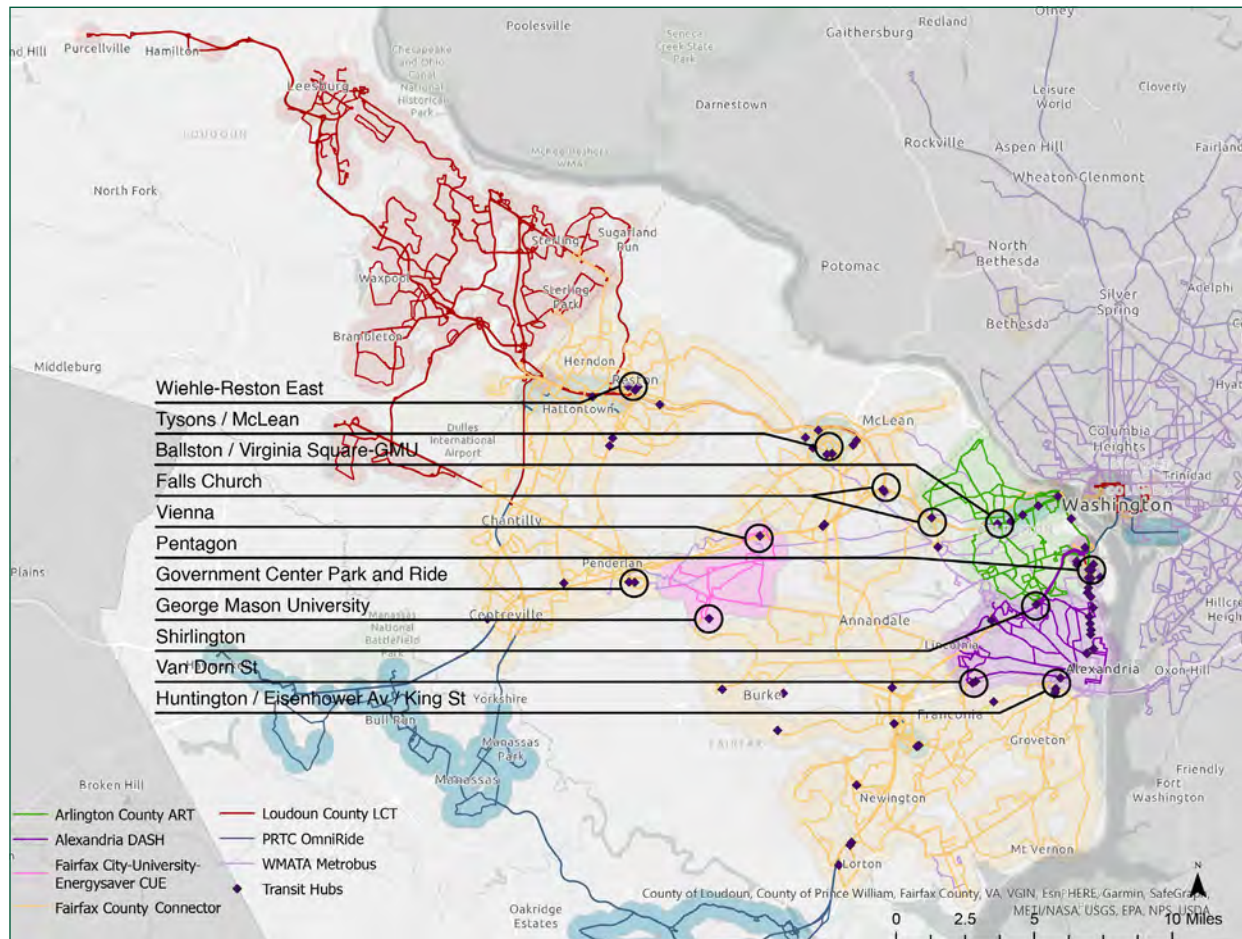
Level of Effort	Return on Investment	Priority
<b>Medium</b> Additional staff time required but NVTC has experience with grants.	<b>High</b> Key to ZEB funding.	<b>High</b> Funding needs are high to continue regional ZEB transition.

## 4. Support Development of Shared BEB Charging Infrastructure

### Description

Shared infrastructure can provide several benefits to the ZEB transition in Northern Virginia, in particular for BEBs. By identifying locations where multiple agencies can extend the range of their BEBs using on-route chargers, it is possible to improve reliability and lower infrastructure costs for BEBs. Procuring, implementing and testing on-route charging infrastructure as a region will help ensure that Northern Virginia agencies have compatible infrastructure and can identify interoperability issues early in the process. Additionally, given the limited undeveloped space inside Washington, D.C.'s Beltway, there are cost and feasibility reasons that support sharing the cost of the infrastructure. Finally, depending on the use case, a single on-route charger is likely to sit unoccupied for a significant portion of the day; increasing the number of buses that can use an on-route charger increases the return on investment and utility of the infrastructure.

As a regional body, NVTC is well positioned to lead a multi-agency effort to assess the feasibility of shared on-route charging infrastructure, identify potential barriers and risks, and create an actionable and phased implementation plan.



**FIGURE 6:** Network intersection and major transit hubs

## NVTC Actions

**4A – Conduct a Shared Charging Feasibility Study:** Secure funding and conduct a feasibility study to identify potential locations, as well as construction, operations and maintenance considerations, for shared on-route charging infrastructure.

**4B – Pilot Shared On-Route Charging Station:** Work with operators and local utilities to pilot shared on-route charging infrastructure at one or more discrete locations. Document processes and create supporting templates for regional agencies to use over the course of the entire life-cycle of the project (i.e., multi-agency agreements regarding operations and maintenance, cost sharing agreements, utility coordination processes and documentation, evaluation and reporting).

## Coordinating Initiatives & Considerations

Strategy 2 (Advocate for Consistent and Supportive ZEB Standards and Policies) supports the actions in this strategy. This strategy requires external grant funding to conduct these two actions.

Level of Effort	Return on Investment	Priority
<b>High</b>	<b>Medium</b>	<b>Medium</b>
High degree of effort up front.	Successfully piloting shared charging infrastructure could lead to cost efficiencies and charging redundancies for each agency.	Shared on-route charging infrastructure makes BEBs more feasible for all blocks, especially for commuter buses.

## 5. Evaluate Opportunities for Private Partnerships Related to ZEBs

### Description

ZEBs bring significant technological risk, particularly related to charging and fueling infrastructure, which could potentially be better managed by the private sector under an alternative delivery structure. Bringing on a private partner involves private financing, which is fundamentally different from public funding. Because private sector financing is typically more costly than public-sector financing, it may be more appropriate for projects where the private sector can add more value than the difference in financing cost. The figure below outlines some key considerations for public-private partnerships (P3s) in the ZEB space. Private sector partners are typically more interested in larger scale transactions, so there would be an incentive for several, if not all, of the Northern Virginia agencies to join forces.

Alternative project delivery requires significant analysis upfront, in particular a comprehensive analysis of project risks. Additional potential pre-procurement efforts can deliver substantial benefits by bringing the private sector into the conversation early. These include unsolicited proposals (UPs) and Requests for Information (RFIs), which help determine the appropriate delivery approach for the project and gauge the industry's appetite for risk sharing, which in turn greatly influences the cost of private involvement. NVTC is well placed to initiate conversations with the private sector around ZEB transition.

Benefits	Drawbacks	Best Practices
<ul style="list-style-type: none"> <li>Private sector is nimbler, has greater experience with ZEB and charging technologies, and can better manage risks</li> <li>Cost effective and performance-based operations and maintenance</li> <li>Economies of scale</li> </ul>	<ul style="list-style-type: none"> <li>Higher cost of private financing</li> <li>Contractual complexity</li> <li>Can be challenging to definitively determine added value from private sector</li> <li>Requires greater agency and public buy-in than traditional procurement</li> <li>Shifts costs from capital to operating budget</li> </ul>	<ul style="list-style-type: none"> <li>Pre-procurement phase is critical to success</li> <li>Assess private sector interest early and take feedback</li> <li>Use quantitative tools to validate value of private participation and identify delivery model</li> <li>Hire specialized advisors</li> <li>Secure broad buy-in</li> </ul>

**FIGURE 7:** Benefits, drawbacks and best practices for a potential Northern Virginia ZEB P3



## NVTC Actions

**5A – Host Industry Listening Sessions:** Host listening sessions or industry days to learn more about ZEB infrastructure and technology vendors.

**5B – Create Transit Technology Proposal Process:** Develop a process through which vendors can propose solutions to demo with Northern Virginia transit agencies based on identified regional problems, starting with the ZEB transition.

**5C – Develop ZEB Request for Information:** Explore options for an RFI to assess private sector interest in working with Northern Virginia agencies. If RFI is successful, issue an RFP for a comprehensive ZEB solution across several agencies.

## Coordinating Initiatives & Considerations

The Virginia Department of Transportation (VDOT) has extensive expertise with P3s and could be a resource for future RFPs.

Level of Effort	Return on Investment	Priority
<b>High</b>  Upfront planning for RFI. Could require hiring external advisors.	<b>High</b>  Well-designed P3 could result in better integration of ZEB infrastructure.	<b>Medium</b>  Need to determine industry interest and potential viability before individual agency transitions are too advanced.

## 6. Support ZEB Workforce Training and Education

### Description

Agencies face a continued labor shortage and competition for skilled staff. As their fleets transition to ZEB, there is widespread need to attract new workers with new skills and retain existing workers who may be reluctant to up-skill. As such, it is imperative that transit agencies, planning organizations, OEMs and educators come together to address this issue.

Transitioning to ZEBs is complex. Preparing to operate, service and plan for ZEBs requires substantial changes to the service and operations planning process, not just operations staff training. Potential issues include:

- Existing workers may start to share new responsibilities, e.g., having dispatch and operators monitor remaining range during service.
- Existing functions may incorporate new skills, e.g., planning staff using new operations data on range to prepare realistic block designs and schedules.
- Agencies have found that mechanics who work on internal combustion engines (ICE) may not want to work on ZEBs. Agencies must figure out how to utilize the skills and interests of workers during the transition.
- Operators and mechanics need hands-on experience and clear understanding of how operating procedures and practices may differ with a zero-emission vehicle.

Community colleges play an important role in training mechanics and operators. Agencies can take advantage of existing relationships with these institutions to train their workforce. Agencies can supplement outside instruction at community colleges or elsewhere with in-house hands-on training, such as an apprenticeship or mentorship program. Finally, transit agencies can work with community college advisory committees to develop more effective curriculum that meets future workforce needs.

NVTC can support workforce training by partnering with DRPT, NVTC-district transit agencies, regional partners (e.g., WMATA, PRTC, Transportation Planning Board, Maryland Transit Administration and District Department of Transportation), colleges and OEMs to develop strategies to improve the workforce pipeline, training, roles and coordination among all groups on this topic.



## NVTC Actions

**6A – Identify and Share ZEB Training Resources:** Coordinate with regional partners and DRPT to understand existing regional efforts and initiatives. Track new training programs available through the Transit Workforce Center and APTA.

**6B – Engage with Educational Institutions, Regional Partners and DRPT about ZEB Training Opportunities:** As agencies or educational institutions develop their own training programs, coordinate among them to better understand training needs, capacity constraints, etc.

## Coordinating Initiatives & Considerations

Coordinate with other regional ZEB implementation plans and explore feasibility of multi-state training program with partners in the District of Columbia and Maryland.

DRPT Modernizing Transit Fleets Project and subsequent initiatives.

Level of Effort	Return on Investment	Priority
<b>Low</b>  Low degree of staff time required to identify and coordinate about resources.	<b>High</b>  This should reduce the gap in skilled workforce and increase the expertise of the workforce.	<b>Medium</b>  A fundamental need and urgent matter to ensure the delivery of high-quality service.

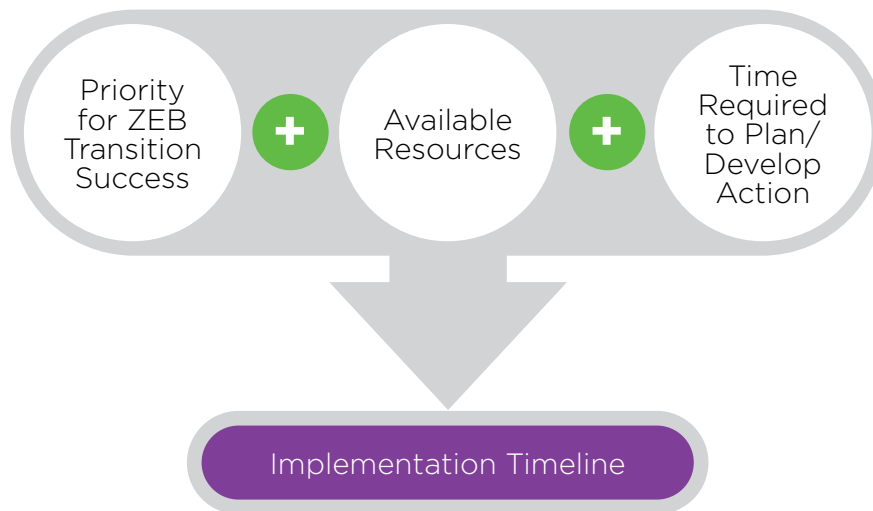


## 4. Implementation Plan and Strategy

NVTC will work with a variety of stakeholders to implement the strategies in this plan, which allocates regional priorities over three time horizons and is meant to complement each agency’s individual ZEB Transition Plan. For example, each agency’s choice of ZEB technology informs industry discussions and impacts the potential scale of a regional ZEB public-private partnership. Conversely, the ability to secure funding at the regional level may enable individual agencies to accelerate their ZEB transition.

The Northern Virginia ZEB Strategic Plan is designed to be implemented gradually, starting with relatively small scale “quick wins” that can be delivered in year one. Larger scale initiatives follow as they require more time to plan and fund. They will also build upon the successes and lessons learned from the initial wave of projects.

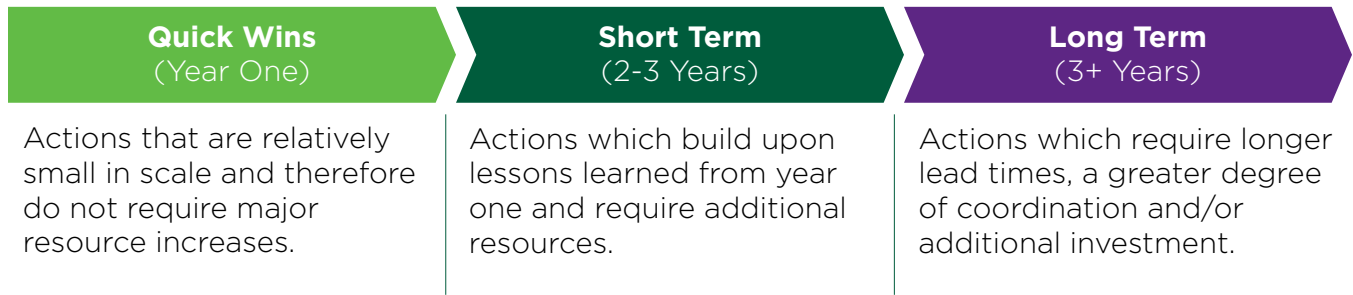
The phased approach is also necessary to balance NVTC’s available resources in the shorter term with the need to move fast to meet ZEB mandates, implement priority policy initiatives and keep pace with technology. The overall approach to the implementation strategy is shown in Figure 8.



**FIGURE 8:** Northern Virginia ZEB Strategic Plan implementation strategy

## Implementation Timeline

The implementation of the Strategic Plan is divided in three phases:



Quick wins are actions that are relatively small in scale and therefore do not require major resource increases or lengthy procurement timelines. These actions will have a positive impact on the region's adoption of ZEBs by encouraging data sharing and studying the feasibility of innovative approaches like shared facilities and P3s. They are also building blocks for future initiatives.

Once the quick wins have been realized in the first year, actions identified for the two-to-three year timeframe are larger in scale and build upon year one lessons learned and successes. These actions require more resources and planning than quick wins and are also expected to have a greater impact on regional ZEB transition.

After the initial three years of implementation, NVTC and its partners will deliver the final phase of actions that build upon the activities completed to-date and support the full-scale transition to ZEBs in the region.









	Quick Wins (Year One)	Short Term (2-3 Years)	Long Term (3+ Years)
<b>Strategy 1 - Serve as a Regional ZEB Forum</b>			
1A Continue to Facilitate ZEB Working Group	●		
1B Share Operational Data and Findings		●	
<b>Strategy 2 - Advocate for Consistent and Supportive ZEB Standards and Policies</b>			
2A Educate Staff and Local Elected Officials	●		
2B Advocate for Legislative Support	●		
2C Encourage Interoperability			●
<b>Strategy 3 - Provide Regional ZEB Funding Coordination</b>			
3A Create a ZEB Funding Strategy	●		
3B Develop Multi-Agency ZEB Grant Applications		●	
3C Identify Joint ZEB Procurement Opportunities		●	
<b>Strategy 4 - Support Development of Shared ZEB Charging Infrastructure</b>			
4A Conduct a Shared Charging Feasibility Study	●		
4B Pilot Shared On-Route Charging Station		●	
<b>Strategy 5 - Evaluate Opportunities for Private Partnerships Related to ZEBs</b>			
5A Host Industry Listening Sessions	●		
5B Create Transit Technology Proposal Process			●
5C Develop ZEB Request for Information		●	
<b>Strategy 6 - Support ZEB Workforce Training and Education</b>			
6A Identify and Share ZEB Training Resources	●		
6B Engage with Educational Institutions, Regional Partners and DRPT about ZEB Training Opportunities		●	

**FIGURE 9:** NVTC ZEB Strategic Plan implementation strategy

## Stakeholder Involvement

NVTC has primary responsibility for the implementation of the actions listed in this Plan, but numerous other stakeholders will play an important part in the successful transition to ZEBs in Northern Virginia. NVTC jurisdictions, Northern Virginia transit agencies, regional bodies and other entities such as utilities and universities are called upon to support action implementation (e.g., with human resources, financially or through complementary initiatives). Figure 10 below presents the universe of stakeholders that will be consulted and/or active in the implementation of the ZEB strategies.

 <p><b>NVTC Jurisdictions</b></p> <ul style="list-style-type: none"> <li>▪ Arlington County</li> <li>▪ City of Alexandria</li> <li>▪ City of Falls Church</li> <li>▪ City of Fairfax</li> <li>▪ Fairfax County</li> <li>▪ Loudoun County</li> </ul>	 <p><b>Northern Virginia Transit Agencies</b></p> <ul style="list-style-type: none"> <li>▪ ART</li> <li>▪ CUE</li> <li>▪ DASH</li> <li>▪ Fairfax Connector</li> <li>▪ Loudoun County Transit</li> <li>▪ OmniRide</li> <li>▪ WMATA Metrobus</li> </ul>	 <p><b>Regional/Statewide Bodies</b></p> <ul style="list-style-type: none"> <li>▪ DRPT</li> <li>▪ MWCOG TPB</li> <li>▪ NVTA</li> <li>▪ VDOT</li> <li>▪ WMATA ZEB Subcommittee</li> </ul>
 <p><b>Utilities/Energy Organizations</b></p> <ul style="list-style-type: none"> <li>▪ Connected DMV</li> <li>▪ Dominion Energy</li> <li>▪ Washington Gas</li> </ul>	 <p><b>Training/Education</b></p> <ul style="list-style-type: none"> <li>▪ APTA</li> <li>▪ Northern Virginia Community College, Local Universities</li> <li>▪ Transit Workforce Center</li> </ul>	 <p><b>Industry</b></p> <ul style="list-style-type: none"> <li>▪ Transit Bus OEMs</li> <li>▪ Charging Station Manufacturers</li> <li>▪ Energy Management/Charge Management Vendors</li> <li>▪ Telematics Vendors</li> <li>▪ Software Providers</li> </ul>

**FIGURE 10:** Stakeholder engagement matrix



## Funding Strategies

Potential funding sources available to support the implementation of the Northern Virginia ZEB Strategic Plan are summarized below. They are extracted from a more comprehensive list of federal, state, local and private sources of funding and financing compiled for infrastructure projects and vehicle procurements, most of which are not applicable to the implementation strategies in this Strategic Plan.

At the federal level, limited funding is available for ZEB planning activities such as the ones included in this Strategic Plan. The FTA Low-No discretionary grant program does not provide funding for feasibility studies or demonstration projects. The highly competitive nature of multi-modal discretionary grant programs such as the Multi-modal Project Discretionary Grant (MPDG) and Rebuilding American Infrastructure with Sustainability and Equity (RAISE) programs makes them a better fit for ZEB deployment than for planning and data sharing projects. The Strengthening Mobility and Revolutionizing Transportation (SMART) discretionary grant program, which is funded at \$100 million annually through 2026, lists system integration projects among eligible activities. There could also be opportunities under agencies other than USDOT such as the Environmental Protection Agency (EPA) and the Department of Energy (DOE), both of which have grant programs targeting zero-emission fuels and decarbonization projects.

State discretionary grant programs administered by DRPT are a better fit for the actions recommended in this Strategic Plan. These include the Technical Assistance grant and the Demonstration Project Assistance grant program Type 2, which funds up to 80% of costs for technology and innovation projects. The case could be made that the sharing of on-route charging facilities is an innovation. To be eligible, the on-route charging project would need to be included in the local transit system's Transit Development Plan (TDP), Transit Strategic Plan (TSP) or Transportation Demand Management (TDM) plan.

Local funds are necessary to leverage federal and state grant funds. NVTC and its local jurisdictions will need to coordinate to program funds in transit agency transportation budgets towards the delivery of the actions listed in this Strategic Plan. While many of the quick wins can be implemented within NVTC's existing budgets, larger projects such as the shared charging infrastructure pilot program will require additional local funding.

Private funding is unlikely to be available for the large majority of the actions listed in this plan, with the potential exception of the transit technology proposal process, which could attract interest from a technology provider.

	ZEB Transition Planning	Demonstration Projects	ZEB Deployment
<b>Federal Funding Programs</b>			
SMART		●	
RAISE		●	●
MPDG		●	●
FTA Low-No			●
<b>State Funding Programs</b>			
Technical Assistance	●	●	
Demonstration Project Assistance		●	
Capital Assistance			●

**FIGURE 11:** Select federal and state funding eligibility

## 5. Conclusion

NVTC's Northern Virginia Zero-Emission Bus Strategic Plan provides guidance for the Commission to support the region's transition away from fossil-fuel powered transit vehicles. The six strategies provide value to all agencies by considering the diversity present in the region. For example, the state of ZEB transition varies widely among transit providers in Northern Virginia. While some providers have already incorporated ZEBs into operations and are building charging facilities, others have yet to initiate their transition to ZEBs. In addition, the operating environment among transit providers in Northern Virginia is also very diverse, from systems like Loudoun County Transit that operate long-distance commuter bus service, to DASH and ART that operate more compact, higher frequency systems.

The Strategic Plan recommendations define NVTC's role in supporting the region's ZEB transition. The actions outlined in this document align with the Commission's mission and goals by facilitating closer coordination and knowledge sharing among providers, supporting more effective funding and procurement strategies, and helping establish regional solutions for considerations like equipment standards and workforce development.

Many of these recommendations could be accomplished at a larger scale than just Northern Virginia; for example, FTA could define interoperable charging standards for electric transit buses or Virginia, Maryland and the District of Columbia could come together to develop a region-wide workforce development and training strategy. NVTC welcomes any practical solutions and partnerships that go beyond just Northern Virginia. Transitioning to ZEBs will require extensive investment, operational changes, experimentation and learning. NVTC hopes to support these changes and ensure Northern Virginia is a model of inter-agency collaboration.



# Zero-Emission Buses in Northern Virginia

Transit providers in Northern Virginia are in various stages of their transition to zero-emission buses (ZEBs). Converting to ZEBs requires significant investment in vehicles and supporting infrastructure, so it is important to share lessons learned from early adopters and to identify opportunities for interoperability of infrastructure.

NVTC coordinates among agencies to help Northern Virginia's transit fleets reach sustainability goals while providing safe, reliable and cost-effective transit service to riders.



## What are ZEBs and why are they challenging to implement?

ZEBs produce zero tailpipe emissions and can be either battery electric buses (BEBs) or hydrogen-powered fuel cell electric buses (FCEBs).

1

### Cost and Funding

ZEBs typically cost more than \$1 million per bus and require new charging or fueling infrastructure.

2

### Operational Differences

Current BEBs cannot replace diesel buses on a 1:1 basis for all routes due to their shorter range.

3

### Availability

Grid capacity for BEBs and hydrogen supply for FCEBs remain critical pathways to successfully implementing ZEBs.

4
















### Workforce Development

Whether a BEB or a FCEB, ZEBs require new skills for the transit workforce.



Read NVTC's Northern Virginia  
ZEB Strategic Plan: [novatransit.org/ZEB](https://novatransit.org/ZEB)

# Northern Virginia ZEB Strategic Plan

NVTC has identified six strategies in support of Northern Virginia transit agencies' zero-emission bus transitions.		Quick Wins (Year One)	Short Term (2-3 Years)	Long Term (3+ Years)
<b>Strategy 1 - Serve as a Regional ZEB Forum</b>				
1A - Continue to Facilitate ZEB Working Group		----->		
1B - Share Operational Data and Findings				----->
<b>Strategy 2 - Advocate for Consistent and Supportive ZEB Standards and Policies</b>				
2A - Educate Staff and Local Elected Officials		----->		
2B - Advocate for Legislative Support		----->		
2C - Encourage Interoperability				
<b>Strategy 3 - Provide Regional ZEB Funding Coordination</b>				
3A - Create a ZEB Funding Strategy				
3B - Develop Multi-Agency ZEB Grant Applications				
3C - Identify Joint ZEB Procurement Opportunities				
<b>Strategy 4 - Support Development of Shared ZEB Charging Infrastructure</b>				
4A - Conduct a Shared Charging Feasibility Study				
4B - Pilot Shared On-Route Charging Station				
<b>Strategy 5 - Evaluate Opportunities for Private Partnerships Related to ZEBs</b>				
5A - Host Industry Listening Sessions				
5B - Create Transit Technology Proposal Process				
5C - Develop ZEB Request for Information				
<b>Strategy 6 - Support ZEB Workforce Training and Education</b>				
6A - Identify and Share ZEB Training Resources		----->		
6B - Engage with Educational Institutions, Regional Partners and DRPT about ZEB Training Opportunities				----->





## AGENDA ITEM #11 Virginia Railway Express (VRE)

**TO:** Chair Palchik and NVTC Commissioners  
**FROM:** Kate Mattice  
**DATE:** December 21, 2023  
**SUBJECT:** Virginia Railway Express (VRE)

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At the January 2024 meeting, VRE CEO Rich Dalton will update the Commission on recent VRE activities. The Commission will be asked to take action to adopt and refer VRE's FY 2024 Revised Budget and FY 2025 Recommended Budget.

### **A. VRE CEO Report and Minutes**

VRE Chief Executive Officer Rich Dalton will provide his report on recent VRE activities. The [VRE CEO Report for December 2023](#) and the [Minutes of the December 15, 2023 VRE Operations Board meeting](#) are attached.

### **B. ACTION ITEM: Approve [Resolution #2531](#): Adopt and Refer VRE's FY 2024 Revised and FY 2025 Recommended Budgets to the Jurisdictions**

On the recommendation from the VRE Operations Board, the Commission will be asked to approve [Resolution #2531](#), which will adopt and refer the [revised FY 2024 VRE Operating and Capital Budget](#) and the [recommended FY 2025 VRE Operating and Capital Budget](#) and refer them to the jurisdictions for their formal review and adoption. The resolution also authorizes the executive directors of NVTC and PRTC to take the necessary actions to apply for federal and state grant funding.

At the December 15 Operations Board meeting, VRE staff presented a balanced budget. The recommended budget has no funding gap and all projected uses of funding in FY 2025 are supported by reasonably expected sources of funding. The Recommended FY 2025 Operating and Capital Budget totals \$205.7 million. The budget includes a 5% fare increase and projects average daily ridership of 8,500 on weekdays and 1,000 on Saturdays, with Saturday service contingent upon VRE reaching agreement with its host railroads and operations and maintenance contractor. These ridership projections and fare changes result in \$23.0 million of total annual fare revenue. The total jurisdictional subsidy contribution of \$18,300,780 is the same as the approved contribution amount for FY 2021 and represents an increase of approximately \$2.3 million over the FY 2024 budget amount of \$16 million.

The FY 2025 budgeted operating expenses of \$118.4 million are higher than the prior year by \$9.5 million, an increase of 8.7%. This increase reflects the planned inaugural implementation of Saturday VRE Service (contingent upon VRE reaching agreement with the host railroads and operations and maintenance contractor), as well as increased insurance and access and operating contractual costs being balanced by projected revenue sources and the ongoing use of federal

pandemic relief funds. The [attached VRE memorandum](#) provides more information about the key budget assumptions; ridership and fare revenue; federal pandemic relief funding; Six-Year Financial Forecast; Capital Improvement Program (CIP); Commuter Rail Operating and Capital Fund (C-ROC); and FY 2024 amended budget.

For easy navigation of the multiple attachments, here is a list of all the budget attachments:

- B-1 [Recommended FY 2025 VRE Operating and Capital Budget and Revised FY 2024 VRE Operating and Capital Budget](#)
- B-2 [VRE Memorandum to the Operations Board Regarding the Budget for December 15 Meeting](#)
- B-3 [Overview of Public Comments Pertaining to the FY 2025 Budget](#)
- B-4 [Proposed Modification of VRE's Tariff \(Fare Increase\) – Title VI Analysis](#)
- B-5 [Subsidy by Jurisdiction FY 2021-2025 and Ridership Survey Results](#)
- B-6 [FY 2025-2030 Capital Improvement Program \(by Program Area and Funding Type\)](#)
- B-7 [FY 2025 Recommended Sources and Uses](#)

#### *Public Comment and Title VI Analysis on FY 2025 Fare Increase*

In accordance with VRE's Public Participation Policy, VRE solicited feedback from riders and the general public on the proposed 5% fare increase for FY 2025. The public comment period began on September 29 and ran through November 16, 2023. VRE held a total of four public hearings. An [overview of public comments](#) is attached. In addition, as required by VRE's Major Service Change and Fare/Service Equity Policy, VRE conducted a Title VI analysis on the proposed FY 2025 fare increase of 5%. This analysis determined that the fare increase will not have a disparate impact based on race, color or national origin, nor will it have a disproportionate burden on low-income populations. The [Title VI memorandum](#) provides more information on the analysis.

#### *FY 2025 Jurisdictional Subsidy Allocation*

Last year's 2022 Master Agreement survey validated what VRE observed in the field – namely, that while ridership overall remained below pre-pandemic levels, it recovered more strongly on longer-distance trips, particularly for trips on the Fredericksburg Line originating in Spotsylvania County and the City of Fredericksburg. The 2023 Master Agreement survey was conducted in October 2023, which is reflected in the jurisdictional subsidy breakdown in the FY 2025 budget. Survey results continue to show this trend in ridership.

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 reflects 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 2025 is \$18.3 million, the same amount that was contributed by the jurisdictions in FY 2021. The [allocation of the subsidy by jurisdiction utilizing the latest survey results is provided in the attachment](#).

In FY 2022, FY 2023 and FY 2024, the subsidy was reduced to provide relief to the jurisdictions, and the funding reduction was made up with additional use of 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. To extend the future availability of those federal funds, and in light of both contractual cost increases and inflation effects on operating costs, a return to the FY 2021 subsidy level is recommended.

### *Capital Budget and Six-Year Capital Improvement Program*

The FY 2025–2030 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. Given current estimates, total costs for projects in the FY 2025-2030 CIP (including all costs to complete) are approximately \$1.32 billion. Committed funding for these projects currently totals \$857 million (65% funded) from a range of federal, state, regional, and local sources. This figure includes up-to-date funding through FY 2024.

The overall outlook for the FY 2025-2030 CIP is generally positive, despite the impacts of the COVID-19 pandemic. Political and legislative actions in recent years – including the creation of the dedicated CROC 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. The economy-wide inflation experienced from mid-2021 through mid-2023 has impacted the cost of both materials and labor, and certain key near-term projects are still partially unfunded. While CROC and Capital Reserve funds may be available to fill some gaps, an ongoing VRE priority for FY 2025 will be to continue to work with local, state and other partners to identify and secure 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 portion of the total unfunded amount in the CIP.

The attached [FY 2025-2030 Capital Improvement Program charts](#) are categorized by program area and funding type.

### *FY 2024 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 in the post-pandemic environment, the amended FY 2024 operating budget includes some material differences from the original approved version with respect to revenues. The major revisions to the FY 2024 budget are explained in the attached [VRE memorandum](#).

### **C. 2024 VRE Operations Board Officers**

At the December 15 Operations Board meeting, the following slate of officers was approved for 2024:

Chair: Meg Bohmke (PRTC)  
Vice-Chair: Sarah Bagley (NVTC)  
Secretary: Ralph Smith (PRTC)  
Treasurer: Dan Storck (NVTC)  
At-Large: Andrea Bailey (PRTC)

Installation of the 2024 VRE Officers will take place at the January 2024 VRE Operations Board meeting. According to the VRE By-Laws, 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.

For 2024, VRE added an At-Large member to the slate of officers to serve on the VRE Executive Committee. Last year, the VRE By-Laws committee met several times during the year to discuss if changes to the VRE Operations Board By-Laws were needed to adjust the membership of the Executive Committee to better ensure a balance is maintained of the interests of the two Commissions, that the interests of the citizens patronizing the VRE are better represented, and/or to better ensure a balance is maintained of the interests of all VRE jurisdictions and their citizens. Ultimately, the committee found changes to the By-Laws 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.

### **D. Crystal City Station Improvement Project**

At the December 15 Operations Board meeting, VRE staff gave a [presentation](#) updating the Board on the [Crystal City Station Improvement project](#). 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. This project is related to and must be coordinated with the Alexandria Fourth Track project between AF and RO interlockings and the Long Bridge Capacity Improvements, part of Transforming Rail in Virginia (TRV) initiative.

# CEO REPORT

## DECEMBER 2023



# 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 2023

## TABLE OF CONTENTS

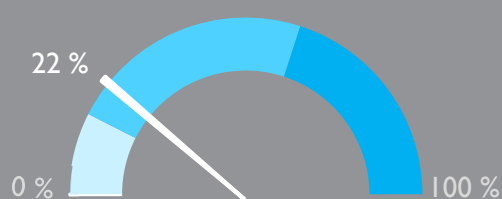
PERFORMANCE AT A GLANCE .....	3
ON-TIME PERFORMANCE .....	4
AVERAGE DAILY RIDERSHIP .....	6
SUMMONSES ISSUED .....	7
TRAIN UTILIZATION .....	8
PARKING UTILIZATION .....	9
FACILITIES UPDATE.....	10
UPCOMING PROCUREMENTS .....	11
CAPITAL PROJECTS UPDATES .....	12



VIRGINIA RAILWAY EXPRESS  
A better way. A better life.

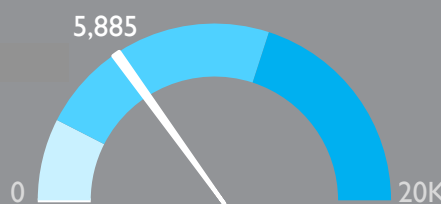


# PERFORMANCE AT A GLANCE



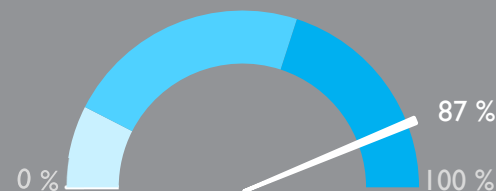
## PARKING UTILIZATION

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



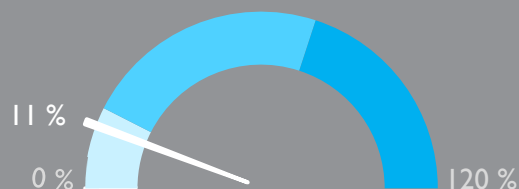
## AVERAGE DAILY RIDERSHIP

The average number of boardings each operating day inclusive of Amtrak Step-Up boardings and reduced, "S" schedule, service.  
Same month, previous year: 5,844



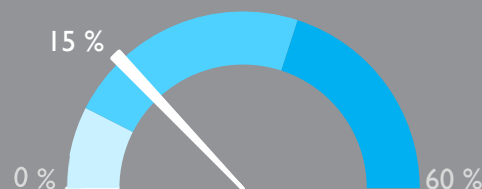
## ON-TIME PERFORMANCE

Percent of trains arriving at their destination within 5 minutes of the schedule.  
Same month, previous year: 83%



## SYSTEM CAPACITY

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



## OPERATING RATIO

*Through October 2023*

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

**November 2023**

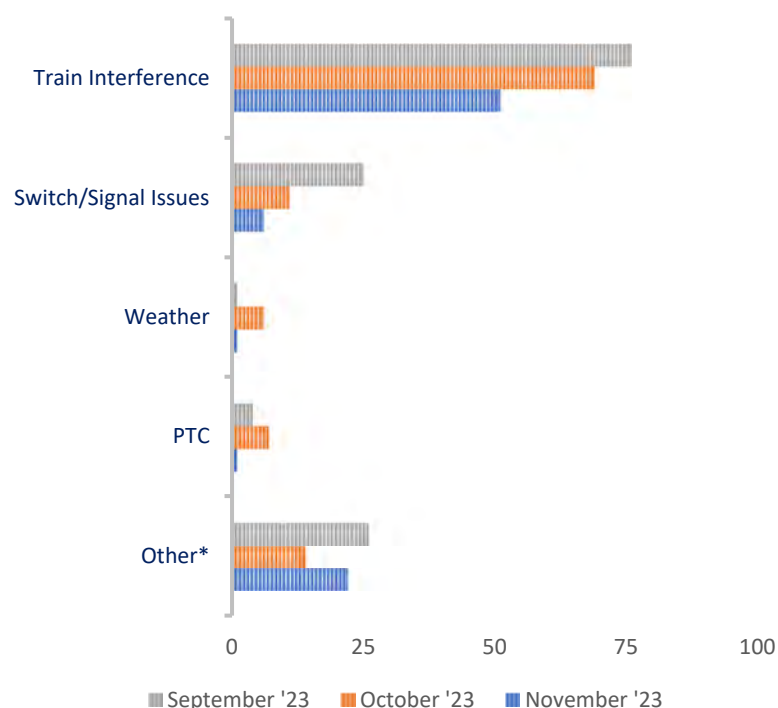


# ON-TIME PERFORMANCE

## OUR RECORD

	November 2023	October 2023	November 2022
Manassas Line	83%	80%	80%
Fredericksburg Line	91%	88%	87%
Systemwide	87%	84%	83%

## PRIMARY REASON FOR DELAY



VRE operated 634 trains in November. The on-time rate for the month was 87 percent.

Eighty-two trains arrived more than 5 minutes late to their final destinations. Of those late trains, 52 were on the Manassas Line (63 percent), and 30 were on the Fredericksburg Line (37 percent). The average delay was 16 minutes. Thirteen trains were more than 30 minutes late to their destination station.

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

## LATE TRAINS

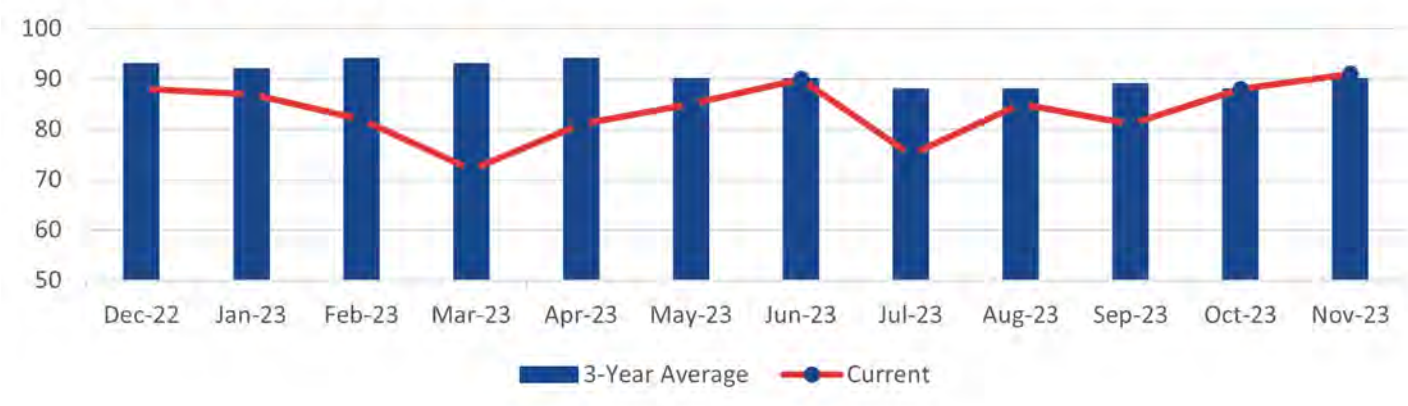
	System Wide			Fredericksburg Line			Manassas Line		
	Sept.	Oct.	Nov.	Sept.	Oct.	Nov.	Sept.	Oct.	Nov.
Total late trains	132	107	82	63	41	30	69	66	52
Average minutes late	16	21	16	16	18	12	15	23	18
Number over 30 minutes	15	19	13	7	6	0	8	13	13
Heat restrictions	5	0	0	5	0	0	2	0	0

# ON-TIME PERFORMANCE

## VRE SYSTEM



## FREDERICKSBURG LINE



## MANASSAS LINE





# AVERAGE DAILY RIDERSHIP

## VRE SYSTEM



## FREDERICKSBURG LINE



## MANASSAS LINE



## RIDERSHIP UPDATES

Average daily ridership for March was 5,885. There were 19 full-service days and two “S” schedule days.

	November 2023	October 2023	November 2022
Monthly Ridership	123,579	126,328	111,028
Average Daily Ridership	5,885	6,316	5,844
Bicycles on Trains	1,190	1,471	N/A
Full Service Days	19	20	19
“S” Service Days	2	0	0

## SUMMONSES ISSUED

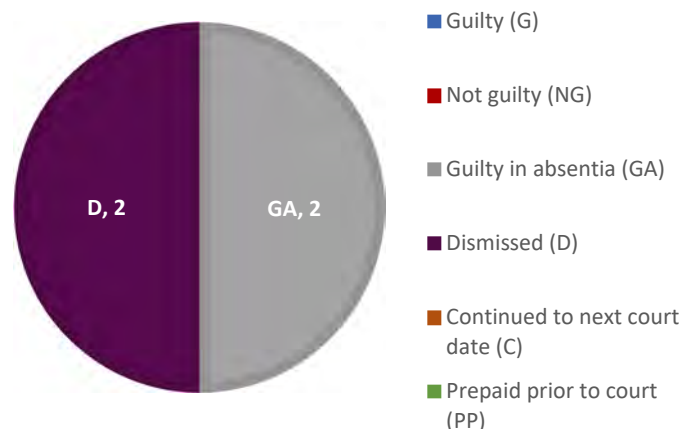
### VRE SYSTEM



### SUMMONSES WAIVED OUTSIDE OF COURT

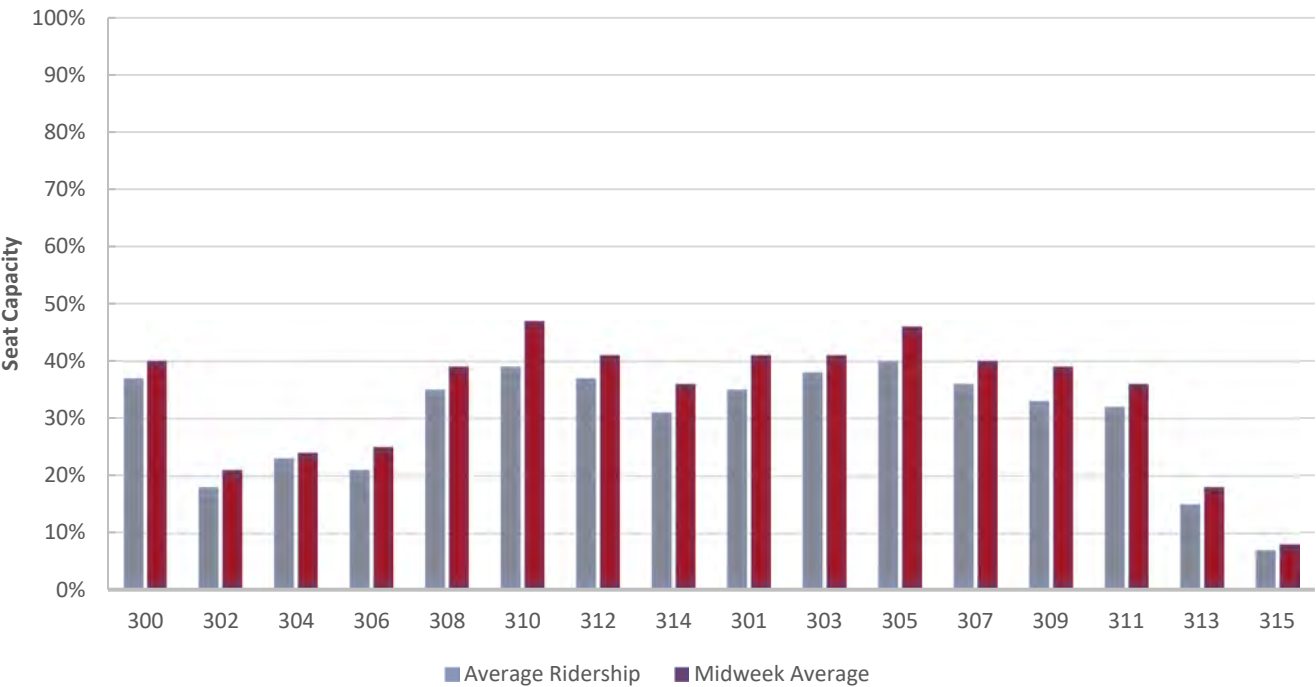
Reason for Dismissal	Occurrences
Passenger showed proof of a monthly ticket	0
One-time courtesy	0
Per the request of the conductor	0
Defective ticket	0
Per ops manager	0
Unique circumstances	0
Insufficient information	0
Lost and found ticket	0
Other	2
<b>Total Waived</b>	<b>2</b>

### MONTHLY SUMMONSES COURT ACTION

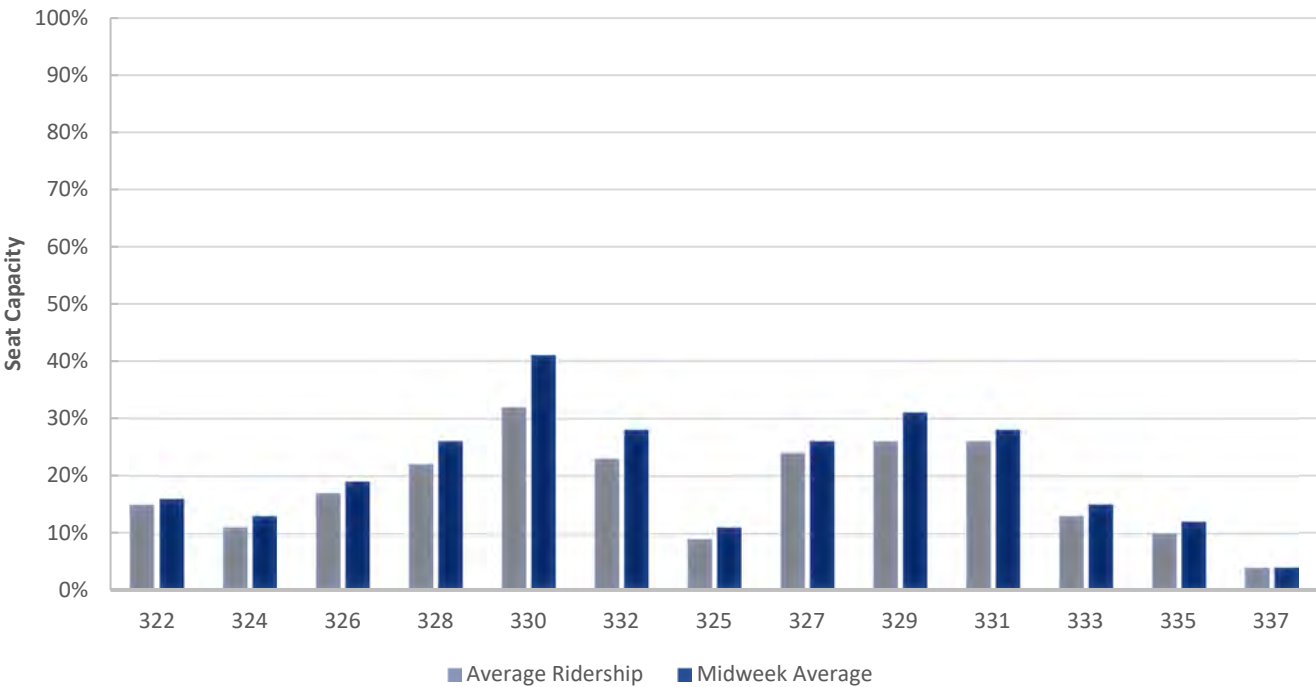


# TRAIN UTILIZATION

## FREDERICKSBURG LINE

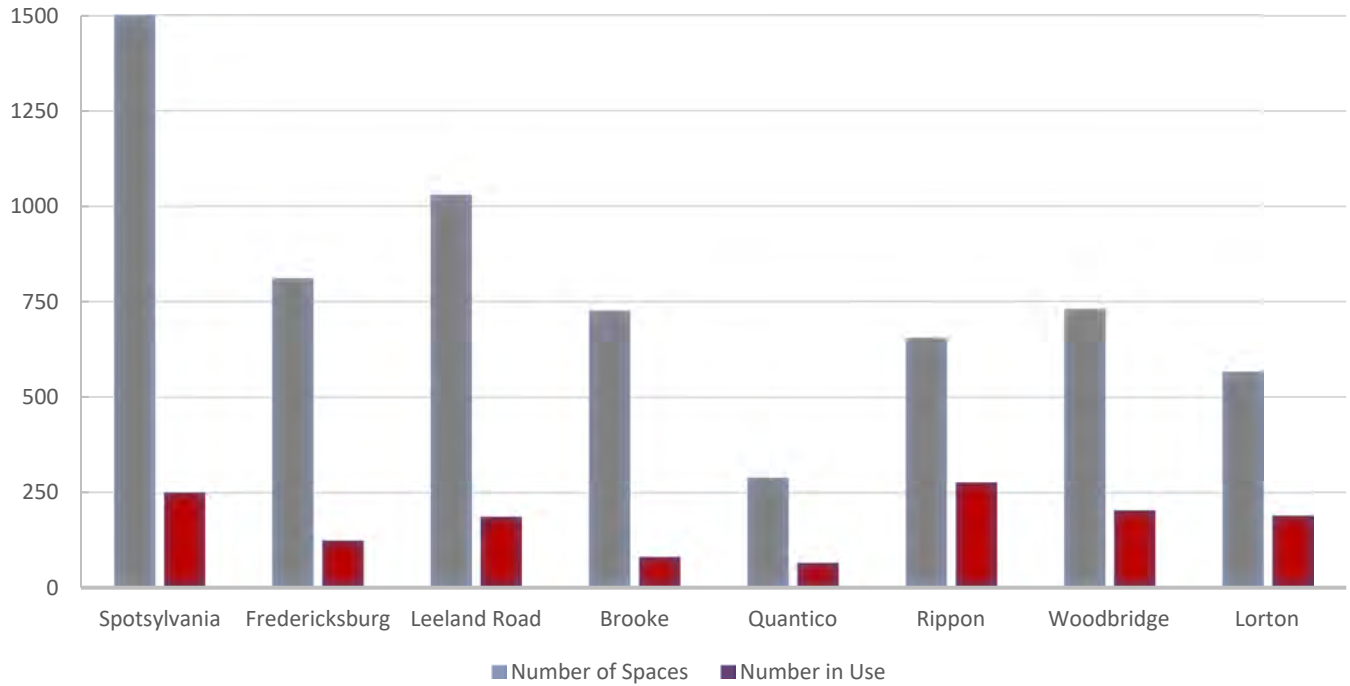


## MANASSAS LINE

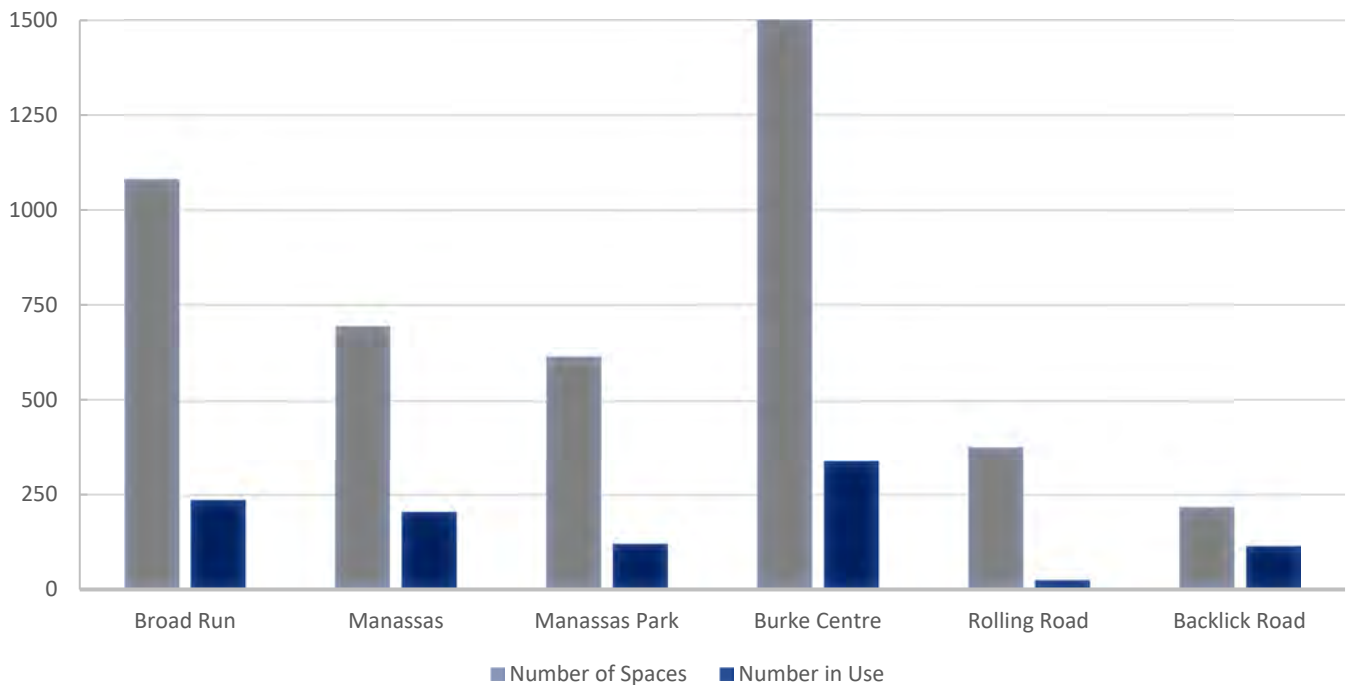


## PARKING UTILIZATION

### FREDERICKSBURG LINE



### MANASSAS LINE



# FACILITIES UPDATE

The following is a status update of VRE facilities projects.

## Completed projects:

1. Installation of additional "No Trespassing" signage at Woodbridge station
2. Repairs to steel railings at Brooke station
3. Replacement of electrical cabinet at Rolling Road station
4. Installation of "No Trespassing" signage at Spotsylvania parking lots



*Electrical cabinet exterior*



*Electrical cabinet interior*

## Projects scheduled to be completed this quarter:

1. Minor structural concrete repairs at Woodbridge station parking garage
2. Replacement of elevator machine room HVAC unit at Rippon station
3. Replacement of parking lot LED light fixtures at Spotsylvania station
4. Installation of underdrain, double swing gates and minor paving at Crossroads MASF
5. Installation of bird control netting at Rolling Road station
6. Replacement/installation of pathfinder signage for Franconia-Springfield, Lorton, Woodbridge, Rippon, Quantico, Backlick Road, Rolling Road, Burke Centre, Manassas Park, Manassas, and Broad Run stations
7. Installation of 988 Suicide & Crisis Lifeline signage on station inter-track fences, pending availability of CSX protection
8. Installation of No Trespassing signage at Rippon and Broad Run station parking lots
9. Installation of electric meter for two-way radio antenna system in Old Town Alexandria

## Projects scheduled to be initiated this quarter:

1. Minor repairs to concrete platform at Alexandria station
2. Replacement of LED lighting at Woodbridge station parking garage
3. Replacement of windscreen plexiglass panels at Lorton and Woodbridge stations
4. Repairs to electrical conduits at Brooke station
5. Replacement of existing lighting with LED lighting at Manassas station parking garage
6. Repairs to steel railings at Backlick Road, Burke Centre and Manassas Park stations

Ongoing projects:

1. Modernization of east elevator at Woodbridge station
2. Improvements to various elements of Quantico station building and grounds
3. Replacement of parking lot entrance signs at various stations

## UPCOMING PROCUREMENTS

1. Delivery of diesel fuel for VRE locomotives
2. Locomotive AR-10 parts
3. Overhaul / repair of locomotive air compressors
4. Construction management services for Alexandria Station improvements
5. Locomotive motor/braking transfer switches
6. State government relations services
7. Window gaskets for VRE railcars
8. Modernization of VRE Woodbridge Station east elevator
9. Construction of Alexandria Station improvements
10. Broad Run and Crossroads security camera system power and network infrastructure upgrade
11. Locomotive master controllers
12. Variable messaging system replacement



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	\$ 37,288,433.00	VRE reviewing the 90% Alexandria 4th track plans. Platform elevations to be updated accordingly. (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	\$ 139,381,862.00	VRE hosted a value engineering design charette on Nov. 27. Direction has been provided to consultant on what project elements should be advanced. (Dec.) Design charette to be held at end of November for a deep dive into the proposed value engineering changes as we strive to design to budget. (Nov)
Brooke Station Improvements	Design and construction of a platform extension up to 700 feet to accommodate full-length VRE trains.	Development	\$ 9,461,455.00	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)
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	\$ 68,900,900.00	Platform and north tunnel 60% plans complete. Design of stairwell and mezzanine advancing to 60%. 90% plans for VPRA's adjacent Alexandria 4th track project currently under review. (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	\$ 25,351,100.00	60% tunnel design received and under review by VRE. FTA confirmed project satisfied NEPA requirements for a Class II listed Categorical Exclusion. (Nov/Dec)

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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	\$ 11,480,622.00	Concrete repair/coatings ongoing. East platform railings scheduled. West platform concrete progressing. Structural steel sandblast/paint of existing station completed. (Dec) Concrete repair/coatings ongoing. East platform and step concrete almost complete. West platform demo/ reconstruction progressing. Sandblasting/painting of station near completion. (Nov)
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	Planning glass wall-enclosed work/meeting spaces adjacent to communications room. Researching available systems for review with upper management. (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	\$ 12,044,433.00	The project is funded through Virginia SMART SCALE. Funding is allocated for FY20 and 22. A funding agreement is pending. (Oct/Nov)
Leeland Road Station Improvements	Design and construction of a platform extension to accommodate full-length VRE trains.	Development	\$ 10,361,037.00	VRE has reengaged this project and returned it to the CIP budget for future years. Project schedule updates pending input from various stakeholders. (Oct/Nov)
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	Due the pandemic-related decrease in ridership and the pending L'Enfant Track and Station Improvements project, work on this project is suspended. (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	\$ 110,857,683.00	Notice to proceed issued and kick-off meeting held in October. (Dec) Operations Board authorized execution of the engineering and environmental services contract with VHB in September. (Oct/Nov)

- continued next page -

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	\$ 52,783,632.00	Remaining work to finalize oil water separators has been delayed due to lead time on parts. Should be completed in December. (Dec) Work anticipated this month to finalize alarm panel work on oil water separators. Revised deeds and plats to be delivered to county as well. (Nov.)
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.	Construction	\$ 34,662,764.00	Fill material being brought in to bring site to grade. Holes drilled and piles being set for western wall foundation. (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. (Oct/Nov)
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	\$ 137,362,557.00	Amtrak submitted the draft MOU for the project on November 17. It is currently being reviewed by VRE. (Dec) Draft MOU document still pending from Amtrak. Will review upon receipt. (Nov)
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	\$ -	Construction of the shared use garage is ongoing. Construction includes casting the three pedestrian bridge support concrete foundation piers that are adjacent to the garage building. (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	\$ 25,573,060.00	Tower/ped bridge/utilities completion ongoing. Site/civil/ drainage coordinating with CSX track schedule. CSX track work starting mid-December. Storm sewer installation near completion. (Dec) RW 13 complete/punchlist clean up close to complete. Tower/ ped bridge/utilities completion on going. Site/civil/drainage coordinating with CSX track schedule. (Nov)
Real-Time Multimodal Traveler Information System	The passenger experience will be enhanced through the provision of real-time train arrivals. Software upgrades are required to provide these real-time data feeds and integrate them 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.	Final Design	\$ 3,481,000.00	Scope of work with procurement. Drawings to be complete by 3/31/23. Contractor updating DIV specs. (Nov/Dec)
Security Cameras	Safety and security will be improved through the modernization and expansion of VRE's security camera system. New cameras will be placed at 22 locations.	Final Design	\$ 1,939,305.00	Operations Board approved contract with Genesys Impact, LLC of Washington, D.C. on July 21 (Nov/Dec)
Variable Messaging System Replacement	The effectiveness of VREoperations will be enhanced through the installation of new variable message signs (VMS) throughout the rail system. The new VMS system will allow VRE to communicate multi-modal transit data and general transit feed specification data to VDOT for use in its VMS system.	Final Design	\$ 1,000,000.00	Scope of work with procurement. Drawings to be complete by 3/31/23. Contractor updating DIV specs. (Oct/Nov)
Woodbridge Station Improvements	Expanded platforms will allow passengers to access trains from all station tracks.	Development	\$ 2,740,618.00	The scope and schedule for this project is being coordinated with the commonwealth's Transforming Rail in Virginia initiative, post-Phase 2 project. (Nov/Dec)

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

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## VIRGINIA RAILWAY EXPRESS

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[VRE.ORG](http://VRE.ORG)







## MINUTES

### VIRGINIA RAILWAY EXPRESS OPERATIONS BOARD MEETING

December 15, 2023

14700 Potomac Mills Road, Woodbridge, VA 22192

#### **Members Present**

\*Sarah Bagley (NVTC)  
 \*Andrea Bailey (PRTC)  
 \*Meg Bohmke (PRTC)  
 \*Margaret Franklin (PRTC)  
 \*Monica Gary (PRTC)  
 \*Lori Hayes (PRTC)  
 \*Takis Karantonis (NVTC)  
 \*Michael McLaughlin (VPRA)  
 \*Alanna Mensing (PRTC)  
 \*Daniel G. Storck (NVTC)  
 \*James Walkinshaw (NVTC)

#### **Jurisdiction**

City of Alexandria  
 Prince William County  
 Stafford County  
 Prince William County  
 Stafford County  
 Spotsylvania County  
 Arlington County  
 Commonwealth of Virginia  
 City of Manassas Park  
 Fairfax County  
 Fairfax County

#### **Members Absent**

Matt Kelly (PRTC)  
 Jeanine Lawson (PRTC)  
 Ralph Smith (PRTC)

City of Fredericksburg  
 Prince William County  
 City of Manassas

#### **Alternates Present**

#### **Alternates Absent**

Canek Aguirre (NVTC)  
 Victor Angry (PRTC)  
 Deborah Frazier (PRTC)  
 Libby Garvey (NVTC)  
 Jason Graham (PRTC)  
 Jeffrey C. McKay (NVTC)  
 Darryl Moore (PRTC)  
 Pam Sebesky (PRTC)  
 Emily Stock (DRPT)  
 Ann Wheeler (PRTC)  
 Pamela Yeung (PRTC)

City of Alexandria  
 Prince William County  
 Spotsylvania County  
 Arlington County  
 City of Fredericksburg  
 Fairfax County  
 City of Manassas Park  
 City of Manassas  
 Commonwealth of Virginia  
 Prince William County  
 Stafford County

\*Voting Member

\*\*Arrived/departed following the commencement of the Operations Board Meeting. Notation of exact arrival/departure time is included in the body of the minutes.

‡ Participated remotely via Webex in accordance with the Electronic Participation Policy

### **Staff and General Public**

Sarah Allred – Fairfax County  
Alex Buchanan – VRE  
Rich Dalton – VRE  
Anaya Farah - VRE  
Karen Finucan Clarkson – VRE  
Chris Henry – VRE  
Robert Hostelka – VRE  
John Kerins - Keolis  
Scott Kalkwarf – NVTC

Lezlie Lamb – VRE  
Steve MacIsaac – VRE Chief Counsel  
Kristin Nutter - VRE  
Dallas Richards – VRE  
Bob Schneider - PRTC  
Mark Schofield – VRE  
Alex Sugatan - VRE  
Joe Swartz – VRE

Chair Walkinshaw called the meeting to order at 9:03 a.m.; the roll call followed.

### **Safety Moment – 3**

CEO, Rich Dalton briefed attendees on safety procedures and assigned specific tasks to qualified staff members in case of an emergency.

### **Approval of the Agenda - 4**

Mr. Karantonis moved, with a second by Ms. Hayes, to approve the agenda as presented. There was no discussion on the motion. The vote in favor was cast by Members Bagley, Bailey, Bohmke, Gary, Hayes, Karantonis, McLaughlin, Mensing, Storck, and Walkinshaw.

### **Approval of the Minutes of the November 17, 2023 VRE Operations Board Meeting – 5**

Ms. Bailey moved, with a second by Ms. Gary, to approve the Minutes from November 17, 2023. The vote in favor was cast by Members Bagley, Bailey, Bohmke, Gary, Hayes, Karantonis, McLaughlin, Mensing, Storck, and Walkinshaw.

[Ms. Franklin arrived at 9:08 a.m.]

### **Chair's Comments – 6**

Chair Walkinshaw welcomed everyone to the December meeting. The Chair announced that registration for the Virginia Transit Association's annual "Transit + Rail Advocacy Day" had opened and noted there is to be a reception at Main Street Station in Richmond following the event.

Chair Walkinshaw recognized two departing Board Members, Mr. Kelly, and Ms. Lawson, and commended their years of service to VRE. Mr. Kelly and Ms. Lawson were not in attendance; however, the Chair reviewed their extensive history of accomplishments as Members of the VRE Operations Board.

### **Chief Executive Officer's Report – 7**

Mr. Dalton briefed the Operations Board on the following items of interest:

- Safety
- Performance
- Ridership

## **Public Comment Time – 8**

The Chair opened the floor for public comments. There were no speakers and no written comments had been submitted.

## **Action Items – 9**

### **Referral of the Amended FY 2024 and Recommended FY 2025 VRE Operating and Capital Budgets to the Commissions and Jurisdictions – 9A**

Ms. Bailey moved, with a second by Ms. Gary, to refer the amended FY 2024 and recommended FY 2025 VRE Operating and Capital Budgets to the commissions and jurisdictions for approval.

Following a brief presentation by VRE Chief Financial Officer, Mark Schofield, Board Members posed questions and made comments summarized below.

- Ms. Bagley asked how will SmartScale scoring changes impact VRE's CIP? Mr. Schofield indicated it wasn't expected to impact the projects VRE submits for consideration. Mr. Dalton and Mr. Swartz agreed and expanded on the topic.
- Mr. McLaughlin asked for clarification that the CIP as presented did not include VPRA access fee reimbursement, and Ms. Schofield confirmed it did not.
- The Chair asked what potential ways VRE can address unfunded aspects of capital projects? Staff responded applications would be made to various state and federal grant programs, with additional exploration of potential available options with the State for funding rolling stock.
- The Chair asked whether the 8.7% increase in the Operating Budget is driven by contractual increases or service expansion. Staff indicated that both were causes, but that contractual increases account for the majority of the budget increase.
- Mr. Karantonis asked what the basis was for the preliminary ridership projections for Saturday service, and will it drive the need for new equipment? Mr. Dalton indicated the projected need for new rolling stock is more due to equipment approaching the end of useful life. Mr. Schofield indicated the ridership projections came from work on the 2030 and 2050 system plans.
- Ms. Hayes expressed concern about VRE returning to the pre-pandemic jurisdictional subsidy when ridership has not returned to pre-pandemic levels. Ms. Hayes expressed opposition to the elimination of youth fares and indicated she was unconvinced it would result in increased ridership. The Chair responded that jurisdictional subsidy is lagging inflation, and that all costs at the jurisdictions have risen over this period. He warned of future large potential increases in subsidies in the future. There were comments from other Members in support of positioning VRE to compete economically for families' use. It was noted by some that making VRE cost-prohibitive for families would result in the loss of potential revenue collected in adults' fares.
- Ms. Hayes stated she preferred VRE use more of its federal relief funds before returning to pre-pandemic jurisdictional subsidy levels. Mr. Storck commented that he would prefer VRE keep a reserve of relief monies for future needs.
- Ms. Bohmke stated she prefers the idea of keeping a reserve of relief funds and supports returning to pre-pandemic subsidy levels.
- Ms. Bohmke asked Mr. Schofield to elaborate on the need for three new FTEs for positions in IT and Facilities. Mr. Schofield responded that VRE has made substantial improvements in technology and infrastructure, and the added employees would be utilized to support those investments.

- Speaking to Ms. Hayes' concerns, Ms. Mensing spoke of the need to return to the pre-pandemic subsidy structure and noted her discussions with constituents highlights VRE as an amenity to residents and potential residents.
- Ms. Hayes stated her objection to normalizing the subsidy for FY 2025 is based on the needs of her county.

The vote in favor was cast by Members Bagley, Bailey, Bohmke, Cristol, Franklin, Gary, McLaughlin, Mensing, Storck, and Walkinshaw. Ms. Hayes voted in opposition to the motion.

#### Approval of the 2024 VRE Officers – 9B

Chair Walkinshaw moved, with a second by Ms. Hayes, to approve the following nominees for 2024 VRE Officers: Ms. Bohmke for Chair, Ms. Bagley for Vice-Chair, Mr. Smith for Secretary, Mr. Storck as Treasurer, and Ms. Bailey At-Large.

The vote in favor was cast by Members Bagley, Bailey, Bohmke, Cristol, Franklin, Gary, Hayes, McLaughlin, Mensing, Storck, and Walkinshaw.

#### Authorization to Issue an MEC VII Task Order for Engineering Oversight for New Passenger Railcars Phase III – 9C

Mr. Karantonis moved, with a second by Ms. Bagley, to authorize the CEO to issue a task order to STV, Inc. for engineering oversight of new passenger railcars under the Mechanical Engineering Consulting Contract.

The vote in favor was cast by Members Bagley, Bailey, Bohmke, Cristol, Franklin, Gary, Hayes, McLaughlin, Mensing, Storck, and Walkinshaw.

#### Authorization to Execute a Contract for Locomotive Layover Battery Charging Systems – 9D

Ms. Hayes moved, with a second by Ms. Gary, to authorize the CEO to execute a contract with Dina Consulting & Design, LLC for locomotive layover battery charging systems.

The vote in favor was cast by Members Bagley, Bailey, Bohmke, Cristol, Franklin, Gary, Hayes, McLaughlin, Mensing, Storck, and Walkinshaw.

#### Authorization to Extend a License Agreement for the Lease of Tower Space for the VHF Radio Communications System – 9E

Vice Chair Bohmke moved, with a second by Ms. Bagley, to authorize the CEO to extend a license agreement with American Towers, Inc., for the lease of space on their cell tower located in Fairfax Station, Virginia for a period of five years. The vote in favor was cast by Members Bagley, Bailey, Bohmke, Cristol, Franklin, Gary, Hayes, McLaughlin, Mensing, Storck, and Walkinshaw.

[Ms. Bailey left the meeting at 10:35 a.m.]

#### Information Items – 10

##### Spending Authority Report – 10A

The December Spending Authority Report outlined purchases greater than \$50,000 but less than \$200,000 made in November 2023.

### Crystal City Project Update – 10B

VRE Staff briefed the Operations Board on the status of the Crystal City VRE Station Improvements Project.

### Members Time – 11

Members wished everyone happy holidays.

Mr. McLaughlin recapped news that Virginia has secured funding for the next phase of the Long Bridge project.

In final comments, CEO Rich Dalton announced the retirement of 20-year VRE employee Theresa Stevenson; the graduation of VRE associate accountant Alicia Lewis with her bachelor's degree; and the departure of Director of IT, Robert Hostelka after 8.5 years.

Chair Walkinshaw thanked Mr. Dalton and VRE staff for their support and hard work and congratulated staff for their accomplishments in 2023.

The meeting adjourned at 10:57 a.m.

Approved this 19<sup>th</sup> day of January 2024.

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Meg Bohmke  
Chair

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Ralph Smith  
Secretary

### CERTIFICATION

This certification hereby acknowledges the minutes for the December 15, 2023 Virginia Railway Express Operations Board Meeting have been recorded to the best of my ability.



Lezlie M. Lamb

**RESOLUTION #2531**

- SUBJECT:** Adopt and Refer the Amended VRE FY 2024 and Recommended FY 2025 Operating and Capital Budgets to the Commissions and Participating and Contributing Jurisdictions
- WHEREAS:** The VRE Master Agreement requires the Northern Virginia Transportation Commission (NVTC) and the Potomac and Rappahannock Transportation Commission (PRTC) (“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 Fiscal Year 2025 Operating and Capital Budget within the guidelines developed in cooperation with the staff representatives of the local jurisdictions;
- WHEREAS:** The Amended Fiscal Year 2024 and Recommended Fiscal Year 2025 budgets reflect the continuing impacts of the COVID-19 pandemic which began in March 2020 and has 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 service reductions;
- WHEREAS:** VRE staff recommends a budget based on a service level of 32 weekday daily revenue trains and 12 daily trains on Saturdays and average daily ridership 8,500 trips and 1,000 Saturday trips, respectively;
- WHEREAS:** Planned Saturday service is contingent upon VRE reaching agreement with the host railroads and operations and maintenance contractor;
- WHEREAS:** The operating budget includes two new full-time positions to support VRE’s expanded facility maintenance programs and to ensure continued high-quality information technology infrastructure and cybersecurity;
- WHEREAS:** The Fiscal Year 2025 budget includes a 5% increase in passenger fares over Fiscal Year 2024 fares;
- WHEREAS:** The Fiscal Year 2025 budget includes additional changes to the VRE Tariff including a flat \$5.00 fare for travel entirely within Zones 1 to 3 with associated multi-ride fares; the elimination of the seven-day weekly pass; and the elimination of the youth discount ticket and the extension of free rides to all children age 18 and under;



**WHEREAS:** In accordance with its Public Participation Policy, VRE has held public hearings across the VRE service area and solicited public comment on the recommended Fiscal Year 2025 fare changes;

**WHEREAS:** In accordance with its Major Service Change and Fare/Service Equity Policy, VRE has conducted a Title VI analysis on the recommended Fiscal Year 2025 fare increase and determined that the fare increase will not have a disparate impact based on race, color or national origin, nor will it have a disproportionate burden on low-income populations;

**WHEREAS:** The Fiscal Year 2025 budget recommends a total jurisdictional subsidy contribution of \$18,300,780, equal to the subsidy contribution in Fiscal Year 2021; 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 2025 VRE Operating and Capital Budget in the following amounts and authorizes this budget be forwarded to the participating and contributing jurisdictions for inclusion of their respective shares in their budgets and appropriations in accordance with the Master Agreement:

Operating Budget	\$118,425,230
Capital Budget	<u>\$ 87,285,283</u>
Total Operating and Capital	\$205,710,513

**BE IT FURTHER RESOLVED** that NVTC adopts the amended FY 2024 VRE Operating and Capital Budget in the following amounts:

Operating Budget	\$108,946,488
Capital Budget	<u>\$ 95,616,081</u>
Total Operating and Capital	\$204,562,569

**BE IT FURTHER RESOLVED** that NVTC hereby authorizes amendments to the VRE Passenger Tariff to increase base fares by 5%; to institute a flat \$5.00 fare for travel entirely within Zones 1 to 3 with associated multi-ride fares; to eliminate the seven-day weekly pass; and to eliminate the youth discount ticket and extend free rides to all children aged 18 and under.

**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 2024 and Recommended FY 2025 Operating Budgets not achieve a 50% recovery of operating expenses from passenger fares.

**BE IT FURTHER RESOLVED** that NVTC hereby concurs with the VRE Operations Board and hereby authorizes the VRE chief executive officer, following the approval of the FY 2025 Operating and Capital Budget by the Commissions, to initiate recruitment and hiring activities for the two new VRE employee positions prior to the start of the fiscal year on July 1, 2024.

**BE IT FURTHER RESOLVED** that NVTC hereby 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 Transit Improvement Program and grants for FY 2024 and FY 2025, the anticipated revenues from which have already been incorporated in the VRE budgets.

**BE IT FURTHER RESOLVED** that NVTC hereby authorizes its executive director to submit to the Commonwealth the approved VRE budget as part of any FY 2025 state grant or other funding applications, the anticipated revenues from which have already been incorporated in the VRE budgets.

Approved this 4<sup>th</sup> day of January 2024.

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Chair

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Secretary-Treasurer



VIRGINIA RAILWAY EXPRESS

# Fiscal Year 2025

Recommended Budget for Fiscal Year 2025

Amended Budget for Fiscal Year 2024

Six-Year Capital Improvement Program

# Table of Contents

## **Recommended Budget for Fiscal Year 2025**

Introduction	5
Mission Statement	8
Goals for Fiscal Year 2025	9
Financial & Debt Management Principles	10
Commuter Rail Operating & Capital (CROC) Funding	14
FY 2025 Budget Assumptions & Summary	16
FY 2025 Subsidy by Jurisdiction	18
FY 2025 Summary Recommended Budget	20
FY 2025 Sources & Uses of Funds	21

## **Amended Budget for Fiscal Year 2024**

FY 2024 Budget Amendments	25
FY 2024 Amended Budget Sources & Uses of Funds	27

## **Six Year Financial Forecast FY 2025-2030**

Introduction	29
FY 2025-2030 Six Year Financial Forecast	30

## **Capital Improvement Program FY 2025-2030**

Introduction	32
Description of CIP	33
Capital Financial Outlook	35
CIP Projects Sheets	38
Asset Management/State of Good Repair	42
Information Technology	47
Passenger Station Facilities	49
Rolling Stock	62
Station Parking	66
Maintenance & Storage Facilities	69

# Table of Contents

## Appendices & Additional Information

VRE Staff Organizational Chart	76
Jurisdictional Contribution Allocation	77
FY 2025 Departmental Budget	78

# **Recommended Budget for Fiscal Year 2025**





# 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 2025 VRE Operating and Capital Budget was initially prepared for review at the September 2023 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 2023 and the Commissions in January 2024.

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 2025 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 2025 VRE Budget was also developed with a focus on the implementation of VRE's planned inaugural start of Saturday train service, which is contingent upon VRE reaching agreement with its host railroads and operations and maintenance contractor; simplifying and streamlining VRE's fare options and policies; supporting a focus on return of ridership following the COVID-19 pandemic; and identifying cost savings opportunities. 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 2025 Operating and Capital Budget totals \$205.7 million. The budget includes a 5% fare increase and projects average weekday daily ridership of 8,500 passengers and average Saturday ridership of 1,000 passengers, which results in \$23.0 million of total fare revenue. These projections reflect the ongoing ridership trends since the end of the COVID-19 pandemic and remain 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 \$2.3 million over the FY 2024 budget amount of \$16,000,000.

The FY 2025 budget includes several changes to VRE fares and fare policies:

- A 5% increase in passenger fares
- Making the current Zone 1-3 promotional \$5.00 flat fare permanent (with associated multiride fares).
- Simplification of the fare structure via elimination of the under-utilized seven-day weekly pass
- Allowing children 18 and under to ride free, with concurrent elimination of the VRE Youth discount for children aged 11 to 18 (riders under age 11 ride free currently).
- Restoration of the Amtrak Step-Up ticket program on VRE Mobile only (due to changes in requirements by Amtrak regarding passenger manifests). Final parameters of the program, including the rider-facing cost, remain to be determined through ongoing discussions with Amtrak and the Commonwealth of Virginia. VRE has received I-395/95 Commuter Choice funding to support the restart of this program.

The FY 2025 VRE Budget reflects a change in how the Commonwealth of Virginia supports VRE. Prior to FY 2025, VRE was a participant in the State's MERIT program, where VRE would receive operating subsidy funds based on certain performance criteria, while separately applying for matching grants for VRE's capital program. As of FY 2025, VRE will instead receive up to 3.5% of the Commonwealth Mass Transit Fund (MTF). This dedicated funding amount will cover both operating subsidy and capital grant matching needs.

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. Increases for key expense areas such as right of way and station access fees, train operations, and maintenance of equipment are projected to be lower in FY 2025 than in FY 2024 due to lower projected or actual contractual cost-driver rates, such as the Consumer Price Index (CPI). Diesel fuel costs are also expected to be less volatile and similar to recent years based on the market outlook. In addition, recent increases to liability and property insurance premiums, as well as new insurance needs (e.g., cyber insurance) are expected to be sustained in the FY 2025 operating budget.

The capital projects included in the FY 2025 to FY 2030 CIP are prioritized with an emphasis on regulatory requirements, the maintenance of equipment and facilities to support current service levels, and provisions for employee and 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 2025 to FY 2030 CIP is generally positive. VRE remains in a period of project implementation that will last for several 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 (CROC) funds. VRE, with NVTC as the issuer, successfully completed the sale of 30-year revenue bonds backed by CROC 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 2025 budget includes \$15 million of annual CROC funds supporting \$7.5 million of annual debt service and \$7.5 million in pay-as-you-go capital contributions 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 2025

- 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 2025. VRE's goal for FY 2025 is to continue to provide a safe and reliable transportation option for our region that is available to riders as they return to work after the pandemic, as well as developing opportunities to service new and alternative ridership markets.
- Achieve at least 90 percent on-time performance for train operations.
- Achieve at least 8,500 average weekday daily ridership for the year, and 1,000 average Saturday ridership (contingent upon VRE reaching agreement with its host railroads and operations and maintenance contractor for Saturday service) with ridership increasing over the course of the year as the national and regional economies continue to grow and more employees return to working in office locations.
- Achieve or maintain the following financial ratios:
  - Debt service as a percent of annual budget not greater than 20%.
  - 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.
  - The percentage 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.
  - 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 slightly over the \$10 million requirement.

# Financial & Debt Management Principles

## (Adopted November 2013 & 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. CROC 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. CROC 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 CROC Fund. This \$15 million of dedicated funding is then disbursed from the CROC 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 CROC funds. The agreement states that NVTC will serve on behalf of both Commissions as the recipient of all CROC funds and describes how CROC 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 CROC 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 Virginia Passenger Rail Authority (VPRA).

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 CROC (\$7.5 million) will continue to be committed to debt service, but VRE will regain control over the other half.



## Policy Statement

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 CROC 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 CROC 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 CROC backed debt on expected cash flows in the CROC Fund and to test compliance with financial ratios applicable to CROC 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 CROC 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 CROC Fund.
  - Total debt service supported by CROC revenue shall not exceed 66% of the CROC 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 CROC debt.
  - VRE will target annual debt service coverage (the ratio of annual CROC 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 CROC portion of VRE's financial operations of approximately two to three months of budgeted, annual CROC 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 CROC 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 CROC debt.



# Commuter Rail Operating and Capital (CROC) Fund

In 2018, the Virginia legislature approved the creation of the Commuter Rail Operating and Capital (CROC) Fund. CROC funding is critical to addressing VRE's current and future investment needs and to delivering planned capacity expansion projects. CROC 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." CROC 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. CROC funding may be used as matching funds for state and federal grants.

In addition to creating CROC, the Virginia legislature also authorized changes to the regional fuels taxes collected by the two Commissions. From the total fuels tax revenues that are generated in the Commissions' jurisdictions, \$15 million is dedicated annually to the CROC Fund. This \$15 million of dedicated funding is then disbursed from the CROC Fund to VRE for its use on operating and capital projects. CROC 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 CROC funds. The agreement establishes that NVTC will serve on behalf of both Commissions as the recipient of all funds from the CROC Fund and that project prioritization and programming of the CROC 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 CROC funds (covering fiscal years 2019, 2020, and 2021) towards its L'Enfant and Crystal City station improvement projects as well as the Track 22 rehabilitation project at Washington Union Station in conjunction with Amtrak.

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 CROC 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 30-year, double-A rated tax-exempt bonds generated approximately \$119 million in net proceeds that were then transferred to VPRA in July 2022.

# Fiscal Year 2025 Budget



# FY 2025 Budget Assumptions & Summary

The FY 2025 Operating and Capital Budget totals \$205.7 million. FY 2025 budgeted operating expenses of \$118.4 million are higher than the prior year by \$9.5 million, an increase of 8.7%, reflecting the planned inaugural implementation of Saturday VRE Service. The introduction of this planned new service is contingent upon VRE reaching agreements with its host railroads and operations and maintenance contractors. Increased insurance and access and operating contractual costs are balanced by projected revenue sources and the ongoing use of Federal pandemic relief funds. Major assumptions are as follows:

- Total jurisdictional contribution of \$18,300,780, returning to the subsidy level from FY 2021. This is an increase of \$2.3 million over the FY 2024 budget amount of \$16,000,000.
- Planned inaugural implementation of Saturday VRE service with a service plan of 12 daily revenue trains: three northbound and three southbound each on the Manassas and Fredericksburg lines on Saturdays.
- A 5% increase in passenger fares. Fare revenue is budgeted at \$23.0 million based on a projected weekday average daily ridership of 8,500 and 32 daily weekday revenue trains, and a projected 1,000 average daily riders for the planned Saturday service of 12 revenue trains.
- Revenue projections also include several changes to VRE's fares, including:
  - Making the current Zone 1-3 promotional \$5.00 flat fare permanent (with associated multiride fares).
  - Simplification of the fare structure via elimination of the under-utilized seven-day weekly pass
  - Allowing children 18 and under to ride free, with concurrent elimination of the VRE Youth discount for children aged 11 to 18 (riders under age 11 ride free currently).
  - Restoration of the Amtrak Step-Up ticket program on VRE Mobile only (due to changes in requirements by Amtrak regarding passenger manifests). Final parameters of the program, including the rider-facing cost, remain to be determined through ongoing discussions with Amtrak and the Commonwealth of Virginia. VRE has received I-395/95 Commuter Choice funding to support the restart of this program.
- Total FY 2025 state assistance is projected at \$16.0 million, with \$8.3 million programmed to support the operating budget and the remaining \$7.7 million to be used for required capital grant matching. This reflects VRE's departure from the State MERIT funding program and the start in FY 2025 of VRE receiving up to 3.5% of the Commonwealth Mass Transit Fund (MTF).
- Diesel fuel expense is projected at \$5.9 million, based on an average cost per gallon of \$3.25 and projected usage of 1.83 million gallons, inclusive of the planned new Saturday service. This is an increase of \$0.8 million over the original FY 2024 budgeted amount, which did not include planned Saturday service.
- Track access fees across all three host railroads of \$24.9 million, based on estimated or actual contractual amounts, inclusive of the new Saturday service. Reimbursement funding from VPRA for track access fees is budgeted at 84%, or \$20.9 million, unchanged from the reimbursement percentage received in FY 2024.



- Two additional FTE staff proposed in FY 2025, a Facilities Maintenance position and an IT Support position with a focus on Cybersecurity.
- Required contractual increases for train operations and maintenance of equipment budgeted at a net increase of \$1.9 million reflecting the planned addition of Saturday service, projected cost savings opportunities for existing weekday services and a contractual CPI increase of 3.24%.
- Operating contingency at 2.0% of the operating budget, reflecting no change in rate from the 2.0% budgeted for FY 2024.
- Budgeted insurance premium costs increased by \$0.4 million, or 5.5%, due to ongoing evaluation of VRE's needs and changes in the global insurance marketplace.
- In total, net departmental operating expenses increased by 6.2%, or an increase of \$2.5 million compared to FY 2024. This is primarily due to projected costs related to planned implementation of Saturday service and annual major contractual cost increases offset by budget reductions in several areas.
- Federal 5307 (Urbanized Area) and 5337 (State of Good Repair) funding of \$43.1 million, in accordance with the most recent split letter provided to the Federal Transit Administration.
- 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 historical 34% funding for some older New York Avenue Midday Storage Facility and Washington Union Station improvement project grants.
- Contribution to the Capital Reserve of \$3.0 million.



# FY 2025 Subsidy by Jurisdiction

The FY 2025 budget returns the total jurisdictional contribution amount to the same level as 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.

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 subsidy allocation would remain at FY 2021 allocation percentages for all jurisdictions.

VRE and PRTC staff were able to resume the survey for FY 2024, which occurred in November 2022. For the FY 2025 budget, the survey was again successfully completed in October 2023. The results of this survey were used to calculate the allocation of the FY 2025 jurisdiction contributions.

The FY 2025 jurisdictional subsidy is as follows (see next page):

## Subsidy by Jurisdiction FY 2021-2025 and Ridership Survey Results

Jurisdiction	FY 2021		FY 2022 Amended		FY 2023		FY 2024		FY 2025 Recommended		Change FY24 to FY25
	Subsidy	Percent	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%	\$ 5,005,547	31.3%	\$ 5,473,928	29.9%	\$ 468,381
Prince William County	5,930,777	32.4%	1,541,501	32.4%	4,389,276	32.4%	4,924,666	30.8%	5,468,148	29.9%	\$ 543,482
Stafford County	2,477,175	13.5%	643,856	13.5%	1,833,319	13.5%	2,306,625	14.4%	2,782,517	15.2%	\$ 475,892
Spotsylvania County	1,503,754	8.2%	390,849	8.2%	1,112,905	8.2%	1,813,436	11.3%	2,218,752	12.1%	\$ 405,316
Manassas	807,234	4.4%	209,813	4.4%	597,421	4.4%	659,532	4.1%	760,700	4.2%	\$ 101,168
Fredericksburg	367,089	2.0%	95,412	2.0%	271,677	2.0%	518,584	3.2%	698,263	3.8%	\$ 179,679
Manassas Park	468,364	2.6%	121,735	2.6%	346,629	2.6%	450,426	2.8%	531,102	2.9%	\$ 80,676
Arlington	218,219	1.2%	56,719	1.2%	161,500	1.2%	190,784	1.2%	218,219	1.2%	\$ 27,435
Alexandria	149,151	0.8%	38,767	0.8%	110,384	0.8%	130,400	0.8%	149,151	0.8%	\$ 18,751
<b>TOTAL</b>	<b>\$ 18,300,780</b>	<b>100%</b>	<b>\$ 4,756,658</b>	<b>100%</b>	<b>\$ 13,544,122</b>	<b>100%</b>	<b>\$ 16,000,000</b>	<b>100%</b>	<b>\$ 18,300,780</b>	<b>100%</b>	<b>\$ 2,300,780</b>

Jurisdiction	October 2019		October 2020		October 2021		November 2022		October 2023	
	Riders	Percent	Riders	Percent	Riders	Percent	Riders	Percent	Riders	Percent
Fairfax County	2,449	25.9%	No Survey Performed		No Survey Performed		846	23.4%	944	23.8%
Prince William County	2,752	29.1%					977	27.0%	1,056	26.7%
Stafford County	1,520	16.1%					537	14.9%	603	15.2%
Spotsylvania County	1,079	11.4%					501	13.9%	541	13.7%
Manassas	399	4.2%					136	3.8%	151	3.8%
Fredericksburg	287	3.0%					139	3.8%	164	4.1%
Manassas Park	229	2.4%					93	2.6%	106	2.7%
Other	734	7.8%					385	10.7%	398	10.0%
	9,449	100%					3,614	100%	3,962	100%

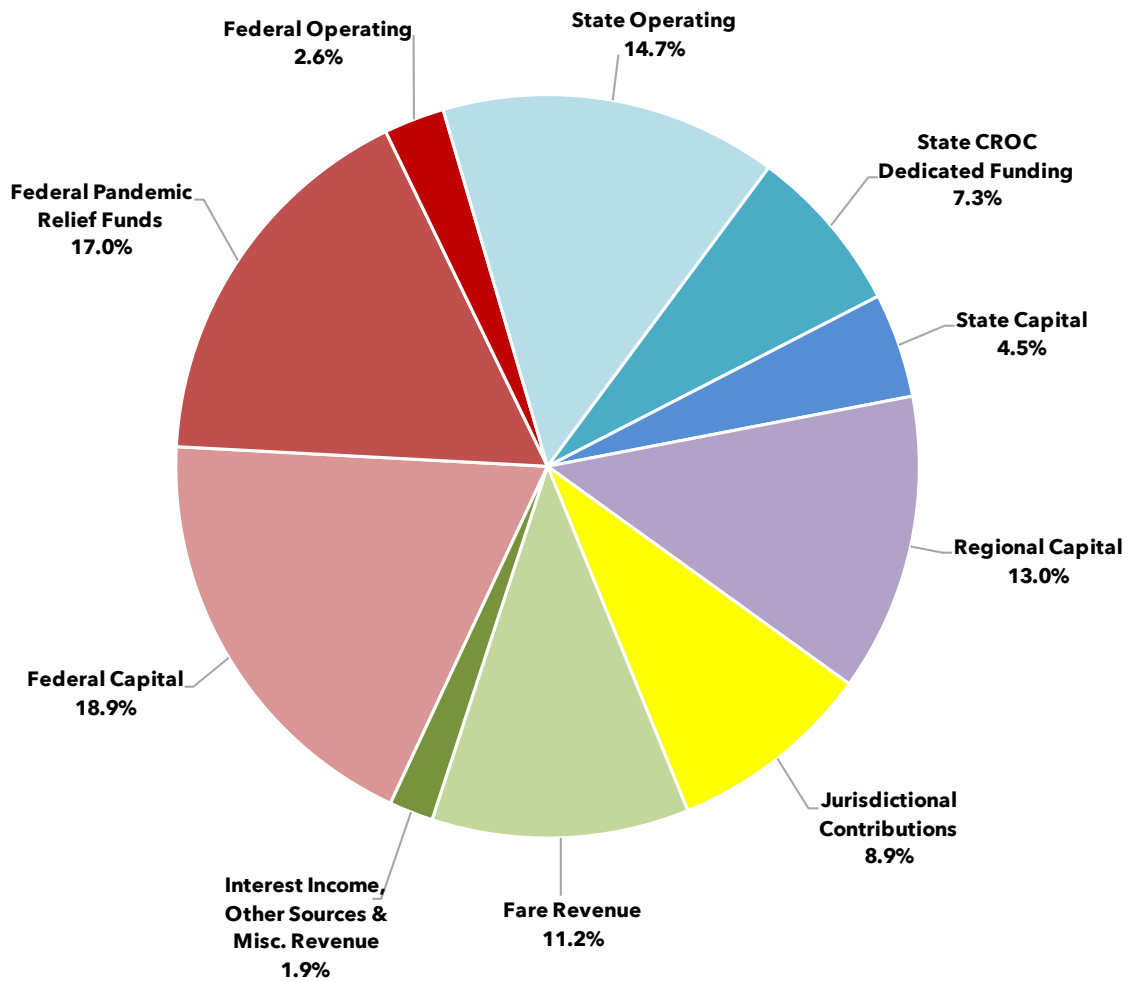
# FY 2025 Summary Recommended Budget

	Approved FY 2024		Recommended FY 2025		Year to Year Changes
	FY 2024 Operating	FY 2024 Capital	FY 2025 Operating	FY 2025 Capital	
Revenue:					
Fare Revenue	\$ 28,640,000		\$ 23,010,000		\$ (5,630,000)
Miscellaneous Revenue	150,000		194,000		44,000
Jurisdictional Contributions	10,555,851	5,444,149	13,416,160	4,884,620	2,300,780
Other Sources (Use of Prev. Surplus)	-	-	-	-	-
Regional (NVTC/NVTA) Grant Funding	-	7,900,000	-	26,686,281	18,786,281
State CROC Dedicated Funding	7,496,000	7,504,000	7,495,000	7,505,000	-
Federal/State Subsidy - Operating (include PRF)	61,104,637		70,560,070		9,455,433
Federal/State Subsidy - Capital		60,909,307		48,209,382	(12,699,925)
Operating/Capital Reserves	-	41,537	-	-	(41,537)
Interest Income	1,000,000		3,750,000		2,750,000
Total Revenue	\$ 108,946,488	\$ 81,798,993	\$ 118,425,230	\$ 87,285,283	\$ 14,965,032
Operating/Non-Operating Expenses:					
Non-Departmental Operating	\$ 9,080,893		\$ 9,706,070		\$ 625,177
Executive, HR & Administration	1,699,800		1,600,800		(99,000)
General Counsel	453,500		482,500		29,000
Government & Public Relations	710,800		747,400		36,600
Marketing	609,000		615,500		6,500
Finance and Accounting	3,294,500		3,258,750		(35,750)
Purchasing and Contract Administration	845,250		899,850		54,600
Project Development	867,900		932,300		64,400
Design & Construction	1,282,500		1,337,000		54,500
Rail Operations	2,602,000		2,554,000		(48,000)
Information Technology	2,389,716		2,633,200		243,484
Facilities Maintenance	3,814,900		4,444,600		629,700
Mechanical Operations	11,534,400		12,267,400		733,000
System Safety & Security	1,097,900		1,329,700		231,800
PRTC	102,000		102,000		-
NVTC	90,000		90,000		-
Train Operations	19,129,000		20,318,000		1,189,000
Maintenance of Equipment	9,556,500		10,240,500		684,000
Amtrak	4,726,000		6,230,000		1,504,000
Amtrak Access Fees	8,264,000		9,527,000		1,263,000
Norfolk Southern Access Fees	3,491,000		4,766,000		1,275,000
CSX Access Fees	9,584,000		10,627,000		1,043,000
					-
Total Operating/Non-Operating Expenses	\$ 95,225,559	\$ -	\$ 104,709,570	\$ -	\$ 9,484,011
CIP Expenditures		\$ 81,798,993		\$ 87,285,283	\$ 5,486,290
Debt Service	13,720,929		13,715,660		(5,269)
Total CIP and Other Expenditures	\$ 13,720,929	\$ 81,798,993	\$ 13,715,660	\$ 87,285,283	\$ 5,481,021
Grand Total Expenses	\$ 108,946,488	\$ 81,798,993	\$ 118,425,230	\$ 87,285,283	\$ 14,965,032

## FY 2025 Sources & Uses of Funds

LEVEL OF SERVICE FOR FY 2025				Daily Trains		Avg. Daily Riders										Access and Lease Fees	
		Weekdays		32		8,500								Amtrak		9,527,000	
		Saturdays		12		1,000								NS		4,766,000	
														CSX		10,627,000	
														Total		24,920,000	
SOURCES OF FUNDS																	
USES OF FUNDS	STATE										FEDERAL						
	Fare Revenue	Interest Revenue	Misc. Revenue	Local Contribution	Other Sources	Regional Funding	State C-ROC Funding	State Operating	State Capital	State STP	5307/5337	Federal Pandemic Relief Funds	Other	TOTAL			
Operating Expenses	104,603,570	23,010,000	3,750,000	194,000	12,966,225	-	-	-	8,280,792	20,932,800	-	520,000	34,949,753	-	104,603,570		
Non-Operating Expenses:																	
Operating Reserve	106,000			106,000											106,000		
Debt Service Series 2022 Bonds - Prin./Interest	7,495,000						7,495,000								7,495,000		
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)	4,190,231			167,609					670,437		3,352,185				4,190,231		
Non-Operating Summary	13,821,660	-	-	-	449,936	-	-	7,495,000	-	979,454	-	4,897,271	-	-	13,821,660		
Total Expenses (Subtotal)	118,425,230	23,010,000	3,750,000	194,000	13,416,160	-	-	7,495,000	8,280,792	21,912,254	-	5,417,271	34,949,753	-	118,425,230		
Capital Projects:																	
Franconia Springfield Station Improvements	14,661,129			586,445						2,345,781		11,728,903			14,661,129		
Equipment Asset Management Program	11,192,500			447,700						1,790,800		8,954,000			11,192,500		
Crossroads Yard (Phase 2)	10,830,525			433,221						1,732,884		8,664,420			10,830,525		
Facilities Asset Management Program	1,250,000			50,000						200,000		1,000,000			1,250,000		
Security Enhancements	105,000			4,200						16,800		84,000			105,000		
Unprogrammed Capital Funds	9,076,345			363,054						1,452,215		7,261,076			9,076,345		
CROC Contribution to VPRA Capital Projects	7,505,000			0			7,505,000			-		-			7,505,000		
Capital Reserve Contribution	3,000,000			3,000,000						-		-			3,000,000		
Capital Project Summary	57,620,499	-	-	-	4,884,620	-	-	7,505,000	-	7,538,480	-	37,692,399	-	-	57,620,499		
CMAQ/REF/IPROC/Other																	
Crystal City Station Improvements (NVTC C.C.)	18,786,281						18,786,281								18,786,281		
Crystal City Station Improvements (NVT A)	7,900,000						7,900,000								7,900,000		
L'Enfant Station Improvements (VPRA)	1,500,000									1,500,000					1,500,000		
Woodbridge Station Improvements (CMAQ)	903,640								180,728				722,912		903,640		
Leeland Rd Station Improvements (GWRC)	574,863								114,973				459,890		574,863		
Summary	29,664,784	-	-	-	-	-	26,686,281	-	-	1,795,701	-	-	-	1,182,802	29,664,784		
TOTAL	\$ 205,710,513	\$ 23,010,000	\$ 3,750,000	\$ 194,000	\$ 18,300,780	\$ -	\$ 26,686,281	\$ 15,000,000	\$ 8,280,792	\$ 31,246,435	\$ -	\$ 43,109,670	\$ 34,949,753	\$ 1,182,802	\$ 205,710,513		
											Funding	Program	Federal Amt	State Amt			
											Soft Capital Projects						
											5337	\$ 1,931,357	\$ 1,545,086	\$ 309,017			
											Access lease funding	84% VPRA	24,920,000	-	20,932,800		
											Local only	Debt Service VRA - 60 Railcars	Local	99,072			
											Fed/State/Local	5337	2,444,301	1,955,441	391,088		
											Fed/State/Local	Debt Service VRA - 60 Railcars	5307	1,745,930	1,396,744	279,349	
											Grant & Project Management	5307	650,000	520,000			
											Subtotal	\$ 31,790,660		\$ 21,912,254			
											Capital Projects/Earmarks	87,285,283	38,875,202	9,334,180			
											Capital Program	\$ 119,075,943	\$ 44,292,472	\$ 31,246,435			

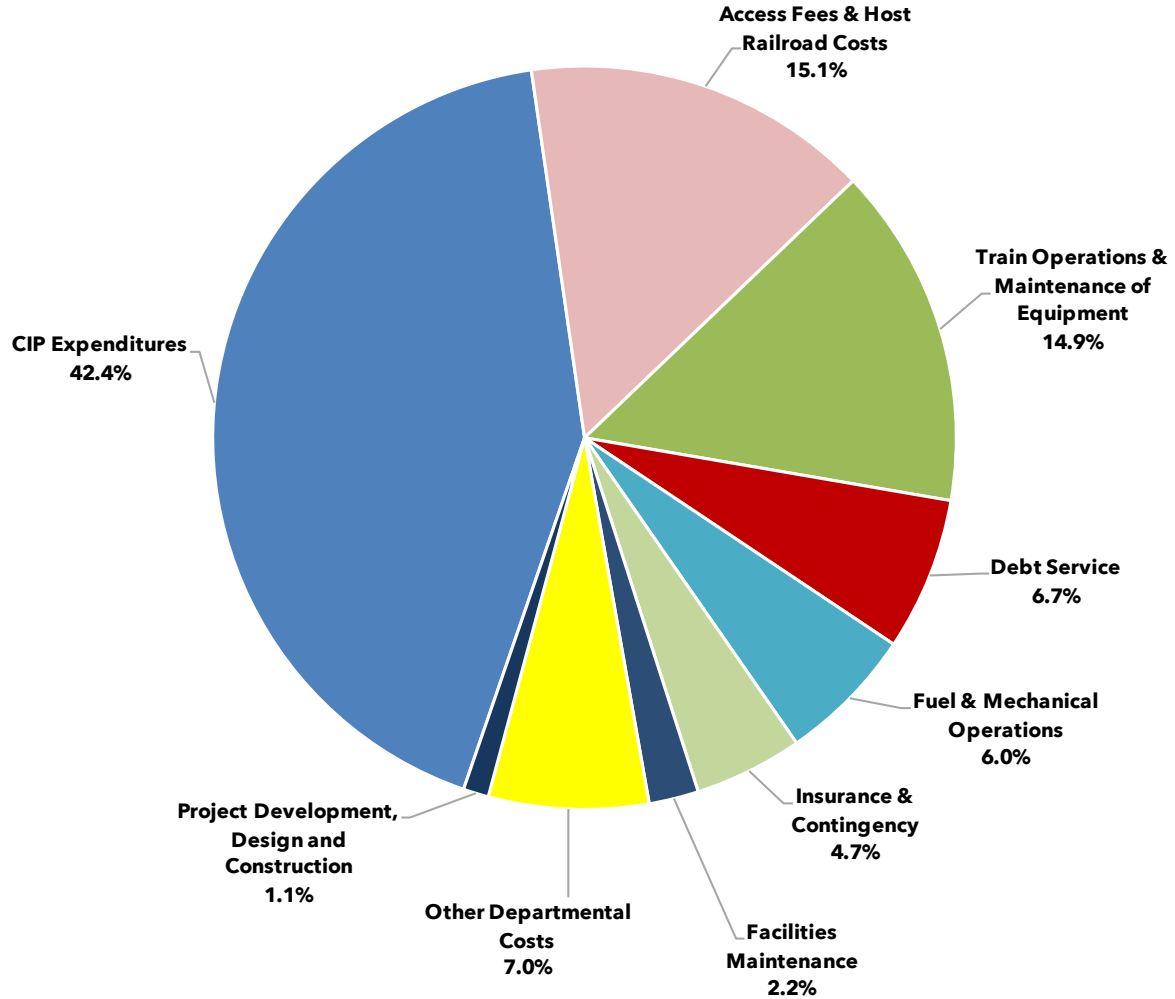
## FY 2025 Sources of Funds



Revenue Source	FY 2025 Amount	% of Total
Federal Capital	\$ 38,875,202	18.9%
Federal Pandemic Relief Funds	\$ 34,949,753	17.0%
Federal Operating	\$ 5,417,271	2.6%
State Operating	\$ 30,193,046	14.7%
State CROC Dedicated Funding	\$ 15,000,000	7.3%
State Capital	\$ 9,334,180	4.5%
Regional Capital	\$ 26,686,281	13.0%
Jurisdictional Contributions	\$ 18,300,780	8.9%
Fare Revenue	\$ 23,010,000	11.2%
Interest Income, Other Sources & Misc. Revenue	\$ 3,944,000	1.9%
<b>Total Sources of Funds</b>	<b>\$ 205,710,513</b>	<b>100.0%</b>



## FY 2025 Uses of Funds



Type of Use	FY 2025 Amount	% of Total
CIP Expenditures	\$ 87,285,283	42.4%
Access Fees & Host Railroad Costs	\$ 31,150,000	15.1%
Train Operations & Maintenance of Equipment	\$ 30,558,500	14.9%
Debt Service	\$ 13,715,660	6.7%
Fuel & Mechanical Operations	\$ 12,267,400	6.0%
Insurance & Contingency	\$ 9,706,070	4.7%
Facilities Maintenance	\$ 4,444,600	2.2%
Other Departmental Costs	\$ 14,313,700	7.0%
Project Development, Design and Construction	\$ 2,269,300	1.1%
<b>Total Uses of Funds</b>	<b>\$ 205,710,513</b>	<b>100.0%</b>

# **Amended Budget for Fiscal Year 2024**



# FY 2024 Budget Amendments

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 uncertain 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 in the post-pandemic environment, the amended FY 2024 operating budget includes some material differences from the original approved version with respect to revenues. The major revisions to the FY 2024 budget are identified below:

## Revenue

- Decrease in passenger fare revenue in the amount of \$12.2 million, to reflect the slower than projected return of ridership. Total projected passenger fare revenue is reduced from \$28.6 million to \$16.3 million.
- Increase in state operating assistance in the amount of \$1.7 million to reflect a higher funding amount than originally projected.
- An increase in interest income of \$2.5 million, reflecting higher than projected interest rates and more funds held in interest bearing accounts due to the Series 2022 Bonds.
- Increase in the utilization of federal pandemic relief funds of \$8.0 million reflecting overall lower than projected revenues but no net increase in budgeted costs.

## Expenses

- FY 2024 operating contingency is reduced by a net \$1.48 million for various additions and revisions of current year operating and capital costs and revenue. The notable expense changes are:

- Increase in consulting for the VRE System Plan (Phase II and III) of \$500,000;
- Increase in contractual Amtrak labor costs for maintenance of equipment related to the Railroad labor union settlement of \$450,000;
- Increase in total insurance costs of \$410,000, reflecting market conditions and additional coverages (Cyber insurance, as an example);
- Increase in Information Technology consulting for work towards internal systems improvements and development of \$250,000;
- Increase in diesel fuel costs of \$240,000;
- Increase of \$153,000 for the purchase of three replacement trucks for VRE facility staff use;
- Increase in facility security costs of \$142,000 as a result of a newly procured contract for those services;
- Increase in costs for Facilities Maintenance of \$104,000 for a temporary Facility Maintenance Assistant position to meet projected work levels;
- Minor miscellaneous increase across VRE's operating departments, with a net increase of \$276,000;
- Decrease in staff salary and fringe costs of \$557,000 to reflect vacant positions for the first half of FY 2024;
- Decrease in budgeted Keolis incentives of \$250,000 to reflect recent experience;
- Decrease in Finance and Accounting consulting, software and Debt Allowance to reflect revised projections and new contracts, totaling \$242,000.

- The operating contingency remaining after the changes detailed above is \$306,000 for the second half of FY 2024.

### Capital Program

- \$16.9 million of previously unallocated prior year federal formula funds were allocated to three programs or projects in the CIP. In each case, federal formula funds represent 80% of the total dollar amount, with the remaining 20% coming from state and local match.
  - Facilities Asset Management (FAM) program: \$1.25 million
  - Alexandria Station Improvements project: \$12.8 million
  - Fredericksburg Station Rehabilitation project: \$2.9 million
- The Manassas Park Parking Expansion received additional funding totaling \$8.6 million:
  - \$2.5 million from the I-66 Commuter Choice program (VRE is a sub-recipient to the City of Manassas Park, which applied for the funds)
  - \$6.1 million from the DRPT MERIT program (VRE and the City applied jointly, but VRE is the grantee)
- Approximately \$3.5 million of VRE Capital Reserve funds are committed to complete the construction of the Quantico Station Improvements project, though VRE continues to explore alternative funding options.

### FY 2023 Surplus/Deficit

- Federal pandemic relief funds (specifically CARES and ARP Act funds in FY 2023) 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 2023 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.

# FY 2024 Amended Sources & Uses of Funds

		Access and Lease Fees																	
		Amtrak 8,264,000																	
		NS 3,491,000																	
		CSX 9,584,000																	
		Total 21,339,000																	
LEVEL OF SERVICE FOR FY 2024		32 Trains		6,575 Average Daily Riders															

# **Six-Year Financial Forecast for FY-2025-2030**





# Introduction

In accordance with the VRE Master Agreement, the FY 2025 budget includes a six-year financial plan, covering FY 2025 through FY 2030. The key assumptions in the forecast are outlined below. In particular, the projection assumes that jurisdictional subsidy and passenger fares maintain their current purchasing power by increasing at the rate of inflation (modeled here at 2.5% annually). Actual decisions by the Board during each annual budget cycle may or may not include such increases.

- Operating ratio is not projected to be maintained at 50% or higher through FY 2030.
- Projected service level:
  - 32 daily weekday revenue trains for FY 2025 – FY 2030.
  - 12 daily revenue trains on Saturdays for FY 2025 – FY 2030 (contingent upon negotiations between VRE and its host railroads, as well as the operations and maintenance contractor).
- Operating costs:
  - Increase in base costs varies by year, based on projected inflationary pressures and economic conditions.
  - Train operations and maintenance of equipment, midday services, fuel, track leases and debt service tracked separately.
- Fare revenue:
  - A 5% increase in FY 2025 and annual increases of 2.5% for FY 2026 to FY 2030.
- Local subsidy:
  - Return to pre-pandemic level of \$18.3 million in FY 2025; an annual increase of 2.5% is projected for FY 2026 to FY 2030.
- Grant revenue:
  - Access fee reimbursement funding from VPRA equal to 84% of access costs through FY 2030.
  - State grant funding based on current State projection for FY 2025, with projected amounts at historical average for FY 2026 through FY 2030 and reflecting the change in State funding methodology (i.e., up to 3.5% of the Commonwealth Mass Transit Fund (MTF) annually). This pool of funding will service both operating and capital needs as determined annually as part of the VRE budget process.
  - Federal capital program is shown as in six-year CIP, with stable projected funding availability from FY 2025 to FY 2030.
- 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 2025-2030 Six-Year Financial Forecast

Description	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	Comments
<b>Number of Trains in Daily Weekday Service</b>	32	32	32	32	32	32	32	
Manassas Line Weekdays	16	16	16	16	16	16	16	8 NB, 8 SB per Weekday per Service Line
Fredericksburg Line Weekdays	16	16	16	16	16	16	16	8 NB, 8 SB per Weekday per Service Line
<b>Number of Trains in Daily Weekend Service</b>	-	12	12	12	12	12	12	
Manassas Line Weekends	-	6	6	6	6	6	6	Saturdays contingent on Host Railroad and Contractor Negotiations
Fredericksburg Line Weekends	-	6	6	6	6	6	6	3 NB, 3 SB per Saturday per Service Line
<b>Average Weekday Daily Ridership (ADR)</b>	10,000	8,500	9,400	10,500	11,700	13,000	13,300	
<b>Average Weekend Daily Ridership (ADR)</b>	-	1,000	1,400	1,550	1,750	1,950	2,000	
<b>Average Fare Price</b>	11.50	10.50	10.76	11.03	11.31	11.59	11.88	Projects Annual Escalation at Est. CPI of 2.5%
<b>Potential Operating Ratio</b>	<b>30%</b>	<b>22%</b>	<b>24%</b>	<b>27%</b>	<b>30%</b>	<b>33%</b>	<b>33%</b>	Return to 50% ratio driven by return of ridership and reduction of use of Pandemic Relief Funds
<b>Use of Funds for Operations</b>								
<b>Net Operating Expenses</b>	27,932,059	29,251,070	30,128,602	31,032,460	31,963,434	32,922,337	33,910,007	Projected at a Net 3% increase per year
<b>Budgeted Operating Reserves</b>	58,000	106,000	335,585	346,481	357,736	369,344	381,376	Maintain Minimum of 17% Operating Reserve
<b>Insurance</b>	7,300,000	7,700,000	8,008,000	8,328,320	8,661,453	9,007,911	9,368,227	Projected at a Net 4% increase per year
<b>Amtrak</b>	4,726,000	6,230,000	6,479,200	6,738,368	7,007,903	7,288,219	7,579,748	Projected at a Net 4% increase per year
<b>Contracted Train Operations</b>	19,129,000	20,318,000	20,927,540	21,555,366	22,202,027	22,868,088	23,554,131	Projected at a Net 3% increase per year
<b>Maintenance of Equipment</b>	9,556,500	10,240,500	10,547,715	10,864,146	11,190,071	11,525,773	11,871,546	Projected at a Net 3% increase per year
<b>Fuel</b>	5,185,000	5,944,000	6,181,760	6,429,030	6,686,192	6,953,639	7,231,785	Projected at a Net 4% increase per year
<b>Track Lease Expense</b>	21,339,000	24,920,000	25,916,800	26,953,472	28,031,611	29,152,875	30,318,990	Based on projected contractual increases
<b>Debt Service</b>	13,720,929	13,715,660	11,791,975	11,791,575	11,787,847	11,790,028	11,788,084	Based on Debt Service schedules
<b>Total Operating Costs</b>	<b>108,946,488</b>	<b>118,425,230</b>	<b>120,317,178</b>	<b>124,039,219</b>	<b>127,888,273</b>	<b>131,878,234</b>	<b>136,003,894</b>	
<b>Sources of Funds For Operations</b>								
<b>Fare Revenue</b>	28,640,000	23,010,000	26,200,000	30,000,000	34,200,000	39,000,000	40,900,000	
<b>Interest Income</b>	1,000,000	3,750,000	3,750,000	3,750,000	3,750,000	3,750,000	3,750,000	
<b>Other Income</b>	150,000	194,000	194,000	194,000	194,000	194,000	194,000	
<b>Other</b>	-	-	-	-	-	-	-	One-Time Expenditures, Use of Prev. FY Surplus
<b>State CROC Dedicated Funding (Operating)</b>	7,496,000	7,495,000	7,499,500	7,499,000	7,498,500	7,497,750	7,496,500	CROC - Operating Portion (Series 2022 Debt Service)
<b>State Operating Support</b>	5,000,000	8,280,792	8,494,944	8,821,360	9,153,772	9,493,828	9,840,095	Est. Total of \$16 million split between Operating and Capital Support
<b>State Operating Grant (Inclcd. Track Access &amp; Debt Fd)</b>	18,904,897	21,912,254	22,441,056	23,311,877	24,216,997	25,159,328	26,138,754	FY24-FY29, State at 84% for Track Access Reimbursement
<b>Federal Grants:</b>								
Track Access Lease Funding	-	-	-	-	-	-	-	FY25-FY30, State (VPRA) at 84% for Track Access Reimbursement
Federal Operating Funds (Debt service & loans)	4,900,686	4,897,271	3,354,722	3,354,802	3,352,220	3,354,565	3,354,010	
Other Federal Revenues	520,000	520,000	520,000	520,000	520,000	520,000	520,000	
Federal Pandemic Relief Funds	31,779,054	34,949,753	-	-	-	-	-	
<b>Total Operating Revenues</b>	<b>98,390,637</b>	<b>105,009,070</b>	<b>72,454,223</b>	<b>77,451,040</b>	<b>82,885,489</b>	<b>88,969,471</b>	<b>92,193,359</b>	
<b>Surplus/(Deficit) for Operations</b>	<b>(10,555,851)</b>	<b>(13,416,160)</b>	<b>(47,862,954)</b>	<b>(46,588,179)</b>	<b>(45,002,784)</b>	<b>(42,908,763)</b>	<b>(43,810,536)</b>	
<b>Jurisdictional Contribution</b>	16,000,000	18,300,780	18,758,300	19,227,257	19,707,938	20,200,637	20,705,653	Projects Annual Escalation at Est. CPI of 2.5%
<b>Net subsidy available for capital match</b>	<b>5,444,149</b>	<b>4,884,620</b>	<b>(29,104,655)</b>	<b>(27,360,922)</b>	<b>(25,294,846)</b>	<b>(22,708,127)</b>	<b>(23,104,883)</b>	
<b>Use of Funds for Capital Program</b>								
<b>Capital Cost Base Program</b>	81,798,993	87,285,283	65,407,098	65,407,498	65,311,225	59,509,044	59,410,988	
<b>Total Capital Program Costs</b>	<b>81,798,993</b>	<b>87,285,283</b>	<b>65,407,098</b>	<b>65,407,498</b>	<b>65,311,225</b>	<b>59,509,044</b>	<b>59,410,988</b>	
<b>Sources of Funds for Capital Program</b>								
<b>Federal Grants:</b>	80%	80%	80%	80%	80%	80%	80%	
<b>Federal funding (Includes CMAQ)</b>	45,300,447	38,875,202	39,125,278	39,125,198	39,127,780	39,125,435	39,125,990	Includes CARES Act Capital Funding FY22
<b>Federal funding - Track Access</b>	0%	0%	0%	0%	0%	0%	0%	FY25-FY30, State (VPRA) at 84% for Track Access Reimbursement
<b>Matching Funds</b>								
State Capital Grants - non-federal costs	15,608,860	9,334,180	7,825,056	7,825,040	7,825,556	7,825,087	7,825,198	
Local/Other Funds	41,537	-	-	-	-	-	-	
Regional Capital Grant Funding	7,900,000	26,686,281	-	-	-	-	-	NVTC Commuter Choice & NVTA Grants
State CROC Dedicated Funding - Capital	7,504,000	7,505,000	7,500,500	7,501,000	7,501,500	7,502,250	7,503,500	CROC - Capital Portion
Net local subsidy available for capital match	5,444,149	4,884,620	(29,104,655)	(27,360,922)	(25,294,846)	(22,708,127)	(23,104,883)	
<b>Total Sources of Funding for Capital Program</b>	<b>81,798,993</b>	<b>87,285,283</b>	<b>25,346,179</b>	<b>27,090,316</b>	<b>29,159,990</b>	<b>31,744,646</b>	<b>31,349,806</b>	
<b>Additional funds required to fund Operations and Capital:</b>								
<b>Additional required for operations/base program \$</b>	<b>- \$</b>	<b>- \$</b>	<b>\$(40,060,919)</b>	<b>\$(38,317,182)</b>	<b>\$(36,151,235)</b>	<b>\$(27,764,398)</b>	<b>\$(28,061,182)</b>	
<b>Potential Means to Address Future Gap As Needed:</b>								
Use of Federal Pandemic Relief Funds (Future Years)	-	-	(40,060,919)	(38,317,182)	(21,783,551)	0	0	
Reduction of Annual Capital Reserve Contribution	-	-	-	-	(3,000,000)	(3,000,000)	(3,000,000)	
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	-	-	-	-	-	-	-	
Funding To Be Determined	-	-	-	-	(11,367,684)	(24,764,398)	(25,061,182)	
<b>Remaining Shortfall After Potential Solutions Utilized \$</b>	<b>- \$</b>	<b>- \$</b>	<b>- \$</b>	<b>- \$</b>	<b>- \$</b>	<b>- \$</b>	<b>- \$</b>	

Note: Capital Program excludes debt service

# **Capital Improvement Program FY-2025-2030**



# Introduction

The FY 2025 – 2030 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 (CROC) Fund** was created by the General Assembly in 2018. CROC 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 CROC 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. CROC funding may be used as matching funds for state and federal grants. As a result of the funding agreement with the Virginia Passenger Rail Authority (VPRa), CROC 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 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 2024 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. However, work completed in prior years as part of VRE's Equipment Asset Management (EAM) and Facilities Asset Management (FAM) programs is not reflected, as these programs are essentially permanent.

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 2025 to FY 2030). 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, regional, 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 2025 to FY 2030 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 CROC 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. On the capital side, certain key near-term projects are still partially unfunded, and while CROC and Capital Reserve funds may be available to fill some gaps, an ongoing VRE priority for FY 2025 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 2025-FY 2030 CIP (including all costs to complete) are approximately **\$1.32 billion**. Committed funding for these projects currently totals **\$856.7 million** (65% funded) from a range of federal, state, regional, and local sources. This figure includes life-to-date funding through FY 2024. The table below presents a summary of VRE’s funded and unfunded project costs by program area that are included in the FY 2025 – 2030 Six Year Plan.

**FY 2025 – 2030 CIP by Program Area (in millions)**

Program Name	Cost of Projects	Funded	Unfunded
Asset Management/State of Good Repair	\$94.7	\$94.7	\$0.0
Information Technology	\$4.5	\$4.5	\$0.0
Maintenance and Storage Facilities	\$450.4	\$309.6	\$140.8
Station Parking	\$47.3	\$40.8	\$6.5
Rolling Stock	\$359.0	\$84.6	\$274.3
Passenger Station Facilities	\$366.5	\$322.5	\$43.9
<b>Total</b>	<b>\$1,322.3</b>	<b>\$856.7</b>	<b>\$465.6</b>



## 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 2025 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 (CROC) Fund

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

1. CROC 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. CROC funds should be prioritized to projects where a commitment of local funding could leverage significant state or federal matching funds.
3. CROC 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 CROC funds on 'transformative' projects.
5. VRE should consider CROC funds as a supplementary funding source for the replacement of major existing assets such as railcars.

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 CROC funds. The agreement called for (a) the issuance of debt backed by CROC, 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 CROC 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 CROC 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 CROC PAYGO funding support of \$7.5 million per year on the design, engineering, and construction of the new Long Bridge.

### **Unfunded Projects and Unprogrammed Funding Sources**

Approximately \$465.6 million (35%) of VRE's \$1.32 billion CIP is currently unfunded. This figure includes the Broad Run Expansion, New York Avenue Midday Storage, and

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 over \$200 million over the entire CIP period, with the majority of those unprogrammed funds in the last three years of FY 2027-2030.

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 2025-2030 CIP includes 26 separate projects. For ease of understanding, these individual projects have been grouped into categories with identifying project IDs:

**Asset Management/State of Good Repair** – 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** – 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** – 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** – refers to the purchase of replacement or expansion locomotives and coaches; coaches may be either cab cars or trailers.

**Station Parking** – 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** – 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** – 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.

In addition, projects can be 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 2025 to FY 2030 CIP indicating the amount unfunded by year. No unfunded amounts are reflected through FY 2024 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.

## Capital Improvement Program by Program Area (in millions)

Program	Project Name	Life to Date	FY 24	FY 25	FY 26	FY 27	FY 28	FY 29	FY 30	Future	Total
Asset Management/ State of Good Repair	Equipment Asset Management		\$8.24	\$15.49	\$12.28	\$10.63	\$13.26	\$11.88	\$10.00		\$81.8
	Facilities Asset Management		1.80	1.50	1.50	1.10	1.00	1.20	1.00		\$9.1
	Security Cameras	0.76	0.64	0.54							\$1.9
	Security Enhancements/Lighting	0.48	0.69	0.11	0.11	0.11	0.11	0.11	0.11		\$1.8
	<b>SUBTOTAL ASSET MANAGEMENT</b>	<b>1.24</b>	<b>11.37</b>	<b>17.63</b>	<b>13.88</b>	<b>11.83</b>	<b>14.37</b>	<b>13.19</b>	<b>11.11</b>	<b>0.00</b>	<b>\$94.6</b>
Information Technology	Real-Time Info & TRIP/VMS II upgrade	0.64	0.59	2.00	1.25						\$4.5
	<b>SUBTOTAL INFORMATION TECHNOLOGY</b>	<b>0.64</b>	<b>0.59</b>	<b>2.00</b>	<b>1.25</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>\$4.5</b>
Passenger Station Facilities	Alexandria Station Improvements	4.07	0.51	7.95	15.90	15.90					\$44.3
	Backlick Rd Station Improvements			0.29	1.41	3.44	3.31				\$8.5
	Brooke Station Improvements	0.50				0.91	2.68	2.68	2.68		\$9.5
	Crystal City Station Improvements	1.91	1.50	18.93	19.22	10.89	16.46				\$68.9
	Franc.-Springfield Station Improvements	1.44	1.56	13.50	13.50	2.52					\$32.5
	Fredericksburg Station Rehabilitation	3.37	11.03								\$14.4
	Leeland Rd Station Improvements	0.40	0.00		0.92	4.52	4.52				\$10.4
	L'Enfant Station and Fourth Track	0.84	0.50	5.25	5.25	35.00	35.00	32.89			\$114.7
	Manassas Station Improvements	0.00	0.10	1.53	1.42	6.07					\$9.1
	Quantico Station Improvements	16.64	10.87								\$27.5
	Woodbridge Station Improvements	0.00	0.00	1.37	1.37						\$2.7
	Washington Union Terminal Projects	0.00	3.92	10.00	10.00						\$23.9
	<b>SUBTOTAL PASSENGER STATION FACILITIES</b>	<b>29.16</b>	<b>29.98</b>	<b>58.82</b>	<b>69.00</b>	<b>79.27</b>	<b>61.97</b>	<b>35.57</b>	<b>2.68</b>	<b>0.00</b>	<b>\$366.5</b>
Rolling Stock	Expansion Coaches - 21 Railcar	17.43	6.49	2.71		56.38		1.61			\$84.6
	Expansion Coaches - TRV	0.00	0.00	0.00	0.00	48.00	48.00	48.00	50.82		\$194.8
	Expansion Locomotives - TRV	0.00	0.00	0.00	0.00	0.00	0.00	20.00	20.00	39.50	\$79.5
	<b>SUBTOTAL ROLLING STOCK</b>	<b>17.43</b>	<b>6.49</b>	<b>2.71</b>	<b>0.00</b>	<b>104.38</b>	<b>48.00</b>	<b>69.61</b>	<b>70.82</b>	<b>39.50</b>	<b>\$359.0</b>
Station Parking	Leeland Rd Parking Improvements	0.00		0.45	1.34	2.56	7.69				\$12.0
	Manassas Park Parking Expansion	2.91	9.59	12.00	10.76						\$35.3
	<b>SUBTOTAL STATION PARKING</b>	<b>2.91</b>	<b>9.59</b>	<b>12.45</b>	<b>12.11</b>	<b>2.56</b>	<b>7.69</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>\$47.3</b>
Maintenance & Storage Facilities	Broad Run Expansion	4.39	1.32	31.75	56.00	37.00					\$130.5
	Lifecycle Overhaul & Upgrade (LOU) Facility	51.75	0.97								\$52.7
	Crossroads Yard - Parking	0.60	0.61	6.19							\$7.4
	Crossroads Yard Phase 2	0.00	0.45	5.47	5.92	4.32	9.16	9.16	4.58	16.00	\$55.1
	New York Ave Midday Storage	2.30	0.03	12.50	25.80	70.00	70.00	2.00	11.00	11.10	\$204.7
	<b>SUBTOTAL MAINTENANCE &amp; STORAGE</b>	<b>59.04</b>	<b>3.37</b>	<b>55.90</b>	<b>87.72</b>	<b>111.32</b>	<b>79.16</b>	<b>11.16</b>	<b>15.58</b>	<b>27.09</b>	<b>\$450.4</b>
	<b>TOTAL</b>	<b>\$110.4</b>	<b>\$61.4</b>	<b>\$149.5</b>	<b>\$184.0</b>	<b>\$309.4</b>	<b>\$211.2</b>	<b>\$129.5</b>	<b>\$100.2</b>	<b>\$66.6</b>	<b>\$1,322.2</b>

## Capital Improvement Program by Funding Type (in millions)

Type	Funding Source	Lifeto Date	FY 24	FY 25	FY 26	FY 27	FY 28	FY 29	FY 30	Future	Total
Federal	FTA Formula Funds (5307/5337)	189.98	45.78	30.73	10.33	10.33	11.08	11.08	8.68	0.00	318.0
	5307 GWRC Vanpool	1.64	1.15	0.57	0.00	0.00	0.00	0.00	0.00	0.00	3.4
	CARES Act (1% Set-Aside)	0.86	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.9
	Federal Funds - Other	6.36	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6.4
	Federal Funds - VDOT	2.26	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2.3
	Local match - Federal Other	0.71	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.7
	Federal CMAQ/RSTP	27.41	0.00	0.72	0.00	0.00	0.00	0.00	0.00	0.00	28.1
	<b>SUBTOTAL - FEDERAL</b>	<b>229.22</b>	<b>46.93</b>	<b>32.03</b>	<b>10.33</b>	<b>10.33</b>	<b>11.08</b>	<b>11.08</b>	<b>8.68</b>	<b>0.00</b>	<b>359.7</b>
State	DRPT MERIT	0.00	6.10	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6.1
	State Match to FTA Federal	62.88	14.56	6.15	2.07	2.07	2.22	2.22	1.74	0.00	93.9
	State - CMAQ/RSTP Match	7.27	0.00	0.18	0.00	0.00	0.00	0.00	0.00	0.00	7.5
	State - IPROC	13.62	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	13.6
	State - REF	5.72	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5.7
	VPRA Capital	1.80	1.10	1.50	6.00	6.00	5.90	0.10	0.00	0.00	22.4
	SMART SCALE	92.67	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	92.7
	<b>SUBTOTAL - STATE</b>	<b>183.96</b>	<b>21.76</b>	<b>7.83</b>	<b>8.07</b>	<b>8.07</b>	<b>8.12</b>	<b>2.32</b>	<b>1.74</b>	<b>0.00</b>	<b>241.8</b>
Regional/ Local	I-66 OTE Concession Payment	128.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	128.5
	City of Manassas Park	0.68	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.7
	NVTA	21.40	7.90	7.90	0.00	0.00	0.00	0.00	0.00	0.00	37.2
	I-66 Commuter Choice	0.00	2.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2.5
	I-95/395 Commuter Choice	0.00	0.00	18.79	0.00	0.00	0.00	0.00	0.00	0.00	18.8
	<b>SUBTOTAL - REGIONAL/LOCAL</b>	<b>150.57</b>	<b>10.40</b>	<b>26.69</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>187.7</b>
Internal/ VRE	VRE - State REF Local Match	1.26	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.3
	VRE Capital Reserve	2.51	3.57	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6.1
	VRE Local Match	10.74	2.51	1.17	0.15	0.15	0.15	0.15	0.12	0.00	15.1
	Comm. Rail Oper. & Capital (CROC)	45.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	45.0
	<b>SUBTOTAL - INTERNAL/VRE</b>	<b>59.52</b>	<b>6.09</b>	<b>1.17</b>	<b>0.15</b>	<b>0.15</b>	<b>0.15</b>	<b>0.15</b>	<b>0.12</b>	<b>0.00</b>	<b>67.5</b>
Unfunded	Unfunded (To Be Determined)	0.00	0.00	30.25	95.51	339.87	0.00	0.00	0.00	0.00	465.6
	<b>SUBTOTAL - UNFUNDED</b>	<b>0.00</b>	<b>0.00</b>	<b>30.25</b>	<b>95.51</b>	<b>339.87</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>465.6</b>
<b>TOTAL</b>		<b>\$623.3</b>	<b>\$85.2</b>	<b>\$98.0</b>	<b>\$114.1</b>	<b>\$358.4</b>	<b>\$19.4</b>	<b>\$13.6</b>	<b>\$10.5</b>	<b>\$0.0</b>	<b>\$1,322.3</b>

# **Asset Management/ State of Good Repair**





**Project Name:**  
Equipment Asset Management Program

**Project ID:**  
EAM

**Program:**  
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 efforts 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. This program includes major SGR projects on the locomotives such as Head End Power (HEP) renewals, power assemblies, and painting, and major SGR projects on the railcars including wheelchair lifts, window gaskets, and seatback covers, as well as a range of other rehabilitation and replacement initiatives.

#### Project Funding

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

Schedule Information									
Phase	Ongoing		Jul-23	Jul-24	Jul-25	Jul-26	Jul-27	Jul-28	Jul-29
Equipment Asset Management Program									

Funding Source	Life to Date	FY 24	FY 25	FY 26	FY 27	FY 28	FY 29	FY 30	Future	Total
Federal - Formula Funds	10,131,200	1,357,492	9,250,000	9,250,000	9,250,000	10,000,000	10,000,000	7,958,376		67,197,068
Federal State Match	2,026,240	271,498	1,850,000	1,850,000	1,850,000	2,000,000	2,000,000	1,591,675		13,439,414
VRE Local Match	506,560	67,875	92,500	92,500	92,500	100,000	100,000	79,584		1,131,518
<b>Total Funding</b>	<b>12,664,000</b>	<b>1,696,865</b>	<b>11,192,500</b>	<b>11,192,500</b>	<b>11,192,500</b>	<b>12,100,000</b>	<b>12,100,000</b>	<b>9,629,635</b>		<b>81,768,000</b>

Spending Plan	Life to Date	FY 24	FY 25	FY 26	FY 27	FY 28	FY 29	FY 30	Future	Total
<b>Total Spending Plan</b>	<b>N/A</b>	<b>8,240,000</b>	<b>15,485,000</b>	<b>12,275,000</b>	<b>10,625,000</b>	<b>13,263,000</b>	<b>11,880,000</b>	<b>10,000,000</b>		<b>81,768,000</b>

**Project Name:**

Facilities Asset Management Program

**Project ID:**

FAM

**Program:**

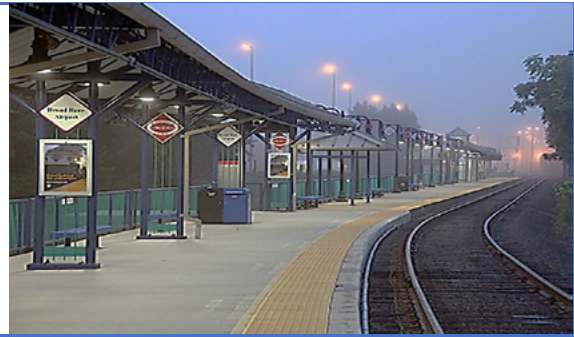
Asset Management/State of Good Repair

**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% state or local match.

Schedule Information									
Phase	Ongoing		Jul-23	Jul-24	Jul-25	Jul-26	Jul-27	Jul-28	Jul-29
Facilities Asset Management Program			Facilities Asset Management Program						

Funding Source	Life to Date	FY 24	FY 25	FY 26	FY 27	FY 28	FY 29	FY 30	Future	Total
Federal - Formula Funds	641,981	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	638,019		7,280,000
Federal State Match	128,396	200,000	200,000	200,000	200,000	200,000	200,000	127,604		1,456,000
VRE Local Match	32,099	50,000	50,000	50,000	50,000	50,000	50,000	31,901		364,000
<b>Total Funding</b>	<b>802,476</b>	<b>1,250,000</b>	<b>1,250,000</b>	<b>1,250,000</b>	<b>1,250,000</b>	<b>1,250,000</b>	<b>1,250,000</b>	<b>797,524</b>		<b>9,100,000</b>

Spending Plan	Life to Date	FY 24	FY 25	FY 26	FY 27	FY 28	FY 29	FY 30	Future	Total
<b>Total Spending Plan</b>	<b>N/A</b>	<b>1,800,000</b>	<b>1,500,000</b>	<b>1,500,000</b>	<b>1,100,000</b>	<b>1,000,000</b>	<b>1,200,000</b>	<b>1,000,000</b>		<b>9,100,000</b>

**Project Name:**

Security Cameras

**Project ID:**

0055

**Program:**

Asset Management/State of Good Repair

**Project Type:**

Asset Management

**Location:**

System-wide

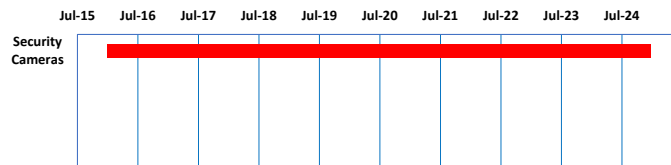
**Project Description**

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, including stations and yards/maintenance 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% state or local match as well as the required 1% safety/security set aside in the federal CARES and CRRSAA pandemic funds allocated to VRE.

Schedule Information												
Phase	Start Date	Finish Date										
Security Cameras	1/1/2016	12/30/2024										



Funding Source	Life to Date	FY 24	FY 25	FY 26	FY 27	FY 28	FY 29	FY 30	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 (1% Set-Aside)	860,605									860,605
<b>Total Funding</b>	<b>1,939,305</b>									<b>1,939,305</b>

Spending Plan	Life to Date	FY 24	FY 25	FY 26	FY 27	FY 28	FY 29	FY 30	Future	Total
<b>Total Spending Plan</b>	<b>760,797</b>	<b>640,106</b>	<b>538,402</b>							<b>1,939,305</b>

**Project Name:**

Security Enhancements

**Project ID:**

multiple

**Program:**

Asset Management/State of Good Repair

**Project Type:**

Asset Management

**Location:**

multiple

**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. VRE is currently using the funds to improve and replace lighting systems at both stations and maintenance facilities.

**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												
Security Enhancements													

Project Schedule as of 09/14/2022

Funding Source	Life to Date	FY 24	FY 25	FY 26	FY 27	FY 28	FY 29	FY 30	Future	Total
Federal - Formula Funds	896,178	84,000	84,000	84,000	84,000	84,000	84,000	84,000		1,484,178
Federal State Match	174,762	16,800	16,800	16,800	16,800	16,800	16,800	16,800		292,362
VRE Local Match	93,905	4,200	4,200	4,200	4,200	4,200	4,200	4,200		123,305
<b>Total Funding</b>	<b>1,164,844</b>	<b>105,000</b>	<b>105,000</b>	<b>105,000</b>	<b>105,000</b>	<b>105,000</b>	<b>105,000</b>	<b>105,000</b>		<b>1,899,844</b>

Spending Plan	Life to Date	FY 24	FY 25	FY 26	FY 27	FY 28	FY 29	FY 30	Future	Total
<b>Total Spending Plan</b>	<b>477,450</b>	<b>687,394</b>	<b>105,000</b>	<b>105,000</b>	<b>105,000</b>	<b>105,000</b>	<b>105,000</b>	<b>105,000</b>		<b>1,794,844</b>

# Information Technology



**Project Name:**

Real-Time Multimodal Traveler Information  
& TRIP/VMS Upgrade

**Project ID:**

0054 & 0057

**Program:**

Information Technology

**Project Type:**

Asset Management

**Location:**

System-wide

**Project Description**

VRE has implemented automatic passenger counters in all railcars 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, real-time train arrival information will be provided through additional channels. 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. This work is being performed in conjunction with the planned upgrade of VRE's TRIP/VMS system for providing customer information.

**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										
RTMTI and TRIP/VMS Upgrade	1/1/2018	12/31/2025	<div> <div>Jul-17Jul-18Jul-19Jul-20Jul-21Jul-22Jul-23Jul-24Jul-25</div> <div>RTMTI and TRIP/VMS Upgrade</div> </div>									

Funding Source	Life to Date	FY 24	FY 25	FY 26	FY 27	FY 28	FY 29	FY 30	Future	Total
I-66 OTB Concession Payment	3,481,000									3,481,000
Capital Reserve	1,000,000									1,000,000
<b>Total Funding</b>	<b>4,481,000</b>									<b>4,481,000</b>

Spending Plan	Life to Date	FY 24	FY 25	FY 26	FY 27	FY 28	FY 29	FY 30	Future	Total
<b>Total Spending Plan</b>	<b>641,841</b>	<b>586,210</b>	<b>2,000,000</b>	<b>1,252,949</b>						<b>4,481,000</b>

# Passenger Station Facilities





**Project Name:**  
Alexandria Station Improvements

**Project ID:**  
0010

**Program:**  
Passenger Station Facilities

**Project Type:**  
Replacement and Rehabilitation

**Location:**  
City of Alexandria

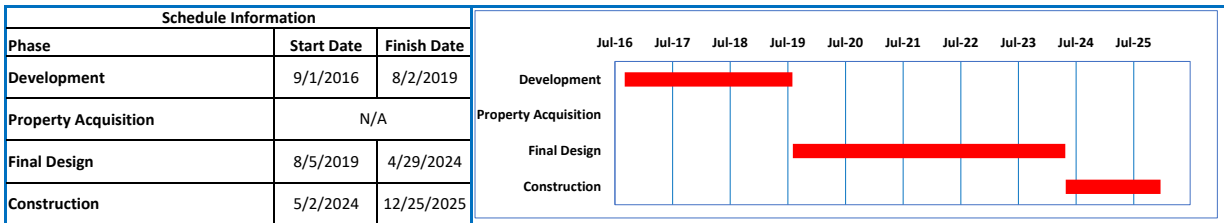


#### Project Description

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 is being designed and constructed in conjunction with the VPRA-led effort to replace the King Street and Commonwealth Avenue railroad bridges immediately north of the station as part of the Alexandria Fourth Track project.

#### 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.



Funding Source	Life to Date	FY 24	FY 25	FY 26	FY 27	FY 28	FY 29	FY 30	Future	Total
Federal - Formula Funds	320,000	10,209,511								10,529,511
Federal State Match	64,000	2,041,902								2,105,902
VRE Local Match	16,000	510,476								526,476
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	21,852,452									21,852,452
<b>Total Funding</b>	<b>31,578,111</b>	<b>12,761,889</b>								<b>44,340,000</b>

Spending Plan	Life to Date	FY 24	FY 25	FY 26	FY 27	FY 28	FY 29	FY 30	Future	Total
<b>Total Spending Plan</b>	<b>4,065,818</b>	<b>512,493</b>	<b>7,952,338</b>	<b>15,904,676</b>	<b>15,904,676</b>					<b>44,340,000</b>

**Project Name:**  
Backlick Road Station Improvement

**Project ID:**  
0072

**Program:**  
Passenger Station Facilities

**Project Type:**  
Expansion

**Location:**  
Fairfax County

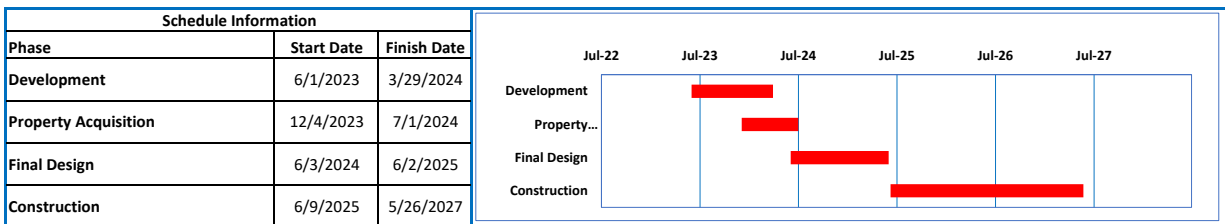


#### Project Description

The existing platform at the VRE Backlick Road Station on the Manassas Line only accommodates five-car train sets for boarding and detraining, forcing some passengers to move to different cars for alighting from 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 are being sought for the unfunded portion of the project.



Funding Source	Life to Date	FY 24	FY 25	FY 26	FY 27	FY 28	FY 29	FY 30	Future	Total
Federal - CMAQ/STP/RSTP	2,000,000									2,000,000
State - CMAQ/STP/RSTP Match	500,000									500,000
Unfunded (To Be Determined)				5,954,206						5,954,206
<b>Total Funding</b>	<b>2,500,000</b>			<b>5,954,206</b>						<b>8,454,206</b>

Spending Plan	Life to Date	FY 24	FY 25	FY 26	FY 27	FY 28	FY 29	FY 30	Future	Total
<b>Total Spending Plan</b>			290,395	1,413,171	3,443,370	3,307,270				<b>8,454,206</b>

**Project Name:**  
Brooke Station Improvements

**Project ID:**  
0025

**Program:**  
Passenger Station Facilities

**Project Type:**  
Expansion

**Location:**  
Stafford County

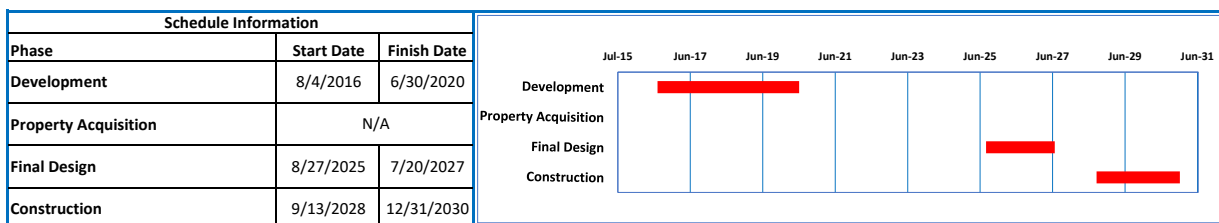


#### Project Description

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. However, given the project phasing and operational separation of the Transforming Rail in Virginia program, the Brooke 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. Rail Enhancement Fund (REF) funding that supported the original larger project has been reallocated.



Funding Source	Life to Date	FY 24	FY 25	FY 26	FY 27	FY 28	FY 29	FY 30	FY 29	Total
5307 GWRC vanpool program	820,913	574,863								1,395,776
State - Smart Scale	7,393,331									7,393,331
Unfunded (To Be Determined)					672,348					672,348
<b>Total Funding</b>	<b>8,214,244</b>	<b>574,863</b>			<b>672,348</b>					<b>9,461,455</b>

Spending Plan	Life to Date	FY 24	FY 25	FY 26	FY 27	FY 28	FY 29	FY 30	Future	Total
<b>Total Spending Plan</b>	<b>496,705</b>				<b>913,950</b>	<b>2,683,600</b>	<b>2,683,600</b>	<b>2,683,600</b>		<b>9,461,455</b>

**Project Name:**  
Crystal City Station Improvements

**Project ID:**  
0008

**Program:**  
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 being coordinated with the fourth track project between AF and RO interlockings, 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.

#### 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	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	12/1/2016	7/1/2021	Development												
Property Acquisition	7/1/2021	7/1/2021	Property Acquisition												
Final Design	11/1/2021	4/15/2026	Final Design												
Construction	7/15/2024	4/1/2029	Construction												

Funding Source	Life to Date	FY 24	FY 25	FY 26	FY 27	FY 28	FY 29	FY 30	Future	Total
Federal - Formula Funds	10,950,770									10,950,770
Federal State Match	2,190,154									2,190,154
VRE Local Match	547,539									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
Comm. Rail Oper. & Capital (CROC)	15,000,000									15,000,000
I-95/395 Commuter Choice			18,786,281							18,786,281
<b>Total Funding</b>	<b>34,273,082</b>	<b>7,941,537</b>	<b>26,686,281</b>							<b>68,900,900</b>

Spending Plan	Life to Date	FY 24	FY 25	FY 26	FY 27	FY 28	FY 29	FY 30	Future	Total
<b>Total Spending Plan</b>	<b>1,905,132</b>	<b>1,498,415</b>	<b>18,927,328</b>	<b>19,220,265</b>	<b>10,893,900</b>	<b>16,455,860</b>				<b>68,900,900</b>

**Project Name:**  
 Franconia-Springfield Station Improvements  
**Project ID:**  
 0014  
**Program:**  
 Passenger Station Facilities  
**Project Type:**  
 Expansion  
**Location:**  
 Fairfax County

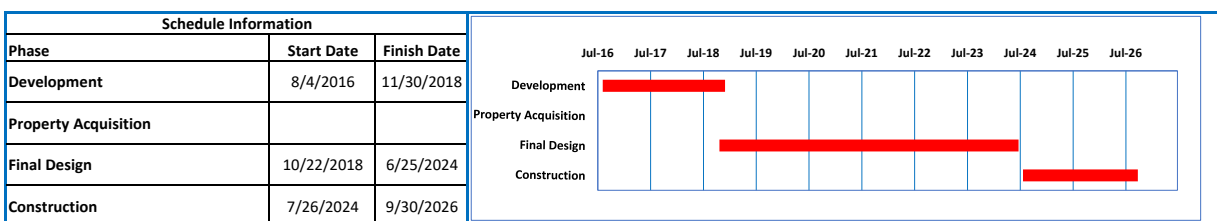


#### Project Description

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 NVTa funds and federal 5337 (state of good repair) formula funds.



Funding Source	Life to Date	FY 24	FY 25	FY 26	FY 27	FY 28	FY 29	FY 30	Future	Total
Federal - Formula Funds		3,883,897	11,728,903							15,612,800
Federal State Match		776,779	2,345,781							3,122,560
VRE Local Match		194,195	586,445							780,640
NVTa	13,000,000									13,000,000
Unfunded (To Be Determined)										
<b>Total Funding</b>	<b>13,000,000</b>	<b>4,854,871</b>	<b>14,661,129</b>							<b>32,516,000</b>

Spending Plan	Life to Date	FY 24	FY 25	FY 26	FY 27	FY 28	FY 29	FY 30	Future	Total
<b>Total Spending Plan</b>	<b>1,442,702</b>	<b>1,555,980</b>	<b>13,500,000</b>	<b>13,500,000</b>	<b>2,517,318</b>					<b>32,516,000</b>

**Project Name:**  
Fredericksburg Station Rehabilitation  
**Project ID:**  
0029  
**Program:**  
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% state or local match.

Schedule Information										
Phase	Start Date	Finish Date	Jul-17	Jul-18	Jul-19	Jul-20	Jul-21	Jul-22	Jul-23	Jul-24
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	6/30/2024	Construction							

Funding Source	Life to Date	FY 24	FY 25	FY 26	FY 27	FY 28	FY 29	FY 30	FY 29	Total
Federal - Formula Funds	9,184,498	2,335,502								11,520,000
Federal State Match	1,836,900	467,100								2,304,000
VRE Local Match	459,225	116,775								576,000
<b>Total Funding</b>	<b>11,480,622</b>	<b>2,919,378</b>								<b>14,400,000</b>

Spending Plan	Life to Date	FY 24	FY 25	FY 26	FY 27	FY 28	FY 29	FY 30	Future	Total
<b>Total Spending Plan</b>	<b>3,370,011</b>	<b>11,029,989</b>								<b>14,400,000</b>

**Project Name:**

Leeland Road Station Improvements

**Project ID:**

0026

**Program:**

Passenger Station Facilities

**Project Type:**

Expansion

**Location:**

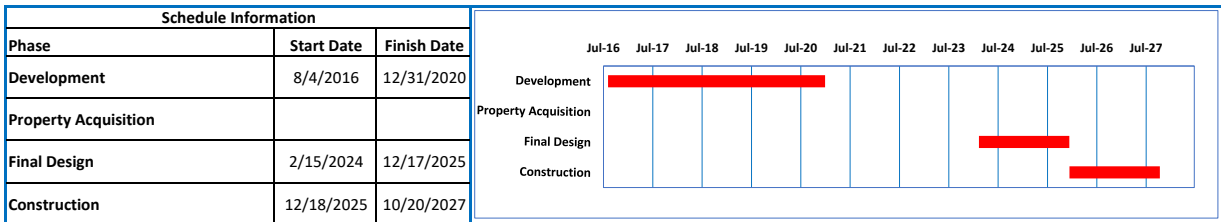
Stafford County

**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. However, given the project phasing and operational separation of the Transforming Rail in Virginia program, the Leeland Road station 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 5307 funds allocated to the project by the George Washington Regional Commission (GWRC).



Funding Source	Life to Date	FY 24	FY 25	FY 26	FY 27	FY 28	FY 29	FY 30	Future	Total
5307 GWRC Vanpool	820,913	574,863	574,863							1,970,639
State - Smart Scale	4,859,514									4,859,514
Unfunded (To Be Determined)				3,530,884						3,530,884
<b>Total Funding</b>	<b>5,680,427</b>	<b>574,863</b>	<b>574,863</b>	<b>3,530,884</b>						<b>10,361,037</b>

Spending Plan	Life to Date	FY 24	FY 25	FY 26	FY 27	FY 28	FY 29	FY 30	Future	Total
<b>Total Spending Plan</b>	<b>403,310</b>			<b>918,107</b>	<b>4,519,810</b>	<b>4,519,810</b>				<b>10,361,037</b>



**Project Name:**  
L'Enfant Station and Fourth Track  
**Project ID:**  
0004  
**Program:**  
Passenger Station Facilities  
**Project Type:**  
Expansion  
**Location:**  
District of Columbia

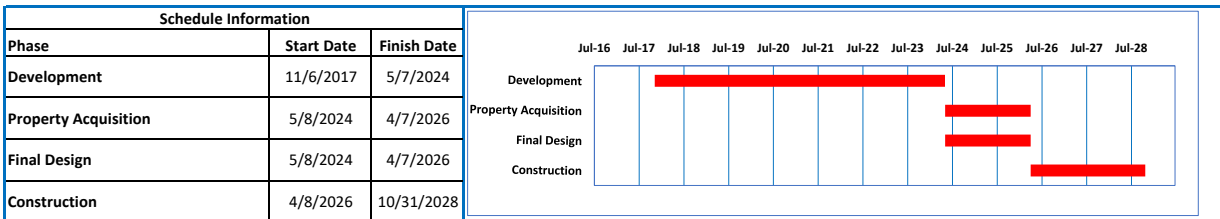


#### Project Description

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 improve station access and customer convenience while also improving service reliability. The project will be coordinated with the broader Long Bridge capacity investments by the Commonwealth.

#### Project Funding

This project is supported by a range of sources, including VPRA capital funds, Federal formula funds, CROC funds and REF funds, as well as other sources yet to be determined.



Funding Source	Life to Date	FY 24	FY 25	FY 26	FY 27	FY 28	FY 29	FY 30	Future	Total
Federal - Formula Funds	14,493,439	8,898,338								23,391,777
Federal State Match	2,898,688	1,779,668								4,678,355
VRE Local Match	724,672	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	1,800,000	1,100,000	1,500,000	6,000,000	6,000,000	5,900,000	100,000			22,400,000
Unfunded (To Be Determined)					33,783,568					33,783,568
<b>Total Funding</b>	<b>49,226,509</b>	<b>12,222,923</b>	<b>1,500,000</b>	<b>6,000,000</b>	<b>39,783,568</b>	<b>5,900,000</b>	<b>100,000</b>			<b>114,733,000</b>

Spending Plan	Life to Date	FY 24	FY 25	FY 26	FY 27	FY 28	FY 29	FY 30	Future	Total
<b>Total Spending Plan</b>	<b>837,261</b>	<b>500,000</b>	<b>5,252,390</b>	<b>5,252,390</b>	<b>35,000,000</b>	<b>35,000,000</b>	<b>32,890,959</b>			<b>114,733,000</b>

**Project Name:**  
Manassas Station Improvements

**Project ID:**  
0043

**Program:**  
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-23	Jul-24	Jul-25	Jul-26
Development	1/2/2024	6/30/2024				
Property Acquisition	N/A					
Final Design	7/1/2024	6/30/2025				
Construction	7/1/2025	3/31/2027				

Funding Source	Life to Date	FY 24	FY 25	FY 26	FY 27	FY 28	FY 29	FY 30	Future	Total
I-66 OTB Concession Payment	9,125,000									9,125,000
<b>Total Funding</b>	<b>9,125,000</b>									<b>9,125,000</b>

Spending Plan	Life to Date	FY 24	FY 25	FY 26	FY 27	FY 28	FY 29	FY 30	Future	Total
<b>Total Spending Plan</b>		<b>100,000</b>	<b>1,528,574</b>	<b>1,422,485</b>	<b>6,073,941</b>					<b>9,125,000</b>

**Project Name:**  
Quantico Station Improvements

**Project ID:**  
0023

**Program:**  
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	Jul-17	Jul-18	Jul-19	Jul-20	Jul-21	Jul-22	Jul-23
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	6/30/2024							

Funding Source	Life to Date	FY 24	FY 25	FY 26	FY 27	FY 28	FY 29	FY 30	Future	Total
State - IPROC	13,622,204									13,622,204
State - Smart Scale	10,350,857									10,350,857
VRE Internal Funds		3,532,939								3,532,939
<b>Total Funding</b>	<b>23,973,061</b>	<b>3,532,939</b>								<b>27,506,000</b>

Spending Plan	Life to Date	FY 24	FY 25	FY 26	FY 27	FY 28	FY 29	FY 30	Future	Total
Construction	6,675,815	13,006,703	2,853,890	1,600,000						24,136,408
<b>Total Spending Plan</b>	<b>16,640,754</b>	<b>10,865,246</b>								<b>27,506,000</b>

**Project Name:**  
Woodbridge Station Improvements

**Project ID:**  
0076

**Program:**  
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	Development	

Funding Source	Life to Date	FY 24	FY 25	FY 26	FY 27	FY 28	FY 29	FY 30	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
<b>Total Funding</b>	<b>1,836,978</b>		<b>903,640</b>							<b>2,740,618</b>

Spending Plan	Life to Date	FY 24	FY 25	FY 26	FY 27	FY 28	FY 29	FY 30	Future	Total
<b>Total Spending Plan</b>			<b>1,370,309</b>	<b>1,370,309</b>						<b>2,740,618</b>

**Project Name:**  
Washington Union Station Improvements

**Project ID:**  
N/A

**Program:**  
Passenger Station Facilities

**Project Type:**  
Expansion

**Location:**  
District of Columbia



#### Project Description

This project funds 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% state or local match.

Schedule Information		
Phase	Start Date	Finish Date
WUT Projects (various)	TBD	

	Jul-17	Jul-18	Jul-19	Jul-20	Jul-21	Jul-22	Jul-23	Jul-24	Jul-25	Jul-26
WUT Projects (various)										

Funding Source	Life to Date	FY 24	FY 25	FY 26	FY 27	FY 28	FY 29	FY 30	Future	Total
Federal - Formula Funds	6,200,000	6,200,000								12,400,000
Federal State Match	3,400,000	3,400,000								6,800,000
VRE Local Match	400,000	400,000								800,000
State CROC	3,916,289									3,916,289
<b>Total Funding</b>	<b>13,916,289</b>	<b>10,000,000</b>								<b>23,916,289</b>

Spending Plan	Life to Date	FY 24	FY 25	FY 26	FY 27	FY 28	FY 29	FY 30	Future	Total
<b>Total Spending Plan</b>		<b>3,916,289</b>	<b>10,000,000</b>	<b>10,000,000</b>						<b>23,916,289</b>

# Rolling Stock



**Project Name:**  
Fleet Expansion Coaches - 21 Railcars

**Project ID:**  
1009

**Program:**  
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 primarily with state Smart Scale and I-66 Outside the Beltway (OTB) concessionaire funds, with the balance coming from Federal 5307 formula funds and associated state/local match.

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								

Funding Source	Life to Date	FY 24	FY 25	FY 26	FY 27	FY 28	FY 29	FY 30	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	34,294,442									34,294,442
I-66 OTB Concession Payment	28,120,000									28,120,000
<b>Total Funding</b>	<b>81,491,357</b>	<b>3,133,206</b>								<b>84,624,563</b>

Spending Plan	Life to Date	FY 24	FY 25	FY 26	FY 27	FY 28	FY 29	FY 30	Future	Total
<b>Total Spending Plan</b>	<b>17,426,211</b>	<b>6,494,379</b>	<b>2,712,497</b>		<b>56,377,350</b>		<b>1,614,126</b>			<b>84,624,563</b>



**Project Name:**  
Fleet Expansion Coaches - TRV  
**Project ID:**  
TBD  
**Program:**  
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

Funding options for the expansion coaches are being explored.

Schedule Information							
Phase	Start Date	Finish Date	Jul-24	Jul-25	Jul-26	Jul-27	Jul-28
Expansion - 48 Coaches	10/7/2024	12/2/2028	Expansion - 48 Coaches				

Funding Source	Life to Date	FY 24	FY 25	FY 26	FY 27	FY 28	FY 29	FY 30	Future	Total
Unfunded (To Be Determined)					194,822,460					194,822,460
<b>Total Funding</b>					194,822,460					194,822,460

Spending Plan By Phase	Life to Date	FY 24	FY 25	FY 26	FY 27	FY 28	FY 29	FY 30	Future	Total
<b>Total Spending Plan</b>					48,000,000	48,000,000	48,000,000	50,822,460		194,822,460

**Project Name:**  
Fleet Expansion Locomotives - TRV

**Project ID:**  
TBD

**Program:**  
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

Funding options for the expansion locomotives are being explored.

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

Funding Source	Life to Date	FY 24	FY 25	FY 26	FY 27	FY 28	FY 29	FY 30	Future	Total
Unfunded (To Be Determined)				79,503,630						79,503,630
<b>Total Funding</b>				<b>79,503,630</b>						<b>79,503,630</b>

Spending Plan By Phase	Life to Date	FY 24	FY 25	FY 26	FY 27	FY 28	FY 29	FY 30	Future	Total
<b>Total Spending Plan</b>							20,000,000	20,000,000	39,503,630	<b>79,503,630</b>

# Station Parking Facilities



**Project Name:**

Leeland Road Parking Improvements

**Project ID:**

0073

**Program:**

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	1/2/2024	6/30/2024					
Property Acquisition	N/A						
Final Design	7/1/2024	6/30/2025					
Construction	7/1/2025	3/30/2027					

Funding Source	Life to Date	FY 24	FY 25	FY 26	FY 27	FY 28	FY 29	FY 30	Future	Total
State - Smart Scale	5,519,178									5,519,178
Unfunded (To Be Determined)				6,525,255						6,525,255
<b>Total Funding</b>	<b>5,519,178</b>			<b>6,525,255</b>						<b>12,044,433</b>

Spending Plan	Life to Date	FY 24	FY 25	FY 26	FY 27	FY 28	FY 29	FY 30	Future	Total
<b>Total Spending Plan</b>			446,962	1,344,541	2,563,233	7,689,697				<b>12,044,433</b>

**Project Name:**  
Manassas Park Parking Expansion

**Project ID:**  
0044

**Program:**  
Station Parking

**Project Type:**  
Expansion

**Location:**  
City of Manassas Park

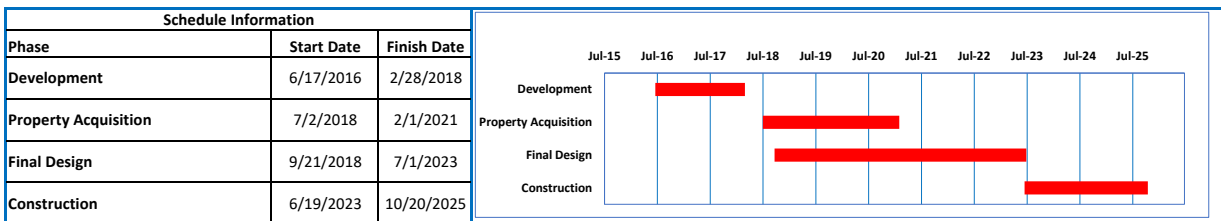


#### Project Description

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

#### Project Funding

The project is funded by a range of sources, including NVTA funds, I-66 OTB funds (as part of the Manassas Line Capacity Expansion program), City of Manassas Park funds, Commuter Choice funds, and a DRPT MERIT grant.



Funding Source	Life to Date	FY 24	FY 25	FY 26	FY 27	FY 28	FY 29	FY 30	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
I-66 Commuter Choice		2,500,000								2,500,000
DRPT MERIT		6,101,000								6,101,000
<b>Total Funding</b>	<b>26,661,764</b>	<b>8,601,000</b>								<b>35,262,764</b>

Spending Plan	Life to Date	FY 24	FY 25	FY 26	FY 27	FY 28	FY 29	FY 30	Future	Total
<b>Total Spending Plan</b>	<b>2,907,905</b>	<b>9,591,535</b>	<b>12,000,000</b>	<b>10,763,324</b>						<b>35,262,764</b>

# Maintenance & Storage Facilities



**Project Name:**

Broad Run Expansion (BRX)

**Project ID:**

0039

**Program:**

Train Maintenance and Storage Facilities

**Project Type:**

Expansion

**Location:**

Prince William County

**Project Description**

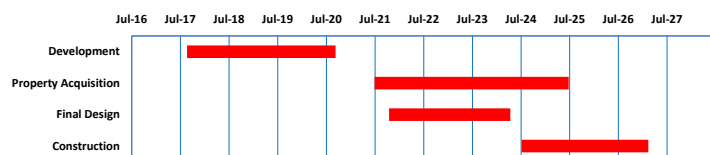
This project includes expansion of the Broad Run Maintenance and Storage Facility (MSF) and Station to support expanded Manassas Line service. Improvements include: expansion of the MSF site and construction of storage tracks for additional trains and equipment, construction and reconstruction of station parking to accommodate 2030 demand, and platform modifications to provide access to expanded parking, and new connections to the Norfolk Southern mainline. The estimated cost also includes real estate acquisition to expand the station and MSF footprint and accommodate additional track.

**Project Funding**

This project is currently funded through a combination of Federal CMAQ/RSTP Funds, state Rail Enhancement funds, and the I-66 OTB Concessionaire payment.

**Schedule Information**

Phase	Start Date	Finish Date
Development	8/21/2017	9/11/2020
Property Acquisition	7/1/2021	6/30/2025
Final Design	10/18/2021	4/17/2024
Construction	7/11/2024	2/19/2027



Funding Source	Life to Date	FY 24	FY 25	FY 26	FY 27	FY 28	FY 29	FY 30	Future	Total
Federal - CMAQ/STP/RSTP	23,936,272									23,936,272
State - CMAQ/RSTP Match	6,406,445									6,406,445
NVTA	1,500,000									1,500,000
State - REF	2,785,714									2,785,714
VRE - Capital Reserve	1,294,362									1,294,362
I-66 OTB Concession Payment	64,287,000									64,287,000
Unfunded (To Be Determined)			30,254,287							30,254,287
<b>Total Funding</b>	<b>100,209,793</b>		<b>30,254,287</b>							<b>130,464,080</b>

Spending Plan	Life to Date	FY 24	FY 25	FY 26	FY 27	FY 28	FY 29	FY 30	Future	Total
<b>Total Spending Plan</b>	<b>4,391,027</b>	<b>1,324,096</b>	<b>31,748,877</b>	<b>56,000,000</b>	<b>37,000,000</b>					<b>130,464,000</b>



**Project Name:**  
Lifecycle Overhaul & Upgrade (LOU) Facility

**Project ID:**  
0031

**Program:**  
Train Maintenance and Storage Facilities

**Project Type:**  
Expansion

**Location:**  
Spotsylvania County

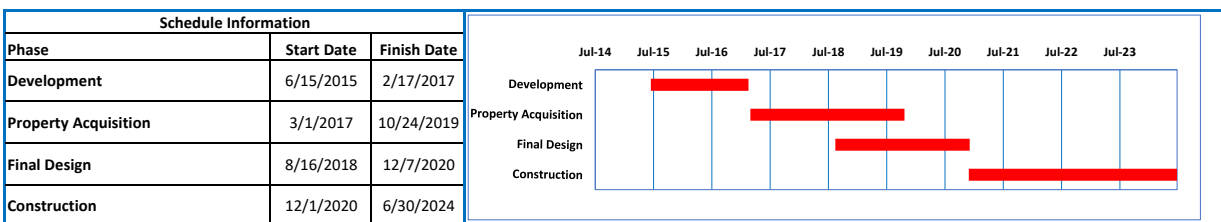


#### Project Description

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

The project is funded with federal 5337 State of Good Repair formula grants and associated state and local match.



Funding Source	Life to Date	FY 24	FY 25	FY 26	FY 27	FY 28	FY 29	FY 30	Future	Total
Federal - Formula Funds	39,313,190									39,313,190
Federal State Match	11,743,685									11,743,685
VRE Local Match	1,726,757									1,726,757
<b>Total Funding</b>	<b>52,783,632</b>									<b>52,783,632</b>

Spending Plan	Life to Date	FY 24	FY 25	FY 26	FY 27	FY 28	FY 29	FY 30	Future	Total
<b>Total Spending Plan</b>	<b>51,748,473</b>	<b>965,376</b>								<b>52,713,849</b>

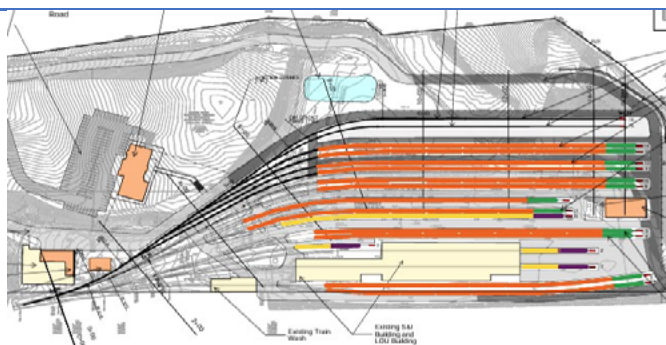
**Project Name:**  
Crossroads MSF - Employee Parking

**Project ID:**  
0077

**Program:**  
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. Design and construction also includes advanced site work for a future Administration & Employee Wellness (AEW) building. Work here is coordinated with the Crossroads MSF Phase II 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	12/31/2022			
Property Acquisition	N/A				
Final Design	1/1/2023	12/31/2023			
Construction	1/1/2024	12/31/2024			

Funding Source	Life to Date	FY 24	FY 25	FY 26	FY 27	FY 28	FY 29	FY 30	Future	Total
State - Smart Scale	7,396,500									7,396,500
<b>Total Funding</b>	<b>7,396,500</b>									<b>7,396,500</b>

Spending Plan	Life to Date	FY 24	FY 25	FY 26	FY 27	FY 28	FY 29	FY 30	Future	Total
<b>Total Spending Plan</b>	<b>600,909</b>	<b>608,359</b>	<b>6,187,231</b>							<b>7,396,500</b>

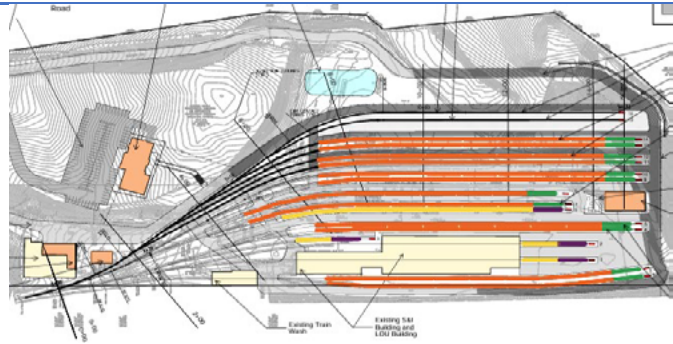
**Project Name:**  
Crossroads MSF - TRV Phase II Service Expansion

**Project ID:**  
1018

**Program:**  
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. This includes an AEW building, warehouse expansion, additional storage tracks, electrical yard expansion, new pond, and pole barn building. Work on this phase is coordinated with the Crossroads Employee Parking project and will be undertaken in multiple phases, which may eventually be broken off into separate projects.

#### Project Funding

Funding for PE/NEPA for Crossroads Phase 2 is supported by Smart Scale funding as part of the Fredericksburg Line Capacity Expansion program. Federal 5307 funding is programmed for the AEW building, which is the immediate need following the completion of the parking lot. Funding options for the additional phases are being explored.

Schedule Information			Jul-21	Jul-22	Jul-23	Jul-24	Jul-25	Jul-26	Jul-27	Jul-28	Jul-29	Jul-30
Phase	Start Date	Finish Date										
Development	2/4/2022	12/31/2024	Development									
Property Acquisition	N/A		Property Acquisition									
Final Design	7/1/2024	6/30/2028	Final Design									
Construction	7/1/2025	6/30/2031	Construction									

Funding Source	Life to Date	FY 24	FY 25	FY 26	FY 27	FY 28	FY 29	FY 30	Future	Total
State - Smart Scale	1,000,000									1,000,000
Federal - Formula Funds			8,664,420							8,664,420
Federal State Match			1,732,884							1,732,884
VRE Local Match			433,221							433,221
Unfunded (To Be Determined)					43,231,265					43,231,265
<b>Total Funding</b>	<b>1,000,000</b>		<b>10,830,525</b>		<b>43,231,265</b>					<b>55,061,790</b>

Spending Plan	Life to Date	FY 24	FY 25	FY 26	FY 27	FY 28	FY 29	FY 30	Future	Total
<b>Total Spending Plan</b>		<b>450,000</b>	<b>5,465,262</b>	<b>5,915,262</b>	<b>4,321,935</b>	<b>9,164,955</b>	<b>9,164,955</b>	<b>4,582,477</b>	<b>15,996,943</b>	<b>55,061,790</b>

**Project Name:**  
New York Avenue Midday Storage Facility

**Project ID:**  
0001

**Program:**  
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 and associated state and local match.

Schedule Information												
Phase	Start Date	Finish Date	Jul-16	Jul-18	Jul-20	Jul-22	Jul-24	Jul-26	Jul-28	Jul-30	Jul-32	
Development	8/16/2016	7/14/2023	[Red bar spanning from Jul-16 to Jul-22]									
Property Acquisition	12/1/2023	8/21/2031					[Red bar spanning from Jul-24 to Jul-30]					
Final Design	7/17/2023	8/21/2030					[Red bar spanning from Jul-24 to Jul-28]					
Construction	8/5/2025	11/10/2033						[Red bar spanning from Jul-26 to Jul-30]				

Project Schedule as of 09/14/2022

Funding Source	Life to Date	FY 24	FY 25	FY 26	FY 27	FY 28	FY 29	FY 30	Future	Total
Federal - Formula Funds	81,728,266	9,307,984								91,036,250
Federal State Match	35,727,426	5,104,379								40,831,805
VRE Local Match	4,893,987	600,515								5,494,502
Unfunded (To Be Determined)					67,361,442					67,361,442
<b>Total Funding</b>	<b>122,349,679</b>	<b>15,012,878</b>			<b>67,361,442</b>					<b>204,724,000</b>

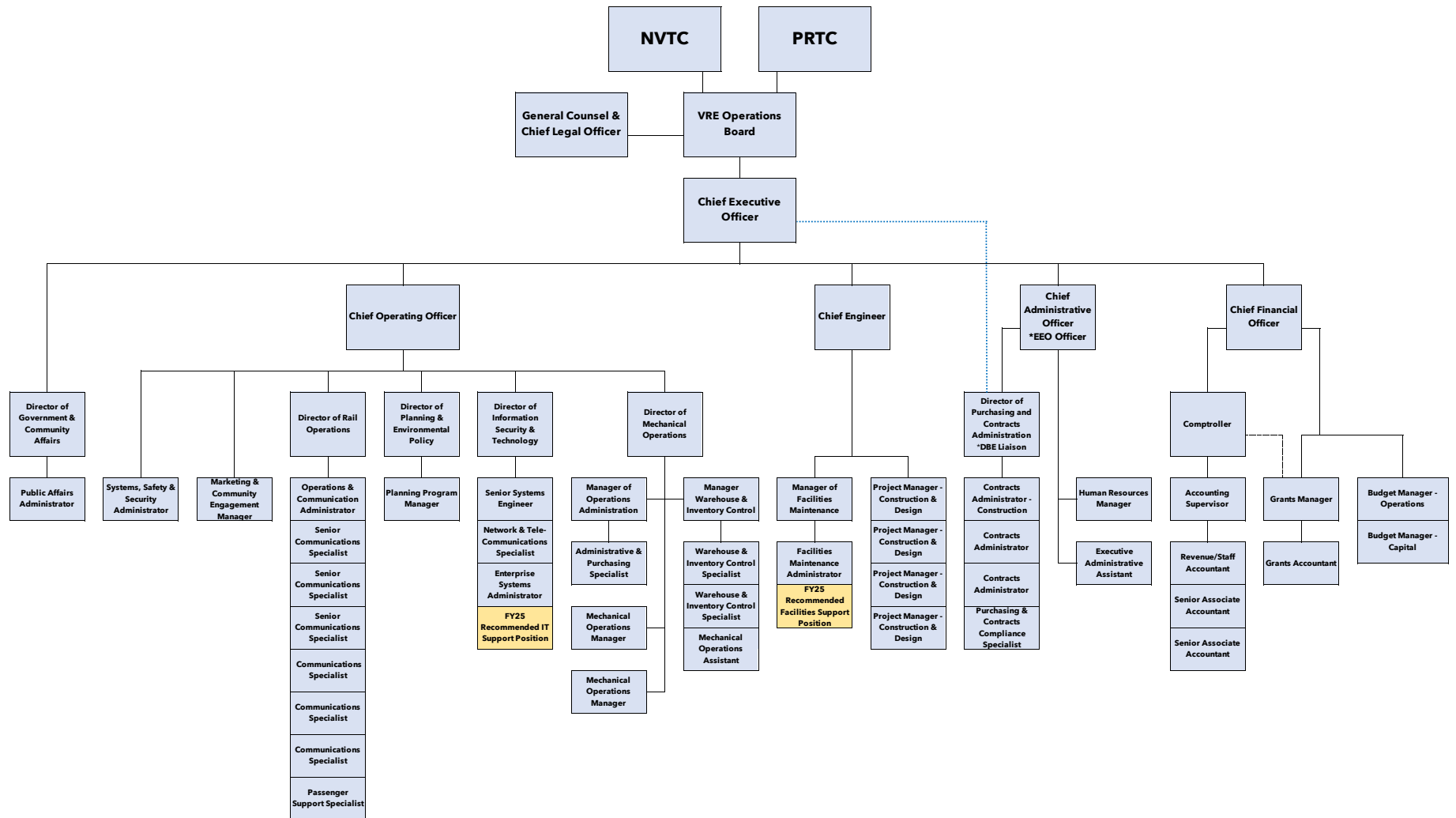
Spending Plan By Phase	Life to Date	FY 24	FY 25	FY 26	FY 27	FY 28	FY 29	FY 30	Future	Total
<b>Total Spending Plan</b>	<b>2,300,604</b>	<b>25,600</b>	<b>12,500,000</b>	<b>25,800,000</b>	<b>70,000,000</b>	<b>70,000,000</b>	<b>2,000,000</b>	<b>11,000,000</b>	<b>11,097,796</b>	<b>204,724,000</b>

# Appendices & Additional Information



# VRE Organizational Chart (as of June 30, 2023)

## Including FY 2025 Budget Recommended FTE Positions



\* 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

# Jurisdictional Contribution Allocation

## Survey Conducted October 2023 - Recommended FY 2025 Budget

Jurisdiction	Participating Jurisdiction Ridership	% of Ridership and Share of Costs	Gross Costs (\$)	State / Federal Aid, Interest & Misc Income	System Fare Revenue	Net Costs	Contributing Jurisdictions Contribution	Participants' Net Costs	Participants' % of Fare Revenue	Participants' Fare Revenue	Recommended FY 2025 Contribution	Recommended Contribution %
City of Alexandria							\$149,151				\$149,151	0.8%
Arlington County							\$218,219				\$218,219	1.2%
City of Fredericksburg	164	4.6%	\$8,728,725	\$6,825,888	\$109,946			\$1,775,968	5.23%	\$1,077,705	\$698,263	3.8%
City of Manassas	151	4.2%	\$8,027,024	\$6,277,157	\$101,108			\$1,633,199	4.23%	\$872,498	\$760,700	4.2%
City of Manassas Park	106	3.0%	\$5,624,233	\$4,398,167	\$70,842			\$1,144,321	2.97%	\$613,219	\$531,102	2.9%
Fairfax County	944	26.5%	\$50,155,613	\$39,221,838	\$631,756			\$10,204,787	22.94%	\$4,730,859	\$5,473,928	29.9%
Prince William County	1,056	29.6%	\$56,136,012	\$43,898,527	\$707,084			\$11,421,574	28.87%	\$5,953,426	\$5,468,148	29.9%
Spotsylvania County	541	15.2%	\$28,769,706	\$22,497,995	\$362,381			\$5,853,557	17.62%	\$3,634,804	\$2,218,752	12.1%
Stafford County	603	16.9%	\$32,060,254	\$25,071,214	\$403,828			\$6,523,060	18.14%	\$3,740,543	\$2,782,517	15.2%
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<b>Total</b>	<b>3,565</b>	<b>100.0%</b>	<b>\$189,501,567</b>	<b>\$148,190,787</b>	<b>\$2,386,946</b>	<b>\$38,923,834</b>	<b>\$367,370</b>	<b>\$38,556,464</b>	<b>100.00%</b>	<b>\$20,623,054</b>	<b>\$18,300,780</b>	<b>100.0%</b>



# FY 2025 Departmental Budget

	FY 2023 Amended	FY 2024 Approved	FY 2025 Recommended
<b>Revenue:</b>			
<b>VRE - Non-Departmental</b>			
Fare Revenue	19,119,963	28,640,000	23,010,000
Miscellaneous Revenue	200,000	150,000	194,000
Appropriation from Operating Reserve	-	-	-
Appropriation from Capital Reserve	-	41,537	-
Jurisdictional Revenue	13,544,122	16,000,000	18,300,780
Other Revenue (Incl. Use of Prev. FY Surplus)	-	-	-
State CROC Dedicated Funding - Operations	7,499,738	7,496,000	7,495,000
State Operating Grant	24,476,892	5,000,000	8,280,792
Federal CARES Act	23,171,167	31,779,054	34,949,753
Federal Grants - Operations and Debt	5,418,361	5,420,686	5,417,271
State Grants - Operations and Debt	18,050,992	18,904,897	21,912,254
State CROC Dedicated Funding - Capital Program	7,500,263	7,504,000	7,505,000
Regional Grants - Capital Program	-	7,900,000	26,686,281
Federal Grants - Capital Program	51,705,876	45,300,447	38,875,202
State Grants - Capital Program	46,826,855	15,608,860	9,334,180
Interest Income	1,500,000	1,000,000	3,750,000
<b>Total Revenue</b>	<b>219,014,228</b>	<b>190,745,481</b>	<b>205,710,513</b>
<b>Expenditures:</b>			
<b>Non-Departmental Operating</b>			
Liability Insurance	7,580,000	7,300,000	7,700,000
Operating Reserve/Contingency	830,000	1,780,893	2,006,070
Capital Reserve	-	-	-
Other	-	-	-
<b>Total Non-Departmental Operating</b>	<b>8,410,000</b>	<b>9,080,893</b>	<b>9,706,070</b>
<b>General Counsel</b>			
Salaries/Fringes	386,000	399,000	394,000
Travel/Training/Employee Expenses	2,500	3,000	2,000
Legal Costs	70,000	50,000	50,000
Consulting/Professional/Other	-	-	35,000
Other Costs	1,700	1,500	1,500
<b>Total General Counsel</b>	<b>460,200</b>	<b>453,500</b>	<b>482,500</b>
<b>Executive, HR &amp; Administration</b>			
Salaries/Fringes	1,382,000	1,583,500	1,520,000
Travel/Training/Employee Expenses	11,300	4,300	6,300
Board Member Expenses	1,500	-	-
Office Administration Expenses	120,000	104,500	74,500
Legal/Audit	-	-	-
Consulting/Professional/Other	154,000	7,500	-
<b>Total Executive, HR &amp; Administration</b>	<b>1,668,800</b>	<b>1,699,800</b>	<b>1,600,800</b>

	<b>FY 2023 Amended</b>	<b>FY 2024 Approved</b>	<b>FY 2025 Recommended</b>
<b>Government &amp; Public Relations</b>			
Salaries/Fringes	394,000	428,000	449,000
Travel/Training/Employee Expenses	8,500	4,000	7,300
Organizational Memberships	110,000	100,000	110,000
Government Relations	180,000	175,000	165,000
Other Costs/Special Events/Consulting	9,500	3,800	16,100
<b>Total Government &amp; Public Relations</b>	<b>702,000</b>	<b>710,800</b>	<b>747,400</b>
<b>Marketing</b>			
Salaries/Fringes	116,000	174,000	198,000
Travel/Training/Employee Expenses	500	-	2,500
Marketing/Advertising/Promotional	410,000	405,000	385,000
Other Costs/Special Events	25,000	30,000	30,000
<b>Total Marketing</b>	<b>551,500</b>	<b>609,000</b>	<b>615,500</b>
<b>Project Development</b>			
Salaries/Fringes	368,000	425,000	470,500
Travel/Training/Employee Expenses	11,000	5,000	18,000
Professional Services/Consulting/Other	1,116,400	437,900	443,800
<b>Total Project Development</b>	<b>1,495,400</b>	<b>867,900</b>	<b>932,300</b>
<b>Rail Operations</b>			
Salaries/Fringes	1,042,000	1,142,000	1,216,000
Travel/Training/Employee Expenses	1,000	9,000	9,500
Printing/Admin/Other	36,000	26,000	23,500
Consulting/Professional Services	50,000	50,000	15,000
Website & Communications	300,000	275,000	275,000
Fare Collections	1,142,000	1,100,000	1,015,000
<b>Total Rail Operations</b>	<b>2,571,000</b>	<b>2,602,000</b>	<b>2,554,000</b>
<b>Finance and Accounting</b>			
Salaries/Fringes	1,435,000	1,727,000	1,945,000
Travel/Training/Employee Expenses	21,500	13,500	4,500
Audit Services	65,000	65,000	65,000
Retail Sales/Vendor Commissions	1,245,000	1,072,000	1,078,250
Consulting/Professional Services/Admin/Other	525,000	417,000	166,000
<b>Total Finance and Accounting</b>	<b>3,291,500</b>	<b>3,294,500</b>	<b>3,258,750</b>
<b>Information Technology</b>			
Salaries/Fringes	750,000	736,700	902,700
Travel/Training/Employee Expenses	2,850	5,350	5,350
Computer Equipment/Software/Maintenance	839,000	706,504	802,000
Admin/Consulting/Other	313,150	222,666	265,150
Communications	625,000	718,496	658,000
<b>Total Information Technology</b>	<b>2,530,000</b>	<b>2,389,716</b>	<b>2,633,200</b>

	<b>FY 2023 Amended</b>	<b>FY 2024 Approved</b>	<b>FY 2025 Recommended</b>
<b>Design &amp; Construction</b>			
Salaries/Fringes	1,036,000	1,128,000	1,207,000
Travel/Training/Employee Expenses	28,000	2,500	14,000
Consulting/Professional Services/Other	32,000	152,000	116,000
<b>Total Design &amp; Construction</b>	<b>1,096,000</b>	<b>1,282,500</b>	<b>1,337,000</b>
<b>Facilities Maintenance</b>			
Salaries/Fringes	418,000	389,000	555,000
Travel/Training/Employee Expenses	1,300	500	1,000
Office Rent/Utilities/Admin/Consulting	330,400	331,800	332,000
Parking/Electricity/Water/Sewer	816,100	635,600	656,100
Facility Repairs and Maintenance/Custodial/Snow	2,778,000	2,458,000	2,900,500
<b>Total Facilities Maintenance</b>	<b>4,343,800</b>	<b>3,814,900</b>	<b>4,444,600</b>
<b>Purchasing and Contract Administration</b>			
Salaries/Fringes	746,000	807,000	867,500
Travel/Training/Employee Expenses	18,500	12,500	8,500
Admin/Consulting/Other	28,600	25,750	23,850
<b>Total Procurement and Contract Administration</b>	<b>793,100</b>	<b>845,250</b>	<b>899,850</b>
<b>Mechanical Operations</b>			
Salaries/Fringes	1,093,000	1,370,000	1,433,000
Travel/Training/Employee Expenses	7,000	2,000	11,000
Admin/Consulting/Other	183,300	36,400	109,400
Equipment/Warehouse Leases	-	-	-
Yard Electricity/Car Wash	1,185,000	1,185,000	1,335,000
Diesel Fuel	6,500,000	5,185,000	5,944,000
Equipment Repairs and Maintenance/PTC	4,315,000	3,756,000	3,435,000
<b>Total Mechanical Operations</b>	<b>13,283,300</b>	<b>11,534,400</b>	<b>12,267,400</b>
<b>System Safety &amp; Security</b>			
Salaries/Fringes	123,000	169,000	161,000
Travel/Training/Employee Expenses	43,000	73,700	63,500
Admin/Consulting/Professional Services	260,600	257,200	160,200
Yard/Station Security/Disaster Response	734,750	598,000	945,000
<b>Total System Safety and Security</b>	<b>1,161,350</b>	<b>1,097,900</b>	<b>1,329,700</b>
<b>PRTC</b>			
Professional Services	102,000	102,000	102,000
<b>Total PRTC</b>	<b>102,000</b>	<b>102,000</b>	<b>102,000</b>
<b>NVTC</b>			
Professional Services	90,000	90,000	90,000
<b>Total NVTC</b>	<b>90,000</b>	<b>90,000</b>	<b>90,000</b>
<b>Train Operations</b>			
Contract Operations and Maintenance	17,797,500	19,129,000	20,318,000
<b>Total Train Operations</b>	<b>17,797,500</b>	<b>19,129,000</b>	<b>20,318,000</b>

	<b>FY 2023 Amended</b>	<b>FY 2024 Approved</b>	<b>FY 2025 Recommended</b>
-			
<b>Amtrak Services</b>			
Contract Operations and Maintenance	4,411,000	4,726,000	6,230,000
<b>Total Amtrak Services</b>	4,411,000	4,726,000	6,230,000
			-
<b>Maintenance of Equipment</b>			
Maintenance of Equipment	8,771,000	9,556,500	10,240,500
<b>Total Maintenance of Equipment</b>	8,771,000	9,556,500	10,240,500
			-
<b>Amtrak Access Fees</b>			
Access Fees	8,167,000	8,264,000	9,527,000
<b>Total Amtrak Access Fees</b>	8,167,000	8,264,000	9,527,000
			-
<b>Norfolk Southern</b>			
Access Fees	3,351,000	3,491,000	4,766,000
<b>Total Norfolk Southern</b>	3,351,000	3,491,000	4,766,000
	-	-	-
<b>CSXT</b>			
Access Fees	8,805,000	9,584,000	10,627,000
<b>Total CSXT</b>	8,805,000	9,584,000	10,627,000
			-
<b>CIP Expenditures</b>			
CIP Expenditures	111,440,018	81,798,993	87,285,283
<b>Total CIP Expenditures</b>	111,440,018	81,798,993	87,285,283
			-
<b>CIP VRE - Non-Departmental</b>			
Debt Service	13,721,760	13,720,929	13,715,660
<b>Total CIP VRE - Non-Departmental</b>	13,721,760	13,720,929	13,715,660
<b>Total Expenditures</b>	219,014,228	190,745,481	205,710,513



A TRANSPORTATION PARTNERSHIP



**Virginia Railway Express**  
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Alexandria, VA 22314  
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VIRGINIA RAILWAY EXPRESS  
OPERATIONS BOARD

**Agenda Item 9-A**  
**Action Item**

**To: Chair Walkinshaw and the VRE Operations Board**

**From: Rich Dalton**

**Date: December 15, 2023**

**Re: Referral of the Amended FY 2024 and Recommended FY 2025 VRE Operating and Capital Budgets to the Commissions and Jurisdictions**

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**Recommendation:**

The VRE Operations Board is asked to adopt the amended FY 2024 VRE Operating and Capital Budget and the recommended FY 2025 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 2025 budget in September and the budget updates in October and November, staff is presenting the recommended FY 2025 operating and capital budget for adoption and referral. The recommended budget is balanced, with no funding gap, and with all projected uses of funding in FY 2025 supported by reasonably expected sources of funding. The FY 2025 budget includes a five percent increase to passenger fares as compared to FY 2024 and a total jurisdictional subsidy contribution of \$18.3 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 2025 budget were presented to the VRE Operations Board for discussion in July 2023, and the preliminary FY 2025 budget was prepared for review and referral at the September 2023 Operations Board meeting. Additional discussions and reviews were undertaken with the Operations Board, the members of the



Northern Virginia  
Transportation Commission  
2300 Wilson Blvd., Suite 230  
Arlington, VA 22201  
703-524-3322



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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



Finance Committee, and staff members of the jurisdictions through the VRE Coordinating Committee (VCC).

**Discussion:**

The Recommended FY 2025 Operating and Capital Budget totals \$205.7 million. The budget includes a five percent fare increase and projects average daily ridership of 8,500 on weekdays and 1,000 on Saturdays, with Saturday service contingent upon VRE reaching agreement with its host railroads and operations and maintenance contractor. These ridership projections and fare changes result in \$23.0 million of total annual fare revenue. These projections reflect ongoing ridership trends since the end of the COVID-19 pandemic and remain 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 approximately \$2.3 million over the FY 2024 budget amount of \$16,000,000.

FY 2025 budgeted operating expenses of \$118.4 million are higher than the prior year by \$9.5 million, an increase of 8.7%. This increase reflects the planned inaugural implementation of Saturday VRE Service (contingent upon VRE reaching agreement with the host railroads and operations and maintenance contractor), as well as increased insurance and access and operating contractual costs being balanced by projected revenue sources and the ongoing use of Federal pandemic relief funds. The detailed operating budget assumptions are provided in the FY 2025 Recommended Budget document, but the key assumptions include:

- Total jurisdictional contribution of \$18,300,780, returning to the subsidy level from FY 2021.
- A 5% increase in passenger fares. Fare revenue is budgeted at \$23.0 million based on a projected weekday average daily ridership of 8,500 and 32 daily weekday revenue trains and a projected 1,000 average daily riders for the planned inaugural Saturday service of 12 revenue trains.
- Revenue projections also include several changes to VRE's fares, including:
  - Making the current Zone 1-3 promotional flat \$5.00 fare permanent (with associated multiride fares).
  - Simplification of the fare structure via elimination of the under-utilized seven-day (weekly) pass.
  - Allowing children 18 and under to ride free, with concurrent elimination of the VRE Youth discount for children aged 11 to 18 (riders under age 11 ride free currently).
  - Restoration of the Amtrak Step-Up ticket program on VRE Mobile only (due to changes in requirements by Amtrak regarding passenger manifests). Final parameters of the program, including the rider-facing cost, remain to be determined through ongoing discussions with Amtrak and the Commonwealth of Virginia. VRE has received I-395/95 Commuter Choice funding to support the restart of this program.

- Total FY 2025 state assistance is projected at \$16.0 million, with \$8.3 million programmed to support the operating budget and the remaining \$7.7 million to be used for required capital grant matching. This reflects VRE departure from the State MERIT funding program and the start in FY 2025 of VRE instead receiving up to 3.5% of the Commonwealth Mass Transit Fund (MTF).
- Diesel fuel cost is projected at \$5.9 million, based on an average cost of \$3.25 per gallon and projected usage of 1.83 million gallons, inclusive of the planned new Saturday service. This is an increase of \$0.8 million over the original FY 2024 budgeted amount, which did not include the planned Saturday service.
- Track access fees across all three host railroads of \$24.9 million, based on estimated or actual contractual amounts, inclusive of the planned new Saturday service. This estimate assumes that track access fees for Saturday service will follow a similar cost methodology to the current weekday service, but this will be dependent on the form of agreement reached with each host railroad. The FY 2025 budget assumes continued track access reimbursement funding from the Virginia Passenger Rail Authority (VPRA) at 84%, or \$20.9 million.
- Two additional FTE staff are proposed in FY 2025: a Facilities Maintenance position and an IT Support position with a focus on Cybersecurity.
- Required contractual increases for train operations and maintenance of equipment budgeted at a net increase of \$1.8 million reflecting the planned addition of Saturday service, projected cost savings opportunities for existing weekday services, and an annual contractual CPI increase of 3.24%.
- Operating contingency at 2.0% of the operating budget, reflecting no change in rate from the 2.0% budgeted for FY 2024.
- Budgeted insurance premium costs increased by \$0.4 million, or 5.5%, due to ongoing evaluation of VRE's needs and changes in the global insurance marketplace.
- In total, Net Departmental operating expenses increased by 6.2%, or an increase of \$2.5 million compared to FY 2024. This is primarily due to projected costs related to planned implementation of Saturday service and annual contractual cost increases offset by budget reductions in several areas.

### **Public Comment and Title VI Analysis on FY 2025 Fare Increase**

In accordance with VRE's Public Participation Policy, VRE solicited feedback from riders and the general public on the proposed 5% fare increase for FY 2025. The public comment period began on September 29 and ran through November 16, 2023. VRE held a total of four public hearings – one during lunchtime at L'Enfant, two in the evening at convenient locations in Manassas and Fredericksburg, and one virtual online hearing. VRE also encouraged riders who could not attend the hearings to submit comments directly via email and other online options.

VRE received 35 comments via electronic options during the public comment period and two people attended the public hearings. At the public hearings, two individuals attended (one at

L'Enfant and one at Manassas), neither of whom were current VRE riders. Comments received expressed general support for the fare increase. Many chose to comment on other aspects of the budget, including the simplification of fare media; \$5 fares for travel within zones 1, 2 and 3; free travel for those ages 18 and under; and implementation of Saturday service. The need for bi-directional service, while not proposed in the FY 2025 budget, was mentioned in many comments.

A summary of the public comments along with a compilation of each individual comment received is included as an attachment.

In addition, as required by VRE's Major Service Change and Fare/Service Equity Policy, VRE conducted a Title VI analysis on the proposed FY 2025 fare increase of 5%. This analysis determined that the fare increase will not have a disparate impact based on race, color, or national origin, nor will it have a disproportionate burden on low-income populations. The Title VI memorandum is included as an attachment.

### **Ridership and Fare Revenue**

The ridership outlook for FY 2025 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 2024 amended operating budget (which is described in more detail below) assumes that average daily ridership for the year will be just under 6,600, rather than 10,000 as originally projected. This ridership outlook results in total projected fare revenue for FY 2024 of \$16.4 million, down from the original projection of \$28.7 million.

From that baseline, the FY 2025 recommended budget projects a more conservative but 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). Over the course of the entire year, average daily ridership is expected to be 8,500 trips, with an additional projected 1,000 average daily riders on Saturdays, which corresponds to a total projected fare revenue for the year of \$23.0 million, inclusive of the 5% fare increase and other recommended changes to VRE fares.

### **FY 2025 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 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.

The Master Agreement survey conducted in October 2023, reflected in the jurisdictional subsidy breakdown in the FY 2025 budget, continued to show this trend in ridership as we move further from the official end of the COVID-19 pandemic.

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 reflects 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 2025 is \$18.3 million, the same amount that was contributed by the jurisdictions in FY 2021. The allocation of the subsidy by jurisdiction utilizing the latest survey results is provided in the attachment to this item. In FY 2022, FY 2023 and FY 2024, the subsidy was reduced to provide relief to the jurisdictions, and the funding reduction was made up with additional use of 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. To extend the future availability of those federal funds, and in light of both contractual cost increases and inflation effects on operating costs, a return to the FY 2021 subsidy level is recommended.

### **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 2025 budget projects approximately \$34.9 million of federal pandemic relief will be needed to offset lower passenger revenues and state operating assistance. VRE's CARES Act funds were entirely expended as of the first quarter of FY 2023, and ARP funds are now the source of operating support for FY 2024 and FY 2025.

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 2025 includes a financial forecast for the period through FY 2030, 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 2030. 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 2025–2030 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 or programs, such as NVTa, the Commuter Choice program, 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 2025-2030 CIP is generally positive, despite the impacts of the COVID-19 pandemic. Political and legislative actions in recent years – including the creation of the dedicated CROC 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. The economy-wide inflation experienced from mid-2021 through mid-2023 has impacted the cost of both materials and labor, and certain key near-term projects are still partially unfunded. While CROC and Capital Reserve funds may be available to fill some gaps, an ongoing VRE priority for FY 2025 will be to continue to work with local, state, and other partners to identify and secure 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 portion of the total unfunded amount in the CIP.

Given current estimates, total costs for projects in the FY 2025-2030 CIP (including all costs to complete) are approximately \$1.32 billion. Committed funding for these projects currently totals \$857 million (65% funded) from a range of federal, state, regional, and local sources. This figure includes life-to-date funding through FY 2024.

**FY 2025 – 2030 CIP by Program Area (in millions)**

<b>Program Name</b>	<b>Cost of Projects</b>	<b>Funded</b>	<b>Unfunded</b>
Asset Management/State of Good Repair	\$94.7	\$94.7	\$0.0
Information Technology	\$4.5	\$4.5	\$0.0
Maintenance & Storage Facilities	\$450.4	\$309.6	\$140.8
Station Parking	\$47.3	\$40.8	\$6.5
Rolling Stock	\$359.0	\$84.6	\$274.3
Passenger Station Facilities	\$366.5	\$322.5	\$43.9
<b>TOTAL</b>	<b>\$1,322.3</b>	<b>\$856.7</b>	<b>\$465.6</b>

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

### **Commuter Rail Operating and Capital (CROC) Fund**

In accordance with the 2021 Funding Agreement between VRE and VPRA, VRE and NVTC closed the sale of the Transportation District Special Obligation Revenue Bonds (Transforming Rail in Virginia) Series 2022 (Green Bonds) in June 2022. The sale of these thirty-year, double-A rated tax-exempt bonds generated approximately \$119 million in net proceeds that were transferred to VPRA in July 2022 to assist in the purchase of CSXT right of way. The Amended FY 2024 and Recommended FY 2025 budgets reflect VRE programming its \$15 million in annual CROC funds on \$7.5 million for debt service on the Series 2022 bonds and \$7.5 million towards TRV capital projects (contributed as reimbursements to VPRA).

To date, VRE has programmed \$45 million of CROC funds covering fiscal years 2019, 2020, and 2021, prior to the debt issuance towards its L'Enfant and Crystal City station improvement projects, as well as the Track 22 component of the Washington Union Station project.

### **FY 2024 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 in the post-pandemic environment, the amended FY 2024 operating budget includes some material differences from the original approved version with respect to revenues. The major revisions to the FY 2024 budget are identified below:

#### Revenue

- Decrease in passenger fare revenue in the amount of \$12.2 million, to reflect the slower than projected return of ridership. Total projected passenger fare revenue is reduced from \$28.6 million to \$16.3 million.
- Increase in state operating assistance in the amount of \$1.7 million to reflect a higher funding amount than originally projected.
- An increase in interest income of \$2.5 million, reflecting higher than projected interest rates and more funds held in interest bearing accounts due to the Series 2022 Bonds.
- Increase in the utilization of federal pandemic relief funds of \$8.0 million reflecting overall lower than projected revenues but no net increase in budgeted costs.

#### Expenses

- FY 2024 operating contingency is reduced by a net \$1.48 million for various additions and revisions of current year operating and capital costs and revenue. The notable expense changes are:
  - Increase in consulting for the VRE System Plan (Phase II and III) of \$500,000;
  - Increase in contractual Amtrak labor costs for maintenance of equipment related to the Railroad labor union settlement of \$450,000;
  - Increase in total insurance costs of \$410,000, reflecting market conditions and additional coverages (Cyber insurance, as an example);
  - Increase in Information Technology consulting for work towards internal systems improvements and development of \$250,000;
  - Increase in diesel fuel costs of \$240,000;
  - Increase of \$153,000 for the purchase of three replacement trucks for VRE facility staff use;
  - Increase in facility security costs of \$142,000 as a result of a newly procured contract for those services;
  - Increase in costs for Facilities Maintenance of \$104,000 for a temporary Facility Maintenance Assistant position to meet projected work levels;
  - Minor miscellaneous increase across VRE's operating departments, with a net increase of \$276,000;



- Decrease in staff salary and fringe costs of \$557,000 to reflect vacant positions for the first half of FY 2024;
  - Decrease in budgeted Keolis incentives of \$250,000 to reflect recent experience;
  - Decrease in Finance and Accounting consulting, software, and Debt Allowance to reflect revised projections and new contracts, totaling \$242,000.
- The operating contingency remaining after the changes detailed above is \$306,000 for the second half of FY 2024.

#### Capital Program

- \$16.9 million of previously unallocated prior year federal formula funds were allocated to three programs or projects in the CIP. In each case, federal formula funds represent 80% of the total dollar amount, with the remaining 20% coming from state and local match.
  - Facilities Asset Management (FAM) program: \$1.25 million
  - Alexandria Station Improvements project: \$12.8 million
  - Fredericksburg Station Rehabilitation project: \$2.9 million
- The Manassas Park Parking Expansion received additional funding totaling \$8.6 million:
  - \$2.5 million from the I-66 Commuter Choice program (VRE is a sub-recipient to the City of Manassas Park, which applied for the funds)
  - \$6.1 million from the DRPT MERIT program (VRE and the City applied jointly, but VRE is the grantee)
- Approximately \$3.5 million of VRE Capital Reserve funds are committed to complete the construction of the Quantico Station Improvements project, though VRE continues to explore alternative funding options.

**Virginia Railway Express  
Operations Board Resolution**

**9A-12-2023**

**Referral of the Amended FY 2024 and Recommended FY 2025 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 Fiscal Year 2025 Operating and Capital Budget within the guidelines developed in cooperation with the staff representatives of the local jurisdictions; and,

**WHEREAS**, the Amended Fiscal Year 2024 and Recommended Fiscal Year 2025 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 weekday daily revenue trains and 12 daily trains on Saturdays and average daily ridership 8,500 trips and 1,000 Saturday trips, respectively; and,

**WHEREAS**, planned Saturday service is contingent upon VRE reaching agreement with the host railroads and operations and maintenance contractor; and,

**WHEREAS**, the operating budget includes two new full-time positions to support VRE's expanded facility maintenance programs and to ensure continued high-quality information technology infrastructure and cybersecurity; and,

**WHEREAS**, the Fiscal Year 2025 budget includes a five percent increase in passenger fares over Fiscal Year 2024 fares; and,

**WHEREAS**, the Fiscal Year 2025 budget includes additional changes to the VRE Tariff including a flat \$5.00 fare for travel entirely within Zones 1 to 3 with associated multiride fares; the elimination of the seven-day weekly pass; and the elimination of the Youth discount ticket and the extension of free rides to all children age eighteen and under;

**WHEREAS**, in accordance with its Public Participation Policy, VRE has held public hearings across the VRE service area and solicited public comment on the recommended Fiscal Year 2025 fare changes; and,

**WHEREAS**, in accordance with its Major Service Change and Fare/Service Equity Policy, VRE has conducted a Title VI analysis on the recommended Fiscal Year 2025 fare increase and determined that the fare increase will not have a disparate impact based on race, color, or national origin, nor will it have a disproportionate burden on low-income populations; and,

**WHEREAS**, the Fiscal Year 2025 budget recommends a total jurisdictional subsidy contribution of \$18,300,780, equal to the subsidy contribution in Fiscal Year 2021;

**NOW, THEREFORE, BE IT RESOLVED THAT**, the VRE Operations Board does hereby recommend the Commissions adopt the FY 2025 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	\$118,425,230
Capital Budget	<u>\$ 87,285,283</u>
Total Operating and Capital	\$205,710,513

**BE IT FURTHER RESOLVED THAT**, the VRE Operations Board does hereby recommend the Commissions adopt the amended FY 2024 VRE Operating and Capital Budget in the following amounts; and,

Operating Budget	\$108,946,488
Capital Budget	<u>\$ 95,616,081</u>
Total Operating and Capital	\$204,562,569

**BE IT FURTHER RESOLVED THAT**, the VRE Operations Board does hereby authorize the Chief Executive Officer to amend the Passenger Tariff to increase base fares by five percent; to institute a flat \$5.00 fare for travel entirely within Zones 1 to 3 with associated multiride fares; to eliminate the seven-day weekly pass; and to eliminate the Youth discount ticket and extend free rides to all children aged eighteen and under; and,

**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 2024 and Recommended FY 2025 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 authorize the Chief Executive Officer, following the approval of the FY 2025 Operating and Capital Budget by the

Commissions, to initiate recruitment and hiring activities for the two new VRE employee positions prior to the start of the fiscal year on July 1, 2024; 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 2024 and FY 2025, 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 any FY 2025 state grant or other funding applications.

Approved this 15<sup>th</sup> day of December 2023

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James Walkinshaw  
Chair

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Ralph Smith  
Secretary



VIRGINIA RAILWAY EXPRESS

### Overview of Public Comments Pertaining to the Fiscal Year (FY) 2025 Budget

In September 2023 the Operations Board directed staff to solicit public comments on the fare increase proposed as part of the fiscal year 2025 budget. The public comment period ran from 9 a.m. on Friday, September 29 through 5 p.m. on Thursday, November 16, 2023. Comments were received primarily via e-mail.

VRE promoted the public comment opportunity, which included three in-person public hearings, through advertisements in two newspapers of record – El Tiempo and The Washington Post. Other communication channels included social media, posts on VRE's and jurisdictional and partner websites, and a press release picked up by several media outlets.

The public hearings took place midday near VRE's L'Enfant station on October 16, and in the evening near the Manassas station on October 18, and Fredericksburg station on October 26. One person attended the hearing in Washington, D.C. and another in Manassas. Neither attendee was a current VRE rider, and they did not provide comment. No member of the public attended the Fredericksburg hearing. VRE offered to provide Spanish-language and American Sign Language interpreters for the hearings upon request. No requests were received.

VRE received 35 comments via e-mail and one in-person at the November 17 Operations Board meeting. This compares to 39 comments received in 2018, the last time the board considered a fare increase.

There was general support for the fare increase. Many chose to comment on other aspects of the budget, including the simplification of fare media; \$5 fares for travel within zones 1, 2 and 3; free travel for those age 18 and under; and implementation of Saturday service. The need for bi-directional service, while not proposed in the FY 2025 budget, was mentioned in many comments.

### Public Comment Summary:

Fare Increase		
Opposed	In Favor	No Opinion
3	22	11

Saturday Service		
Opposed	In Favor	No Opinion
0	34	2

Free Rides for Ages 0-18		
Opposed	In Favor	No Opinion
0	20	16

Simplifying Fare Media		
Opposed	In Favor	No Opinion
0	18	18

\$5 Fares in Zones 1-3		
Opposed	In Favor	No Opinion
0	18	18

Bi-Directional Service		
Opposed	In Favor	No Opinion
0	25	11

The following 35 comments were received via email:

3-Oct            Weekend service is so important. Many of us want to visit DC but not be in traffic for hours since I-95 is so clogged on weekends. My family would use Saturday service so much! Please do it!

3-Oct            Saturdays would be a nice to have but not at the expense of a price increase. Please keep mass transit the MOST affordable way to commute towards the city. VRE has been my favorite way to get to work and I wish I would have found it sooner. Part of what makes the VRE attractive is because it's affordable. Please keep it that way.

3-Oct            Yes to adding a train on Saturday. No to fare increase.

4-Oct            When I moved to Fredericksburg in 1999, I was thrilled that I could take the train into DC for work or for cultural activities such as theatre, music, etc. Then I found out that VRE runs a schedule only for working stiffs on the day shift. At least I could take Amtrak in on the weekends...but wait. Neither VRE nor Amtrak has trains that come down here after 7 pm. So much for the Kennedy Center night shows, or concerts - or special dinners, etc. If VRE really wants to do something helpful, put on a late train on Friday or Saturday night - like 11 pm or even midnight. That's what we really need.

4-Oct            I am responding to the request for public comments about the implementation of a fare increase and adding service to Saturdays. I am supportive of both measures. Particularly the Saturday service would be especially helpful for me to access the city on weekends. Traffic and parking issues limit my access to DC and Alexandria. The VRE would help me bypass the congestion and be able to visit those areas more easily. I sincerely hope that adding Saturday service and possibly some weekday evening trains would be added to the schedule.

6-Oct            I concur with the remainder of the FY25 plan. However, I strongly urge for the enhancement of the VRE service, ensuring daily operations with bi-directional services. Currently, the existing service frequencies and directions disproportionately favor residents in the southern counties, rendering it impractical for DC area residents. Lack of return services when traveling south creates significant inconvenience. There is a critical need for a more equitable distribution of accessibility and convenient travel options for all passengers. For example: I use the service to visit my family in Stafford Leeland Road but would have to wait a day to ride on a train going North. This is why we need bidirectional service all day.

11-Oct           "The changes to the FY2025 budget are mostly positive. Incorporating fare-free operations for kids under 18 is a smart policy. This change will minimize costs for families using the service and expand mobility options for older children, both of which are laudable goals.

The fare increase for other riders is understandable. That said, VRE and state lawmakers should consider ways to bolster VRE funding and minimize future rail fare increases through additional fees on vehicles. Trains are more efficient and cost-effective than endless road-building, and funding should reflect that reality. Lastly, the addition of weekend service is a fantastic idea. I'm a car-free resident of DC (40% of us are) and like to explore different areas of the DMV region on the weekend. The addition of weekend service will allow me to explore Fredericksburg, Manassas, and other spots that are difficult to access without using a friends' vehicle. Transit is generally becoming less commuter-focused and more focused on a broad range of uses, which is a welcome shift. I'm glad VRE is following this trend, and I believe this will induce many other potential riders to newly use VRE service."

12-Oct I am a Fredericksburg City resident and am currently aboard the VRE heading into DC for a conference. I wanted to briefly state my strong support for starting weekend service, allowing children to ride free, and simplifying the fare structure. The VRE is a tremendous asset to our community and I met numerous commuters on the platform this morning who chose to live in our city and commute to work by train. Weekend VRE service would allow those of us who would like to take weekend trips into the capital to keep our cars off the road - a safer and more environmentally-friendly option. And as anyone who took the VRE this summer on the "Fee Free Fridays" can attest, kids love being able to take the train with their families.

12-Oct PLEASE start weekend train service. I take the train to the DC area on a fairly regular basis to fly out of National Airport. It would make my life so much easier if I could continue to do so (instead of driving and parking at the airport) on the weekends. The same timeframe would also be helpful.....Northbound in the am and southbound in the PM. I would also consider going north more often to go to DC and Alexandria on the weekends if I could take the train. I think there would be a lot of interest for folks from here in Fredericksburg to do the same.

12-Oct I strongly support the introduction of Saturday service, a hugely important first step in making VRE useful for trips beyond commuting. I look forward to the possibility of using VRE for weekend trips to Fredericksburg and Old Town Manassas. As you are scheduling the new weekend trips, please keep in mind the possibility of folks like me from the inner suburbs (like Arlington) trying to use VRE for a day trip or Friday/Saturday trip out to someplace in the outer suburbs (like Fredericksburg or Manassas) as well as folks from the outer suburbs coming into DC for sight-seeing or catching a flight out of DCA. I support the proposed fare simplification, including the expansion of "kids ride free", the \$5 short trip fare, the elimination of the 7 day pass and the overall fare increase

12-Oct As VRE users, my wife and I are aligned to the 5% proposed increase in fares starting in 2025. We also look forward to the Saturday trains! We value: on time, friendly, comfortable service that the VRE offers us to get to work. The one improvement, which is out of VRE's hands (but maybe VRE can influence) is cell reception. At least on the route between Leeland Rd and Quantico cell reception is almost non-existent with T-mobile. Improved cell (internet) service would mean an improved experience.

14-Oct I strongly support the introduction of Saturday service, a hugely important first step in making VRE useful for trips beyond commuting. Despite living a 20-minute walk from a VRE served station, I have never taken it because your current service pattern focuses exclusively on wealthy white 9:5 commuters rather than providing an all-day service for everyone. I look forward to the possibility of using VRE for weekend trips to Fredericksburg and Old Town Manassas. As you are scheduling the new weekend trips, please keep in mind the possibility of folks like me from the inner suburbs (like Alexandria) trying to use VRE for a day trip or Friday/Saturday trip out to someplace in the outer suburbs (like Fredericksburg or Manassas) as well as folks from the outer suburbs coming into DC for sight-seeing or catching a flight out of DCA. I support the proposed fare simplification, including the expansion of "kids ride free", the \$5 short trip fare, the elimination of the 7-day pass and the overall fare increase. VRE should also replace conductors with faregates and retrain them as train drivers to operate all day service for the same price as today's our peak hour only service. Conductors are a relic from the 1830's and faregate technology and level boarding should eliminate their role, going the way of firemen and brakemen.



14-Oct            "The VRE, along with many other regional rail systems, has the opportunity to better provide transit to people other than just commuters. Many countries have far more versatile and helpful regional rail systems—and we should do better at aiming for that kind of system.

One important step for that would be providing Saturday service, which is currently on the budget proposal. I think further considerations in the future would include more frequent service, “reverse-commute” trains, and through-running into Maryland"

15-Oct            I strongly support the introduction of Saturday service, a hugely important first step in making VRE useful for trips beyond commuting. I look forward to the possibility of using VRE for weekend trips to Fredericksburg and Old Town Manassas. As you are scheduling the new weekend trips, please keep in mind the possibility of folks like me from the inner suburbs (like Alexandria) trying to use VRE for a day trip or Friday/Saturday trip out to someplace in the outer suburbs (like Fredericksburg or Manassas) as well as folks from the outer suburbs coming into DC for sight-seeing or catching a flight out of DCA. I support the proposed fare simplification, including the expansion of "kids ride free", the \$5 short trip fare, the elimination of the 7 day pass and the overall fare increase.

15-Oct            It will be great to see VRE Weekend service, starting with proposed Saturday service in FY2025! I strongly support weekend service to make VRE a transportation mode of choice for more people. In Alexandria, DASH bus has been setting ridership records, after changes that included more frequent weekend service., I expect VRE will experience similar benefits from weekend service as VRE evolve beyond just commuter service. I am also a huge fan of the fare changes, including fare free for those under 18, the \$5 short trip fare, and the overall fare increase.

16-Oct            I am writing to let you know that I support expansion of VRE to weekend service, fare simplification, and free under 18 fares. There have been many instances when I’ve wanted to take a weekend trip with my baby and have googled the public transit directions during the week, only to realize that the route with VRE isn’t possible on the weekends. I would particularly like to be able to get to Woodbridge without battling 95, and expansion of VRE bidirectional routes on weekends would enable that. This would bring me a lot of freedom, as it would for other residents of Virginia. This would also benefit our residents that can’t afford to own a car or drive, opening up more opportunities to them. We support this!

18-Oct            I strongly support the introduction of Saturday service, a hugely important first step in making VRE useful for trips beyond commuting. I look forward to the possibility of using VRE for weekend trips to Fredericksburg and Old Town Manassas. As you are scheduling the new weekend trips, please keep in mind the possibility of folks like me from the inner suburbs (like Arlington) trying to use VRE for a day trip or Friday/Saturday trip out to someplace in the outer suburbs (like Fredericksburg or Manassas) as well as folks from the outer suburbs coming into DC for sight-seeing or catching a flight out of DCA. I support the proposed fare simplification, including the expansion of "kids ride free", the \$5 short trip fare, the elimination of the 7-day pass and the overall fare increase.

18-Oct I strongly support the introduction of Saturday service, a hugely important first step in making VRE useful for trips beyond commuting. I'm a Northern Virginian by birth and car free by choice, and many in my friend group are also car free due to medical issues or expense. I'm always looking for ways to use rail to get around our beautiful state, and I would love to be able to use VRE for weekend trips! There are day hikes, friends to see, and other activities I've been wanting to do a bit further out in Virginia that would be made so much easier with access to VRE on Saturday, or weekends in general. As someone who lives in Arlington, I've only used VRE for short trips to make my occasional Amtrak commute from NYC and Union Station, and had thought about trying to visit Fredericksburg or Manassas, but the current schedule was a bit too restrictive for me to be able to make it work. I support the proposed fare simplification, including the expansion of "kids ride free", the \$5 short trip fare, the elimination of the 7 day pass and the overall fare increase.

18-Oct "I agree with the comments of Sustainable Mobility for Arlington County, my local cycling, walking, and transit advocacy organization. I reproduce those comments below. I especially would like to see service towards Manassas and Fredericksburg in the morning on Saturday and return service from those places in the afternoon/evening. The meagerness of this kind of service on weekdays has bedeviled me for years!

I strongly support the introduction of Saturday service, a hugely important first step in making VRE useful for trips beyond commuting. I look forward to the possibility of using VRE for weekend trips to Fredericksburg and Old Town Manassas. As you are scheduling the new weekend trips, please keep in mind the possibility of folks like me from the inner suburbs (like Arlington) trying to use VRE for a day trip or Friday/Saturday trip out to someplace in the outer suburbs (like Fredericksburg or Manassas) as well as folks from the outer suburbs coming into DC for sight-seeing or catching a flight out of DCA. I support the proposed fare simplification, including the expansion of "kids ride free", the \$5 short trip fare, the elimination of the 7 day pass and the overall fare increase."

18-Oct I strongly support the introduction of Saturday service, a hugely important first step in making VRE useful for trips beyond commuting. I look forward to the possibility of using VRE for weekend trips to Fredericksburg and Old Town Manassas. As you are scheduling the new weekend trips, please keep in mind the possibility of folks like me from the inner suburbs (like Arlington) trying to use VRE for a day trip or Friday/Saturday trip out to someplace in the outer suburbs (like Fredericksburg or Manassas) as well as folks from the outer suburbs coming into DC for sight-seeing or catching a flight out of DCA. I like to bike overnight, and using the rail/bike connection to Fredericksburg or Manassas greatly expands my potential destinations. Bike on Rail is necessary for this to work. I support the proposed fare simplification, including the expansion of "kids ride free", the \$5 short trip fare, the elimination of the 7 day pass and the overall fare increase.

19-Oct I strongly support the introduction of Saturday service, which is a positive first step in moving VRE to being a useful form of transportation outside of commuting purposes. I hope VRE will look in the future to run trains on Sundays, off-peak hours, and in the reverse direction from the primary commuting, making the system a more comprehensive regional rail instead of a purely commuter-focused rail system. My family of five is looking forward to the option of taking weekend trips to Fredericksburg and Manassas without the need to drive through the typical I-95 and I-66 traffic. I hope that when VRE develops and updates its schedule, you will think of Virginia residents like me who live in inner suburbs, Arlington in my case, who will want to use the VRE for a day trip or overnight trip to locations in the outer suburbs, as well as the inverse of outer suburban residents wanting to come into DC or Arlington for a day trip or evening or traveling to DCA. The VRE needs to provide more train options in both directions daily to be a realistic and viable option for most travelers. Additionally, I am supportive of the proposed fare simplifications, including expanding the "kids ride free", \$5 short trip fares, and 7 day passes and the overall proposed fare increase.

20-Oct I strongly support the introduction of Saturday service, a hugely important first step in making VRE useful for trips beyond commuting. I look forward to the possibility of using VRE for weekend trips to Fredericksburg and Old Town Manassas. Having the trains run more in non-rush-hour hours during the weekdays would also be nice, if you want to get people who are not commuters using the trains.

20-Oct I strongly support the introduction of Saturday service, a hugely important first step in making VRE useful for trips beyond commuting. I look forward to the possibility of using VRE for weekend trips to Fredericksburg and Old Town Manassas. As you are scheduling the new weekend trips, please keep in mind the possibility of folks like me from areas, like Burke, that are not easily accessible by public transit (like metro) and are trying to use VRE for a day trip or Friday/Saturday trip out to someplace in the outer suburbs (like Fredericksburg or Manassas) as well as folks from the outer suburbs coming into DC for sight-seeing or catching a flight out of DCA. I support the proposed fare simplification, including the expansion of "kids ride free", the \$5 short trip fare, the elimination of the 7 day pass and the overall fare increase.

20-Oct I strongly support the introduction of Saturday service, a hugely important first step in making VRE useful for trips beyond commuting. I look forward to the possibility of using VRE for weekend trips to Fredericksburg and Old Town Manassas. As you are scheduling the new weekend trips, please keep in mind the possibility of folks like me from the inner suburbs (like Arlington) trying to use VRE for a day trip or Friday/Saturday trip out to someplace in the outer suburbs (like Fredericksburg or Manassas) as well as folks from the outer suburbs coming into DC for sight-seeing or catching a flight out of DCA. I would DEFINITELY be up for opportunities to get myself and my bicycle to new areas to explore. That said, please make sure there is good information for non-regular riders on how to take their bicycle. I support the proposed fare simplification, including the expansion of "kids ride free", the \$5 short trip fare, the elimination of the 7 day pass and the overall fare increase.

20-Oct I am really hoping that the weekend service will include bi directional service. There needs to be all day service in both directions 7 days a week.

22-Oct Thank you for the opportunity to comment on VRE's proposed FY2025 budget. I strongly support the introduction of Saturday service, a hugely important first step in making VRE useful for trips beyond commuting. I look forward to the possibility of using VRE for weekend trips to Fredericksburg

and Old Town Manassas. As you are scheduling the new weekend trips, please keep in mind the possibility of folks like me from the inner suburbs (like Arlington, and Alexandria) trying to use VRE for a day trip or Friday/Saturday trip out to someplace in the outer suburbs (like Fredericksburg or Manassas) as well as folks from the outer suburbs coming into Alexandria or DC for sight-seeing or catching a flight out of DCA. I support the proposed fare simplification, including the expansion of "kids ride free", the \$5 short trip fare, the elimination of the 7 day pass and the overall fare increase.

23-Oct I'm emailing to signify my strong support for Saturday VRE service in both directions on both lines. I live in Arlington without a car. I would love the opportunity to ride a VRE train to Fredericksburg to spend an afternoon there. I actually did exactly that with Manassas one Friday afternoon over the summer. However, I wasn't able to visit Fredericksburg because there's no reverse peak service on that line. It's a shame, because Fredericksburg looks like a reasonably nice city with a walkable and historic downtown and I would gladly spend a day there. And I would also love to have more time to spend in Manassas as well.

25-Oct I strongly support the introduction of Saturday service, a hugely important first step in making VRE useful for trips beyond commuting. I look forward to the possibility of using VRE for weekend trips to Fredericksburg and Old Town Manassas. As you are scheduling the new weekend trips, please keep in mind the possibility of folks like me from the inner suburbs (like Arlington) trying to use VRE for a day trip or Friday/Saturday trip out to someplace in the outer suburbs (like Fredericksburg or Manassas) as well as folks from the outer suburbs coming into DC for sight-seeing or catching a flight out of DCA. I support the proposed fare simplification, including the expansion of "kids ride free", the \$5 short trip fare, the elimination of the 7-day pass and the overall fare increase.

27-Oct I am hugely supportive of Saturday service, but please make the round trips to allow DC area residents to visit Fredericksburg via the train. Making them directional for only Virginia residents heading north in the morning is a wasted opportunity. It could help alleviate traffic on 95 and provide Fredericksburg with tourist dollars.

27-Oct I strongly support the introduction of Saturday service, a hugely important first step in making VRE useful for trips beyond commuting. I look forward to the possibility of using VRE for weekend trips to Fredericksburg and Old Town Manassas and easily visiting friends in Burke without using a car. As you are scheduling the new weekend trips, please keep in mind the possibility of folks like me from DC trying to use VRE for a day trip or Friday/Saturday trip out to someplace in the outer suburbs (like Fredericksburg or Manassas) as well as folks from the outer suburbs coming into DC for sight-seeing or catching a flight out of DCA. I support the proposed fare simplification, including the expansion of "kids ride free", the \$5 short trip fare, the elimination of the 7 day pass and the overall fare increase.

31-Oct I strongly support the introduction of Saturday service, a hugely important first step in making VRE useful for trips beyond commuting. I look forward to the possibility of using VRE for weekend trips to Fredericksburg and Old Town Manassas. As you are scheduling the new weekend trips, please keep in mind the possibility of folks like me from the inner suburbs (like Arlington) trying to use VRE for a day trip or Friday/Saturday trip out to someplace in the outer suburbs (like Fredericksburg or Manassas) as well as folks from the outer suburbs coming into DC for sight-seeing or catching a flight out of DCA. I support the proposed fare simplification, including the expansion of "kids ride free", the \$5 short trip fare, the elimination of the 7 day pass and the overall fare increase.

8-Nov            I oppose the proposed 5% fare hike. My 10-ride pass will increase \$5, for a total monthly increase of \$20-\$25. Is there any possibility that VRE can approach the operator of the 95 and 66 express lanes to get additional funding from them, and possibly lower fares for us instead of raising them?

8-Nov            Thank you for the opportunity to comment on proposed changes. While it is never satisfying to hear of a fare increase, in support of Saturday service and free fares for the younger riders would make it worth it. Please implement these changes if at all possible with the operational budget and pursue agreements with the rail partners.

10-Nov           I would like to express my support for fare increases on the VRE system in order to provide better service. I am supportive of weekend service and reverse peak service as well on the Fredericksburg line. I currently live in and work in Quantico, and would look forward to more frequent service for the short trip to DC. I would also like to inquire about the possibility of running off peak trains to/from Alexandria instead of Union Station in order to facilitate better service to the DC area. This would allow riders to at least take the Metro into DC if they choose.

16-Nov           I strongly support the introduction of Saturday service, a hugely important first step in making VRE useful for trips beyond commuting. I look forward to the possibility of using VRE for weekend trips to Fredericksburg and Old Town Manassas. As you are scheduling the new weekend trips, please keep in mind the possibility of folks like me from the inner suburbs (like Arlington) trying to use VRE for a day trip or Friday/Saturday trip out to someplace in the outer suburbs (like Fredericksburg or Manassas) as well as folks from the outer suburbs coming into DC for sight-seeing or catching a flight out of DCA. I support the proposed fare simplification, including the expansion of "kids ride free", the \$5 short trip fare, the elimination of the 7 day pass and the overall fare increase.

The letter on the following page was read verbatim at the November 17 Operations Board meeting:



THE PEOPLE BEFORE  
CARS COALITION UNITES  
LOCAL STAKEHOLDERS  
AROUND SHARED  
PRIORITIES TO CREATE A  
SAFER AND MORE  
ACCESSIBLE  
TRANSPORTATION  
NETWORK ACROSS  
NATIONAL LANDING.

November 1, 2023

Virginia Railway Express  
1500 King Street, Suite 202  
Alexandria, VA 22314

Dear Chair Walkinshaw and the VRE Operations Board,

I'm writing on behalf of the People Before Cars Coalition and Virginians for High Speed Rail to share our strong support for VRE's proposed Saturday service.

A strong, multi-modal transportation network is key to Northern Virginia's economic competitiveness. It helped us attract Amazon, Virginia Tech, and other large employers by providing convenient, congestion-free regional travel. Virginia is rightfully doubling down on that strength by investing in expanded rail capacity through its Transforming Rail in Virginia initiative. Saturday VRE service, along with the recent MOU with Maryland to enable the extension of MARC trains to Northern Virginia, will help put that investment to good use by moving away from a commuter-focused model and towards a system with all-day, bi-directional service.

VRE's leadership deserves a lot of credit for pursuing this long-term vision in today's challenging fiscal environment. It's the right move. Consider MARC's Penn Line, which began weekend service between Washington and Baltimore in 2014. Before the pandemic, weekend service was growing at a rate of 5% per year, outpacing weekday ridership growth. Since the pandemic, weekend ridership has recovered faster than weekdays. Closer to home, Virginia's experience with state-sponsored Amtrak service, which regularly sets monthly ridership records, proves there is strong demand for passenger rail in the Commonwealth.

We also support the proposed fare changes that will accompany the new service. Apart from keeping pace with inflation and raising needed revenue, the changes will provide much needed simplification to the fare structure, making the system more approachable for new riders and families.







The proposed changes move VRE closer to the promise of all-day, bi-directional service enabled by the Transforming Rail in Virginia initiative, and all the economic benefits that come with it. We applaud VRE's leadership for their commitment to this vision and encourage them to implement the proposed changes as soon as possible.

Sincerely,

### **The People Before Cars Coalition**

Stewart Schwartz

Executive Director, Coalition for Smarter Growth

Jay Corbalis

Vice President, Public Affairs JBG SMITH

Chris Slatt

President, Sustainable Mobility for Arlington County

Gillian Burgess

President, Safe Streets Are For Everyone Thank You

Tracy Sayegh Gabriel

President & Executive Director, National Landing BID

Elizabeth Kiker

Executive Director, Washington Area Bicyclist Association

### **Virginians for High Speed Rail**

Danny Plaughter

Executive Director







VIRGINIA RAILWAY EXPRESS

**MEMORANDUM**

**TO:** FILE

**FROM:** Anaya Farah, Chief Administrative Officer

**DATE:** December 7, 2023

**RE:** **Proposed Modification of VRE'S Tariff (Fare Increase) – Title VI Analysis**

At their December 2023 meeting, the VRE Operations Board will be asked to recommend the Commissions approve the recommend FY2025 operating and capital budget, which includes increasing all fares by five percent beginning July 1, 2024.

As required by VRE's Major Service Change and Fare/Service Equity Policy, staff reviewed demographic data to determine if this fare increase would have a disparate impact based on race, color, or national origin; or impose a disproportionate burden on low-income populations.

The fare increase would apply to all passengers at all stations using all ticket types. Staff reviewed the demographic results from the 2023 customer survey and found that no protected groups were targeted as shown below. The majority of passengers affected by this proposed tariff change are from non-protected groups.

## Non-protected groups:

2023 Demographics Measure	Share of VRE Riders
Male	62%
Under 65	92%
Household income \$75,000 or more per year	97%
Caucasian	60%

## Protected groups:

2023 Demographics Measure	Share of VRE Riders
65 and over	8%
Low income (under \$25,000)	1%
Moderate income (\$25,000 to 49,000)	2%
Racial/Ethnic Minorities	40%

**DETERMINATION:**

Based on this information, VRE staff concludes this fare increase will not have a disparate impact based on race, color or national origin; nor will it have a disproportionate burden on low-income populations.

cc: Mark Schofield – VRE Chief Financial Officer  
Joseph Swartz – VRE Director of Governmental and Community Affairs

**Subsidy by Jurisdiction FY 2021- 2025  
and Ridership Survey Results**

Jurisdiction	FY 2021		FY 2022 Amended		FY 2023		FY 2024		FY 2025 Recommended		Change FY24 to FY25
	Subsidy	Percent	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%	\$ 5,005,547	31.3%	\$ 5,473,928	29.9%	\$ 468,381
Prince William County	5,930,777	32.4%	1,541,501	32.4%	4,389,276	32.4%	4,924,666	30.8%	5,468,148	29.9%	\$ 543,482
Stafford County	2,477,175	13.5%	643,856	13.5%	1,833,319	13.5%	2,306,625	14.4%	2,782,517	15.2%	\$ 475,892
Spotsylvania County	1,503,754	8.2%	390,849	8.2%	1,112,905	8.2%	1,813,436	11.3%	2,218,752	12.1%	\$ 405,316
Manassas	807,234	4.4%	209,813	4.4%	597,421	4.4%	659,532	4.1%	760,700	4.2%	\$ 101,168
Fredericksburg	367,089	2.0%	95,412	2.0%	271,677	2.0%	518,584	3.2%	698,263	3.8%	\$ 179,679
Manassas Park	468,364	2.6%	121,735	2.6%	346,629	2.6%	450,426	2.8%	531,102	2.9%	\$ 80,676
Arlington	218,219	1.2%	56,719	1.2%	161,500	1.2%	190,784	1.2%	218,219	1.2%	\$ 27,435
Alexandria	149,151	0.8%	38,767	0.8%	110,384	0.8%	130,400	0.8%	149,151	0.8%	\$ 18,751
<b>TOTAL</b>	<b>\$ 18,300,780</b>	<b>100%</b>	<b>\$ 4,756,658</b>	<b>100%</b>	<b>\$ 13,544,122</b>	<b>100%</b>	<b>\$ 16,000,000</b>	<b>100%</b>	<b>\$ 18,300,780</b>	<b>100%</b>	<b>\$ 2,300,780</b>

Jurisdiction	October 2019		October 2020		October 2021		November 2022		October 2023	
	Riders	Percent	Riders	Percent	Riders	Percent	Riders	Percent	Riders	Percent
Fairfax County	2,449	25.9%	No Survey Performed		No Survey Performed		846	23.4%	944	23.8%
Prince William County	2,752	29.1%					977	27.0%	1,056	26.7%
Stafford County	1,520	16.1%					537	14.9%	603	15.2%
Spotsylvania County	1,079	11.4%					501	13.9%	541	13.7%
Manassas	399	4.2%					136	3.8%	151	3.8%
Fredericksburg	287	3.0%					139	3.8%	164	4.1%
Manassas Park	229	2.4%					93	2.6%	106	2.7%
Other	734	7.8%					385	10.7%	398	10.0%
	9,449	100%					3,614	100%	3,962	100%

FY 2025 - 2030 Capital Improvement Program by Program Area *(amounts in millions of \$)*

Program	Project Name	Life to Date	FY 24	FY 25	FY 26	FY 27	FY 28	FY 29	FY 30	Future	Total
Asset Management/ State of Good Repair	Equipment Asset Management		\$8.24	\$15.49	\$12.28	\$10.63	\$13.26	\$11.88	\$10.00		\$81.8
	Facilities Asset Management		1.80	1.50	1.50	1.10	1.00	1.20	1.00		\$9.1
	Security Cameras	0.76	0.64	0.54							\$1.9
	Security Enhancements/Lighting	0.48	0.69	0.11	0.11	0.11	0.11	0.11	0.11		\$1.8
	SUBTOTAL ASSET MANAGEMENT	1.24	11.37	17.63	13.88	11.83	14.37	13.19	11.11	0.00	\$94.6
Information Technology	Real-Time Info & TRIP/VMS Upgrade	0.64	0.59	2.00	1.25						\$4.5
	SUBTOTAL INFORMATION TECHNOLOGY	0.64	0.59	2.00	1.25	0.00	0.00	0.00	0.00	0.00	\$4.5
Passenger Station Facilities	Alexandria Station Improvements	4.07	0.51	7.95	15.90	15.90					\$44.3
	Backlick Rd Station Improvements			0.29	1.41	3.44	3.31				\$8.5
	Brooke Station Improvements	0.50				0.91	2.68	2.68	2.68		\$9.5
	Crystal City Station Improvements	1.91	1.50	18.93	19.22	10.89	16.46				\$68.9
	Franc.-Springfield Station Improvements	1.44	1.56	13.50	13.50	2.52					\$32.5
	Fredericksburg Station Rehabilitation	3.37	11.03								\$14.4
	Leeland Rd Station Improvements	0.40	0.00		0.92	4.52	4.52				\$10.4
	L'Enfant Station and Fourth Track	0.84	0.50	5.25	5.25	35.00	35.00	32.89			\$114.7
	Manassas Station Improvements	0.00	0.10	1.53	1.42	6.07					\$9.1
	Quantico Station Improvements	16.64	10.87								\$27.5
	Woodbridge Station Improvements	0.00	0.00	1.37	1.37						\$2.7
	Washington Union Terminal Projects	0.00	3.92	10.00	10.00						\$23.9
		SUBTOTAL PASSENGER STATION FACILITIES	29.16	29.98	58.82	69.00	79.27	61.97	35.57	2.68	0.00
Rolling Stock	Expansion Coaches - 21 Railcar	17.43	6.49	2.71		56.38		1.61			\$84.6
	Expansion Coaches - TRV	0.00	0.00	0.00	0.00	48.00	48.00	48.00	50.82		\$194.8
	Expansion Locomotives - TRV	0.00	0.00	0.00	0.00	0.00	0.00	20.00	20.00	39.50	\$79.5
	SUBTOTAL ROLLING STOCK	17.43	6.49	2.71	0.00	104.38	48.00	69.61	70.82	39.50	\$359.0
Station Parking	Leeland Rd Parking Improvements	0.00		0.45	1.34	2.56	7.69				\$12.0
	Manassas Park Parking Expansion	2.91	9.59	12.00	10.76						\$35.3
	SUBTOTAL STATION PARKING	2.91	9.59	12.45	12.11	2.56	7.69	0.00	0.00	0.00	\$47.3
Maintenance & Storage Facilities	Broad Run Expansion	4.39	1.32	31.75	56.00	37.00					\$130.5
	Lifecycle Overhaul & Upgrade (LOU) Facility	51.75	0.97								\$52.7
	Crossroads Yard - Parking	0.60	0.61	6.19							\$7.4
	Crossroads Yard Phase 2	0.00	0.45	5.47	5.92	4.32	9.16	9.16	4.58	16.00	\$55.1
	New York Ave Midday Storage	2.30	0.03	12.50	25.80	70.00	70.00	2.00	11.00	11.10	\$204.7
	SUBTOTAL MAINTENANCE & STORAGE	59.04	3.37	55.90	87.72	111.32	79.16	11.16	15.58	27.09	\$450.4
	TOTAL	\$110.4	\$61.4	\$149.5	\$184.0	\$309.4	\$211.2	\$129.5	\$100.2	\$66.6	\$1,322.2

**FY 2025 - 2030 Capital Improvement Program by Funding Type** *(amounts in millions of \$)*

Type	Funding Source	Life to Date	FY 24	FY 25	FY 26	FY 27	FY 28	FY 29	FY 30	Future	Total
Federal	FTA Formula Funds (5307/5337)	189.98	45.78	30.73	10.33	10.33	11.08	11.08	8.68	0.00	318.0
	5307 GWRC Vanpool	1.64	1.15	0.57	0.00	0.00	0.00	0.00	0.00	0.00	3.4
	CARES Act (1% Set-Aside)	0.86	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.9
	Federal Funds - Other	6.36	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6.4
	Federal Funds - VDOT	2.26	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2.3
	Local match - Federal Other	0.71	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.7
	Federal - CMAQ/RSTP	27.41	0.00	0.72	0.00	0.00	0.00	0.00	0.00	0.00	28.1
	<b>SUBTOTAL - FEDERAL</b>	<b>229.22</b>	<b>46.93</b>	<b>32.03</b>	<b>10.33</b>	<b>10.33</b>	<b>11.08</b>	<b>11.08</b>	<b>8.68</b>	<b>0.00</b>	<b>359.7</b>
State	DRPT MERIT	0.00	6.10	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6.1
	State Match to FTA Federal	62.88	14.56	6.15	2.07	2.07	2.22	2.22	1.74	0.00	93.9
	State - CMAQ/RSTP Match	7.27	0.00	0.18	0.00	0.00	0.00	0.00	0.00	0.00	7.5
	State - IPROC	13.62	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	13.6
	State - REF	5.72	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5.7
	VPRA Capital	1.80	1.10	1.50	6.00	6.00	5.90	0.10	0.00	0.00	22.4
	SMART SCALE	92.67	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	92.7
	<b>SUBTOTAL - STATE</b>	<b>183.96</b>	<b>21.76</b>	<b>7.83</b>	<b>8.07</b>	<b>8.07</b>	<b>8.12</b>	<b>2.32</b>	<b>1.74</b>	<b>0.00</b>	<b>241.8</b>
Regional/ Local	I-66 OTB Concession Payment	128.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	128.5
	City of Manassas Park	0.68	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.7
	NVTA	21.40	7.90	7.90	0.00	0.00	0.00	0.00	0.00	0.00	37.2
	I-66 Commuter Choice	0.00	2.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2.5
	I-95/395 Commuter Choice	0.00	0.00	18.79	0.00	0.00	0.00	0.00	0.00	0.00	18.8
	<b>SUBTOTAL - REGIONAL/LOCAL</b>	<b>150.57</b>	<b>10.40</b>	<b>26.69</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>187.7</b>
Internal/ VRE	VRE - State REF Local Match	1.26	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.3
	VRE Capital Reserve	2.51	3.57	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6.1
	VRE Local Match	10.74	2.51	1.17	0.15	0.15	0.15	0.15	0.12	0.00	15.1
	Comm. Rail Oper. & Capital (CROC)	45.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	45.0
	<b>SUBTOTAL - INTERNAL/VRE</b>	<b>59.52</b>	<b>6.09</b>	<b>1.17</b>	<b>0.15</b>	<b>0.15</b>	<b>0.15</b>	<b>0.15</b>	<b>0.12</b>	<b>0.00</b>	<b>67.5</b>
Unfunded	Unfunded (To Be Determined)	0.00	0.00	30.25	95.51	339.87	0.00	0.00	0.00	0.00	465.6
	<b>SUBTOTAL - UNFUNDED</b>	<b>0.00</b>	<b>0.00</b>	<b>30.25</b>	<b>95.51</b>	<b>339.87</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>465.6</b>
	<b>TOTAL</b>	<b>\$623.3</b>	<b>\$85.2</b>	<b>\$98.0</b>	<b>\$114.1</b>	<b>\$358.4</b>	<b>\$19.4</b>	<b>\$13.6</b>	<b>\$10.5</b>	<b>\$0.0</b>	<b>\$1,322.3</b>

FY 2025 Recommended Sources and Uses																	
LEVEL OF SERVICE FOR FY 2025		Daily Trains	Avg. Daily Riders													Access and Lease Fees	
Weekdays		32	8,500													Amtrak	9,527,000
Saturdays		12	1,000													NS	4,766,000
																CSX	10,627,000
																Total	24,920,000
	USES OF FUNDS	SOURCES OF FUNDS															
		-----STATE-----   -----FEDERAL-----															
		Fare Revenue	Interest Revenue	Misc. Revenue	Local Contribution	Other Sources	Regional Funding	State C-ROC Funding	State Operating	State Capital	State STP	5307/5337	Federal Pandemic Relief Funds	Other	TOTAL		
Operating Expenses	104,603,570	23,010,000	3,750,000	194,000	12,966,225	-	-	-	8,280,792	20,932,800	-	520,000	34,949,753	-	104,603,570		
Non-Operating Expenses:																	
Operating Reserve	106,000				106,000										106,000		
Debt Service Series 2022 Bonds - Prin./Interest	7,495,000							7,495,000							7,495,000		
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)	4,190,231				167,609					670,437		3,352,185			4,190,231		
Non-Operating Summary	13,821,660	-	-	-	449,936	-	-	7,495,000	-	979,454	-	4,897,271	-	-	13,821,660		
Total Expenses (Subtotal)	118,425,230	23,010,000	3,750,000	194,000	13,416,160	-	-	7,495,000	8,280,792	21,912,254	-	5,417,271	34,949,753	-	118,425,230		
Capital Projects:																	
Franconia-Springfield Station Improvements	14,661,129				586,445					2,345,781		11,728,903			14,661,129		
Equipment Asset Management Program	11,192,500				447,700					1,790,800		8,954,000			11,192,500		
Crossroads Yard (Phase 2)	10,830,525				433,221					1,732,884		8,664,420			10,830,525		
Facilities Asset Management Program	1,250,000				50,000					200,000		1,000,000			1,250,000		
Security Enhancements	105,000				4,200					16,800		84,000			105,000		
Unprogrammed Capital Funds	9,076,345				363,054					1,452,215		7,261,076			9,076,345		
CROC Contribution to VPRA Capital Projects	7,505,000				0			7,505,000		-		-			7,505,000		
Capital Reserve Contribution	3,000,000				3,000,000										3,000,000		
Capital Project Summary	57,620,499	-	-	-	4,884,620	-	-	7,505,000	-	7,538,480	-	37,692,399	-	-	57,620,499		
CMAQ/REF/IPROC/Other																	
Crystal City Station Improvements (NVTC C.C.)	18,786,281						18,786,281								18,786,281		
Crystal City Station Improvements (NVTA)	7,900,000						7,900,000								7,900,000		
L'Enfant Station Improvements (VPRA)	1,500,000									1,500,000					1,500,000		
Woodbridge Station Improvements (CMAQ)	903,640									180,728			722,912		903,640		
Leeland Rd Station Improvements (GWRC)	574,863									114,973			459,890		574,863		
Summary	29,664,784	-	-	-	-	-	26,686,281	-	-	1,795,701	-	-	-	1,182,802	29,664,784		
TOTAL	\$ 205,710,513	\$ 23,010,000	\$ 3,750,000	\$ 194,000	\$ 18,300,780	\$ -	\$ 26,686,281	\$ 15,000,000	\$ 8,280,792	\$ 31,246,435	\$ -	\$ 43,109,670	\$ 34,949,753	\$ 1,182,802	\$ 205,710,513		
Soft Capital Projects																	
Funding Program Federal Amt State Amt																	
Debt Service 11 Cabcars 5337 \$ 1,931,357 \$ 1,545,086 \$ 309,017																	
Access lease funding 84% VPRA 24,920,000 - 20,932,800																	
Local only Debt Service VRA - 60 Railcars Local 99,072 - -																	
Fed/State/Local Debt Service VRA - 60 Railcars 5337 2,444,301 1,955,441 391,088																	
Fed/State/Local Debt Service VRA - 60 Railcars 5307 1,745,930 1,396,744 279,349																	
Grant & Project Management 5307 650,000 520,000 -																	
Subtotal \$ 31,790,660 \$ 21,912,254																	
Capital Projects/Earmarks 87,285,283 38,875,202 9,334,180																	
Capital Program \$ 119,075,943 \$ 44,292,472 \$ 31,246,435																	

# CRYSTAL CITY STATION PROJECT UPDATE

- Project relocates station approximately 400 yards south of current station
- NEPA review by FTA complete
- North entrance and station platform have completed 60 percent design
- 60 percent design of stair tower underway

## Anticipated Project Schedule

Phase	Start Date	Finish Date
Development	12/01/2016	06/30/2021
Property Acquisition	07/01/2020	06/30/2021
Final Design	11/01/2021	01/24/2025
Construction	10/02/2025	06/10/2027



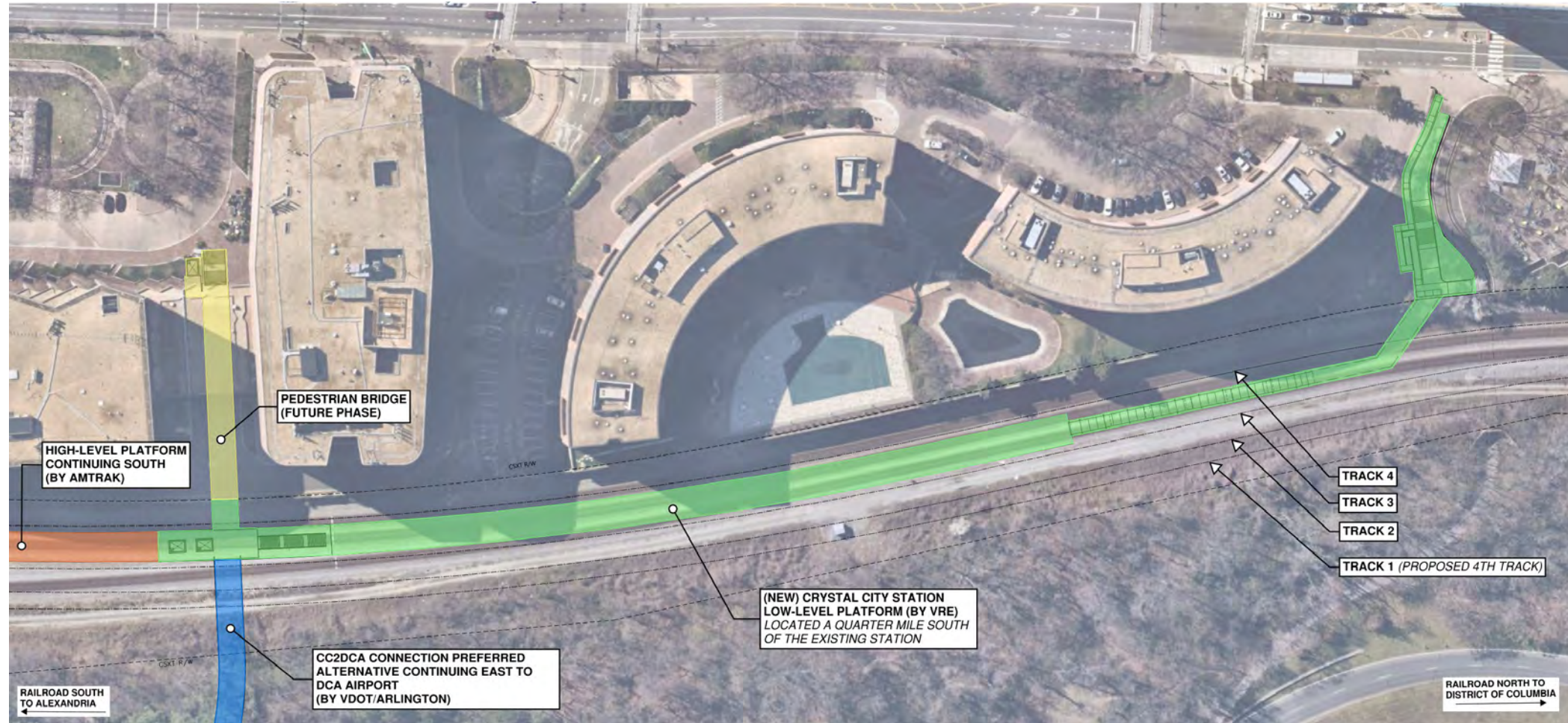


# PROJECT OVERVIEW





# CRYSTAL CITY STATION PROJECT PHASED APPROACH



# ADJACENT PROJECTS & RELATED FUNDING – PHASE I

- **VPRA / CSXT Alexandria FourthTrack (AF to RO)**
  - Funded by VPRA as part of TRV
  - Design and construction by CSXT
  - Construction anticipated 2024 (utility) 2025 (track)
- **VRE Crystal City Station**
  - Coordinated closely with FourthTrack design and construction sequence
  - Funded (partially) by NVTA and NVTC



## ADJACENT PROJECTS & RELATED FUNDING – PHASE 2

- **CC2DCA Connection of Crystal City to Airport**
  - Led by Arlington County assisted by VDOT
  - Funded (partially) by NVTa
  - NEPA completion anticipated in early 2024
- **Amtrak High-Level Platform**
  - Requires gauntlet track
  - In-Service once Long Bridge project is completed by VPRA



## BENEFITS OF RECOMMENDED PHASED APPROACH

- **Enhances Constructability (Safety and Operations)**
  - Reduces construction between active tracks
- **Allows Delivery of Station Coordinated with Fourth Track**
  - Critical to construct platform prior to Fourth Track
- **Permits Open Design of CC2DCA Connector Alternatives**
  - Design is not constrained infrastructure built by VRE
- **Enhances Continuity and Appearance of Adjacent Structures**
  - Bridge to JBG Smith and bridge to DCA similar in size and architecture



## NEXT STEPS

- **Advance to 90% Design**
  - Seek board authorization at January meeting
- **Continued Coordination with Stakeholders**
  - Agreements with JBG Smith, CSXT and VPRA
- **Public Outreach**
  - Meet the Management (Spring of '24)
  - Project-specific events





# QUESTIONS?





## AGENDA ITEM #12 Department of Rail and Public Transportation (DRPT)

**TO:** Chair Palchik and NVTC Commissioners  
**FROM:** Kate Mattice  
**DATE:** December 21, 2023  
**SUBJECT:** Department of Rail and Public Transportation (DRPT)

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At the January 2024 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 Palchik and NVTC Commissioners

FROM: Jennifer DeBruhl, Director

DATE: December 21, 2023

SUBJECT: Virginia Department of Rail and Public Transportation (DRPT) Update

At their December 4 meeting, the Commonwealth Transportation Board (CTB) approved a Six-Year Improvement Plan (SYIP) update for \$4.4 million of Transit Ridership Incentive Program funds, including approximately \$.5 million to Alexandria and \$.37 million to Arlington for bus stop improvements. The CTB also approved updating the SYIP to include \$3.85 million in state and federal funds for DC2RVA Rural Crossings Safety Improvements.

The next Commonwealth Transportation Board (CTB) workshop and action meeting will be held on January 17 at the VDOT auditorium. The agenda has not been posted as of this time.

The Virginia Passenger Rail Authority (VPRA) announced on December 8 that it has been awarded a \$729 million grant by the Federal Railroad Administration (FRA) through its Federal-State Partnership for Intercity Passenger Rail Program (FSP-National). The grant will aid VPRA in completing the final design and construction of Long Bridge and all Phase 2 projects of the Transforming Rail in Virginia (TRV) initiative including final design and construction of Long Bridge and L'Enfant Fourth Track and Station Improvements.

Completion of TRV's Phase 2 projects will allow for three new roundtrip Amtrak Virginia state-supported trains in 2030. That will be in addition to the current eight roundtrips and the two that are scheduled to launch in 2026 for a total of 13 daily roundtrips by 2030 – with nearly hourly service between Richmond and Washington, D.C. It will also allow for an increase in the number of VRE frequencies with more weekend and late-night options as well as the first step to enabling future pass-through MARC service between Maryland and Alexandria, VA.

The Virginia Breeze intercity bus service continued its strong growth in 2023, with all four of its routes setting all-time record ridership this fall. In November, a record-breaking 7,837 people rode on the Virginia Breeze, a 19 percent increase over November 2022.

DRPT wishes to remind funding recipients that DRPT's new grants management system, WebGrants, launched on December 1. Every public transportation and rail partner agency that receives DRPT funding is required to register an authorized user and also provide an updated W-9 to DRPT. New funding applications and reimbursement requests cannot be submitted until registration is complete in WebGrants. FY 25 state funding application creation and submission starts on December 1, 2023, and the application period closes on February 1, 2024.

DRPT's rail department has been holding office hours in December and those will continue in January to assist its rail partners with the transition and application process. January office hours

will be from 1pm-4pm January 8-11, 15-18 and 22-25. More information is available on the [Grant Application Resources website](#).

As a reminder, OLGA will be available until February 1, 2024 for reference after which it will be taken offline completely. During this interim period, DRPT funding recipients are encouraged to download copies of important documents.

Finally, DRPT is currently recruiting for an [Assistant Controller](#) in our Richmond office.



## AGENDA ITEM #13 Executive Director Report

**TO:** Chair Palchik and NVTC Commissioners  
**FROM:** Kate Mattice  
**DATE:** December 21, 2023  
**SUBJECT:** Executive Director Report

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At the January 2024 meeting, the executive director will give her 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 jurisdictional and regional partners.

The December 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 Reports**

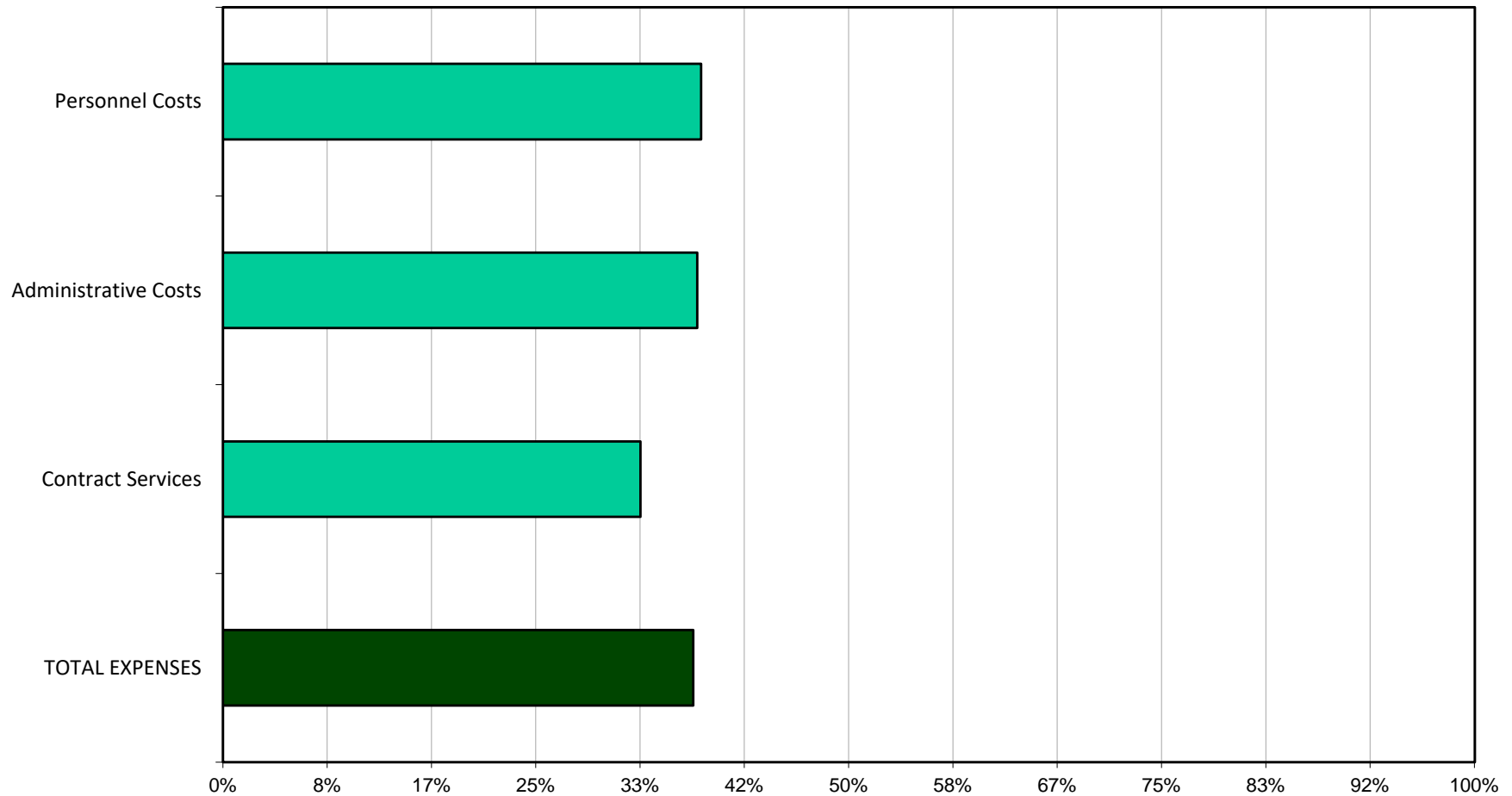
The [November 2023 Financial Reports](#) are provided as information.



# Northern Virginia Transportation Commission

Financial Reports  
November 2023

PERCENTAGE OF FY 2024 NVTC ADMINISTRATIVE BUDGET USED  
November 2023  
(TARGET 41.7% OR LESS)



**Note: Refer to pages 2 and 3 for details**

**NORTHERN VIRGINIA TRANSPORTATION COMMISSION**  
**G&A BUDGET VARIANCE REPORT**  
**November 2023**

	<b><u>Current Month</u></b>	<b><u>Year To Date</u></b>	<b><u>Annual Budget</u></b>	<b><u>Balance Available</u></b>	<b><u>Balance %</u></b>
<b><u>Personnel Costs</u></b>					
Salaries and Wages	\$ 235,884.27	\$ 1,010,152.92	\$ 2,644,000.00	\$ 1,633,847.08	61.8%
Temporary Employee Services	-	-	-	-	
Total Personnel Costs	<u>235,884.27</u>	<u>1,010,152.92</u>	<u>2,644,000.00</u>	<u>1,633,847.08</u>	<u>61.8%</u>
<b><u>Benefits</u></b>					
Employer's Contributions:					
FICA	12,101.71	69,380.75	180,700.00	111,319.25	61.6%
Group Health Insurance	15,613.83	73,148.74	205,900.00	132,751.26	64.5%
Retirement	14,932.00	71,600.00	170,000.00	98,400.00	57.9%
Workmans & Unemployment Compensation	137.50	879.52	6,000.00	5,120.48	85.3%
Life Insurance	355.68	1,115.45	6,800.00	5,684.55	83.6%
Long Term Disability Insurance	<u>1,348.46</u>	<u>6,877.90</u>	<u>15,000.00</u>	<u>8,122.10</u>	<u>54.1%</u>
Total Benefit Costs	<u>44,489.18</u>	<u>223,002.36</u>	<u>584,400.00</u>	<u>361,397.64</u>	<u>61.8%</u>
<b><u>Administrative Costs</u></b>					
Commissioners Per Diem	1,250.00	5,700.00	14,000.00	8,300.00	59.3%
<i>Rents:</i>	<i>34,173.19</i>	<i>171,193.28</i>	<i>433,000.00</i>	<i>261,806.72</i>	<i>60.5%</i>
Office Rent	33,065.84	164,807.28	408,800.00	243,992.72	59.7%
Parking & Transit Benefits	1,107.35	6,386.00	24,200.00	17,814.00	73.6%
<i>Insurance:</i>	<i>1,267.35</i>	<i>3,236.75</i>	<i>8,000.00</i>	<i>4,763.25</i>	<i>59.5%</i>
Public Official Bonds	800.00	900.00	2,500.00	1,600.00	64.0%
Liability and Property	467.35	2,336.75	5,500.00	3,163.25	57.5%
<i>Travel:</i>	<i>5,847.51</i>	<i>23,360.83</i>	<i>64,800.00</i>	<i>41,439.17</i>	<i>63.9%</i>
Conference / Professional Development	4,701.46	20,070.84	47,100.00	27,029.16	57.4%
Non-Local Travel	-	159.00	2,500.00	2,341.00	93.6%
Local Travel, Meetings and Related Expenses	1,146.05	3,130.99	15,200.00	12,069.01	79.4%

**NORTHERN VIRGINIA TRANSPORTATION COMMISSION**  
**G&A BUDGET VARIANCE REPORT**  
**November 2023**

	<b>Current Month</b>	<b>Year To Date</b>	<b>Annual Budget</b>	<b>Balance Available</b>	<b>Balance %</b>
<i>Communication:</i>	1,476.73	7,615.88	17,800.00	10,184.12	57.2%
Postage	-	242.46	1,400.00	1,157.54	82.7%
Telephone and Data	1,476.73	7,373.42	16,400.00	9,026.58	55.0%
<i>Publications &amp; Supplies</i>	1,196.95	6,544.82	29,500.00	22,955.18	77.8%
Office Supplies	-	590.27	2,500.00	1,909.73	76.4%
Duplication and Paper	806.00	4,219.73	9,500.00	5,280.27	55.6%
Public Engagement	390.95	1,734.82	17,500.00	15,765.18	90.1%
<i>Operations:</i>	5,832.63	20,086.34	59,700.00	39,613.66	66.4%
Furniture and Equipment (Capital)	3,161.78	5,682.20	25,500.00	19,817.80	77.7%
Repairs and Maintenance	53.05	265.25	1,000.00	734.75	73.5%
Computer Operations	2,617.80	14,138.89	33,200.00	19,061.11	57.4%
<i>Other General and Administrative:</i>	855.81	3,927.97	11,100.00	7,172.03	64.6%
Memberships	85.67	814.02	1,600.00	785.98	49.1%
Fees and Miscellaneous	770.14	3,113.95	8,000.00	4,886.05	61.1%
Advertising (Personnel/Procurement)	-	-	1,500.00	1,500.00	100.0%
Total Administrative Costs	<u>51,900.17</u>	<u>241,665.87</u>	<u>637,900.00</u>	<u>396,234.13</u>	<u>62.1%</u>
<u>Contracting Services</u>					
Auditing	-	9,940.00	25,850.00	15,910.00	61.5%
Contract Services and Support					
Commuter Choice	18,000.25	30,109.54	152,500.00	122,390.46	80.3%
Research Support	29,749.61	88,819.43	200,000.00	111,180.57	55.6%
Other Technical	10,104.84	34,843.53	120,000.00	85,156.47	71.0%
Legal	<u>2,500.00</u>	<u>12,500.00</u>	<u>30,000.00</u>	<u>17,500.00</u>	<u>58.3%</u>
Total Contract Services	60,354.70	176,212.50	528,350.00	352,137.50	66.6%
 Total Gross G&A Expenses	<u><u>\$ 392,628.32</u></u>	<u><u>\$ 1,651,033.65</u></u>	<u><u>\$ 4,394,650.00</u></u>	<u><u>\$ 2,743,616.35</u></u>	<u><u>62.4%</u></u>



**NVTC**  
**RECEIPTS and DISBURSEMENTS**  
**November 2023**

November 2023

			Virginia LGIP				
Date	Payer / Payee	Purpose	Wells Fargo Checking	Wells Fargo Savings	NVTC G&A / Project	Commuter Choice	Trusts
RECEIPTS							
3	DRPT	Workforce Development program receipt			\$ 10,686.00		
3	DRPT	State assistance - regional marketing campaign			256,872.00		
3	DRPT	Operating assistance - Arlington					1,636,423.00
6	DRPT	Capital grant receipt- Arlington					287,808.00
6	DRPT	Capital grant receipt - Fairfax					1,085,342.00
6	DRPT	State assistance - regional marketing campaign			15,498.00		
10	VRE	60th anniversary support		5,000.00			
15	DRPT	Operating assistance - City of Fairfax					384,979.00
15	DRPT	Operating assistance - Alexandria					2,045,215.00
15	DRPT	Operating assistance - Arlington					1,636,423.00
15	DRPT	Operating assistance - VRE			1,684,388.00		
15	Arlington	G&A contribution		68,483.00			
16	DRPT	Capital grant receipt - Fairfax					376,800.00
22	DRPT	Capital and operating assistance - WMATA					17,543,393.00
30	Banks	Investment earnings		138.75	6,654.44	354,887.99	1,840,672.94
TOTAL RECEIPTS			-	73,621.75	1,974,098.44	354,887.99	26,837,055.94

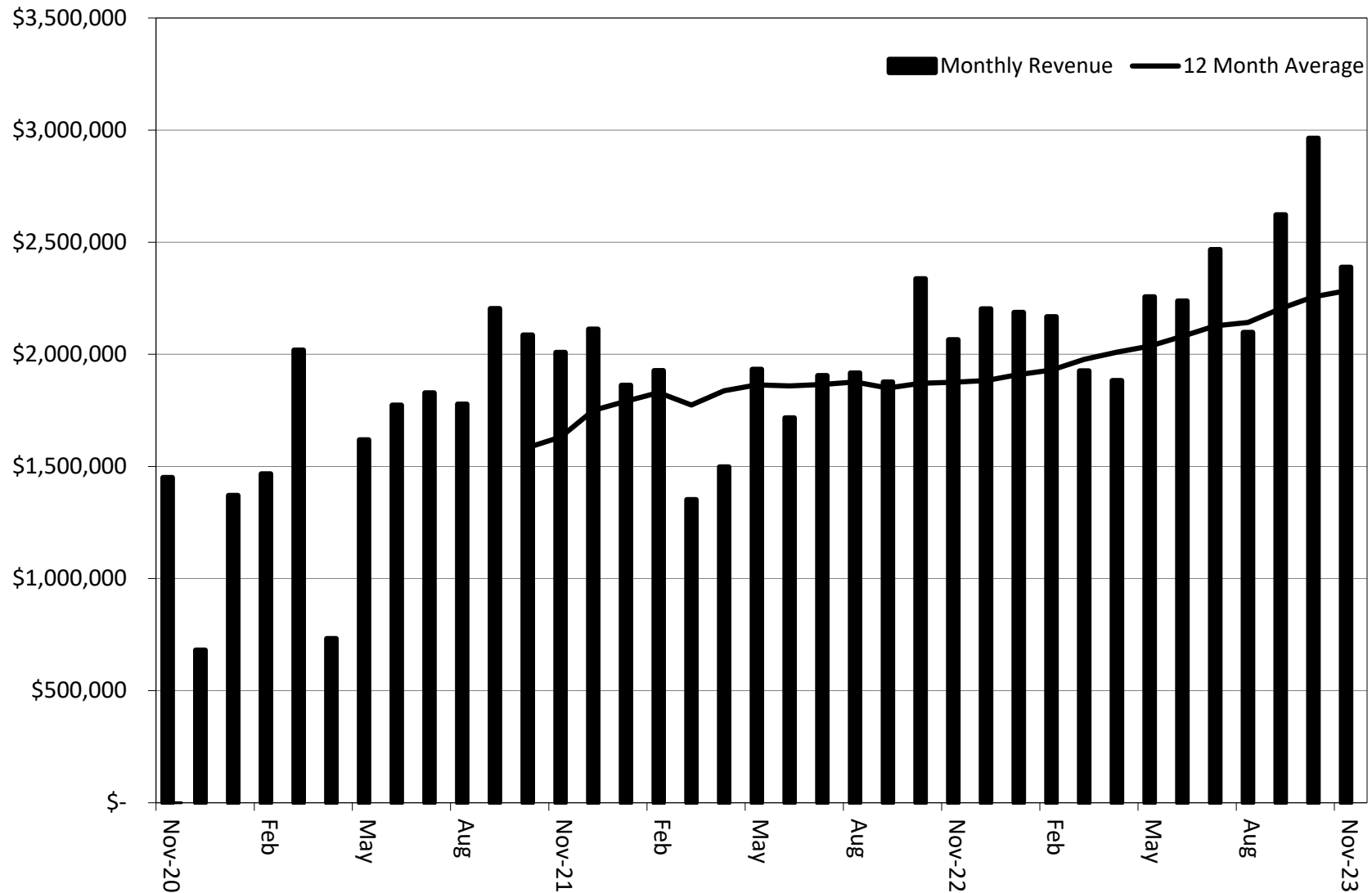
**NVTC**  
**RECEIPTS and DISBURSEMENTS**  
**November 2023**

November 2023			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	(500,887.92)				
15	VRE	Grant revenue			(1,684,388.00)		
16	Kimley-Horn	Consulting - Commuter Choice	(24,680.01)				
16	Kittelson	Consulting - Envision Route 7	(15,620.33)				
30	Kimley-Horn	Consulting - Commuter Choice	(18,000.25)				
30	City of Fairfax	Other operating					(25,837.00)
30	Banks	Service charges		(77.63)			
TOTAL DISBURSEMENTS			(559,188.51)	(77.63)	(1,684,388.00)	-	(25,837.00)
TRANSFERS							
8	Transfer		70,000.00	(70,000.00)			
16	Transfer		260,000.00		(260,000.00)		
30	Transfer		305,000.00		(305,000.00)		
NET TRANSFERS			635,000.00	(70,000.00)	(565,000.00)	-	-
NET INCREASE (DECREASE) FOR MONTH			\$ 75,811.49	\$ 3,544.12	\$ (275,289.56)	\$ 354,887.99	\$ 26,811,218.94

**NVTC  
INVESTMENT REPORT  
November 2023**

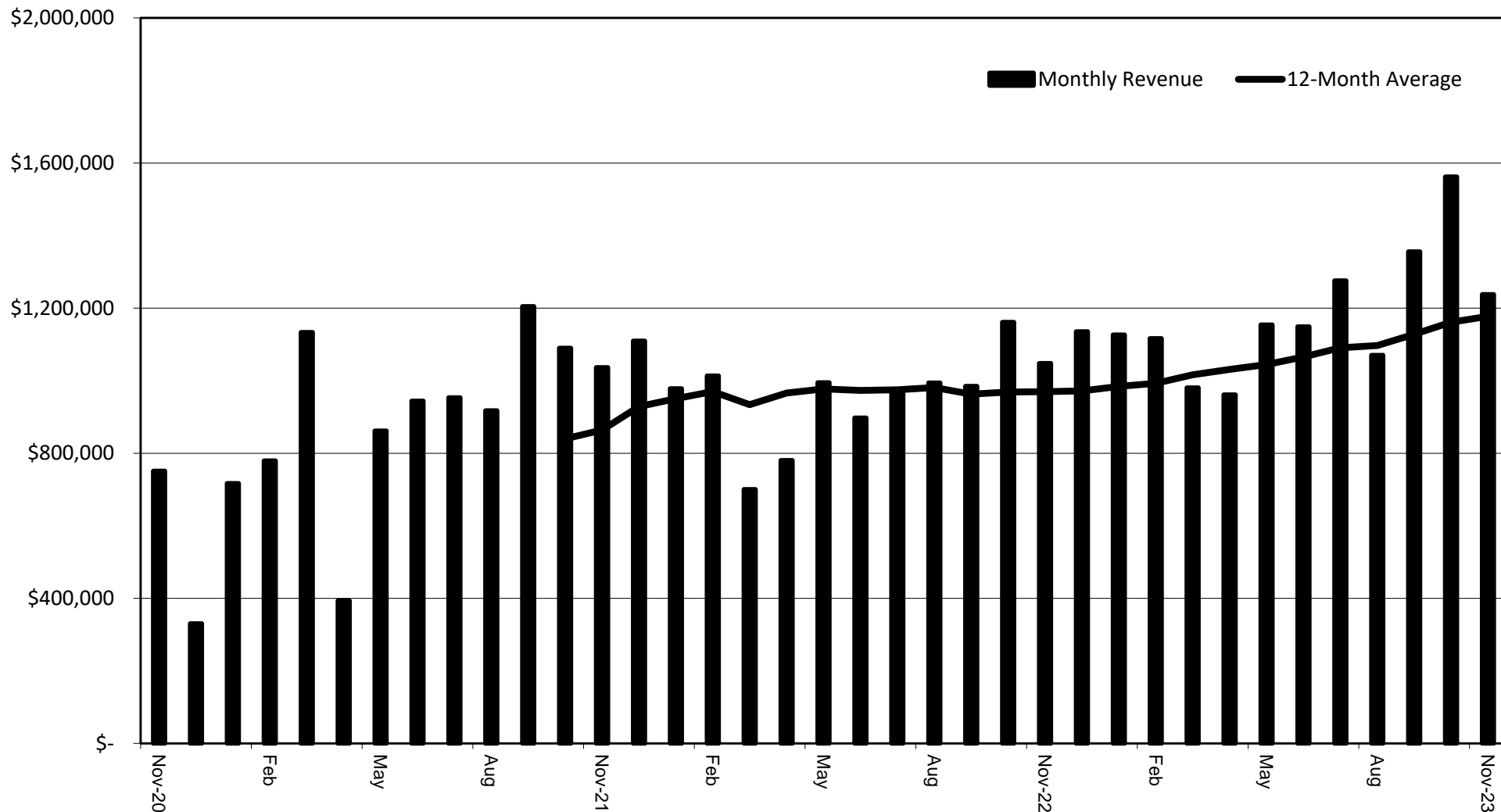
Type	Rate	Balance	Increase	Balance	Balance				
		10/31/2023	(Decrease)	11/30/2023	NVTC G&A/Project	Commuter Choice	Jurisdictions Trust Fund	Loudoun Gas Tax Trust Fund	
Cash Deposits									
Wells Fargo: NVTC Checking	N/A	\$ 78,166.92	\$ 75,811.49	\$ 153,978.41	\$ 153,978.41	\$ -	\$ -	\$ -	
Wells Fargo: NVTC Savings	1.090%	169,938.33	3,544.12	173,482.45	173,482.45	-	-	-	
Investments									
Bank of America: Virginia Local Government Investment Pool	5.685%	473,031,966.63	26,890,817.37	499,922,784.00	1,027,711.04	78,268,241.22	355,938,002.00	64,688,829.74	
		\$ 473,280,071.88	\$ 26,970,172.98	\$ 500,250,244.86	\$ 1,355,171.90	\$ 78,268,241.22	\$ 355,938,002.00	\$ 64,688,829.74	

# NVTC MONTHLY GAS TAX REVENUE ALL JURISDICTIONS FISCAL YEARS 2021-2024



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 2021-2024

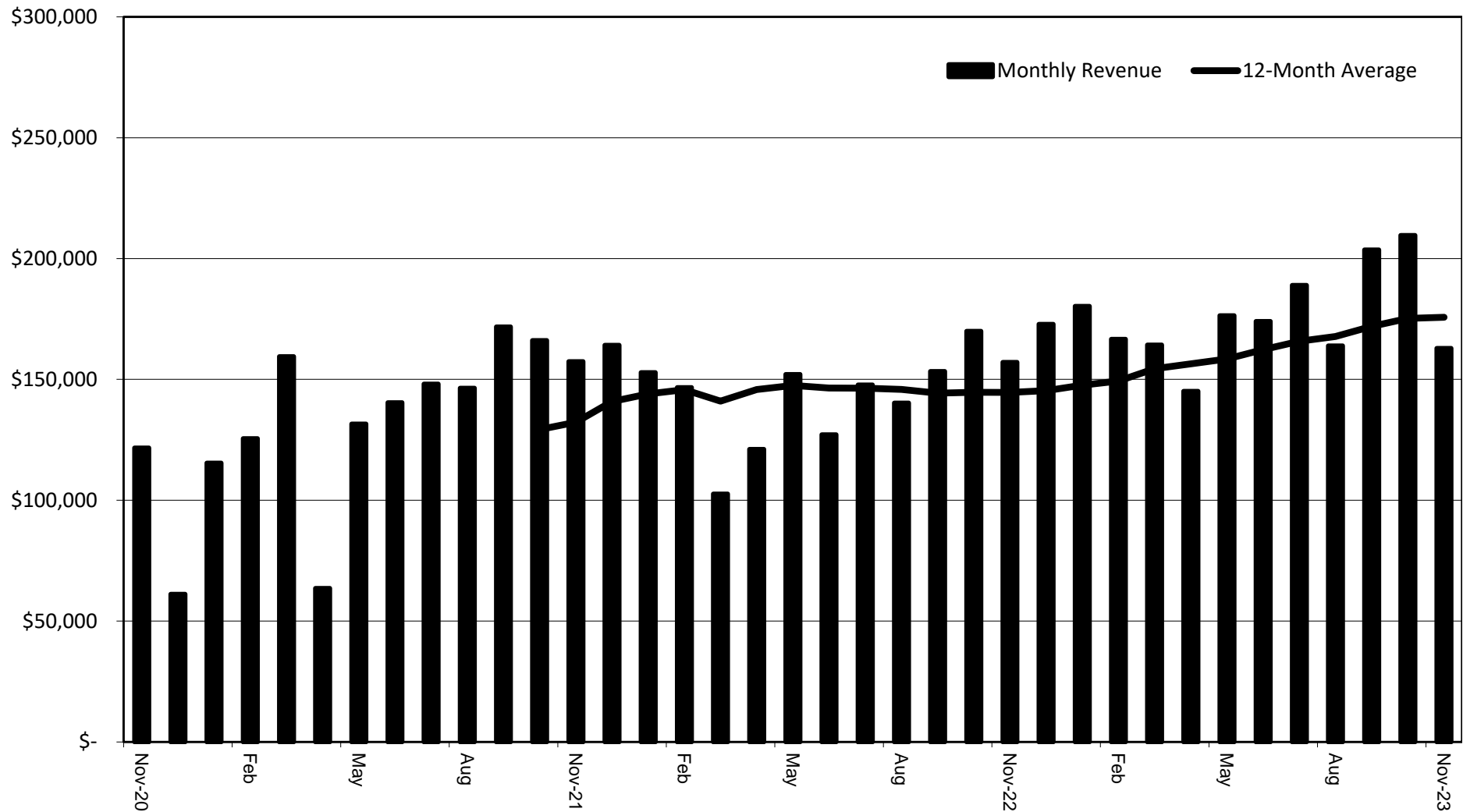


*Note: Taxes shown as received by NVTC in a particular month are generated from sales two months earlier.*

# NVTC MONTHLY GAS TAX REVENUE

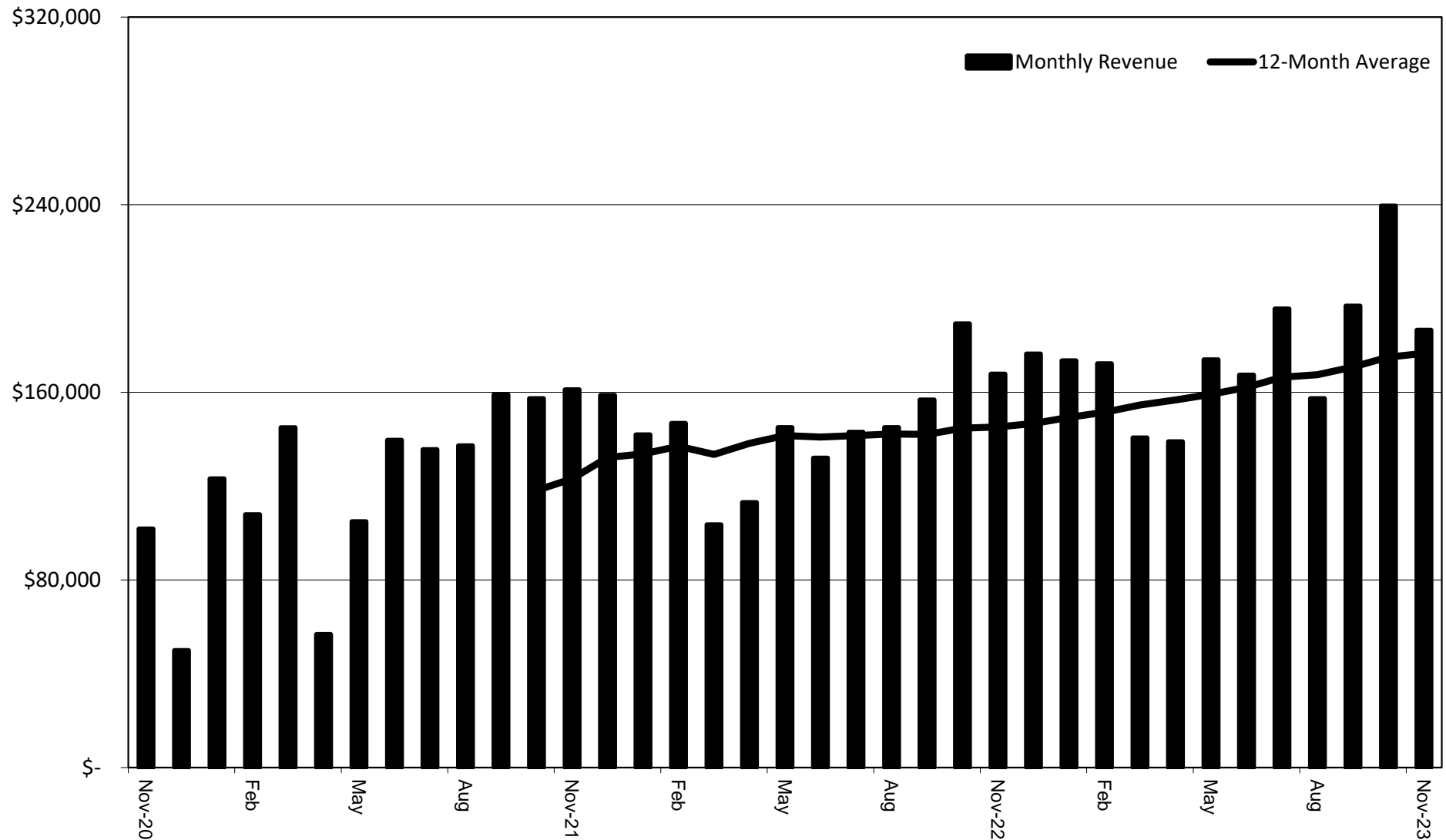
## CITY OF ALEXANDRIA

### FISCAL YEARS 2021-2024



Note: Taxes shown as received by NVTC in a particular month are generated from sales two months earlier.

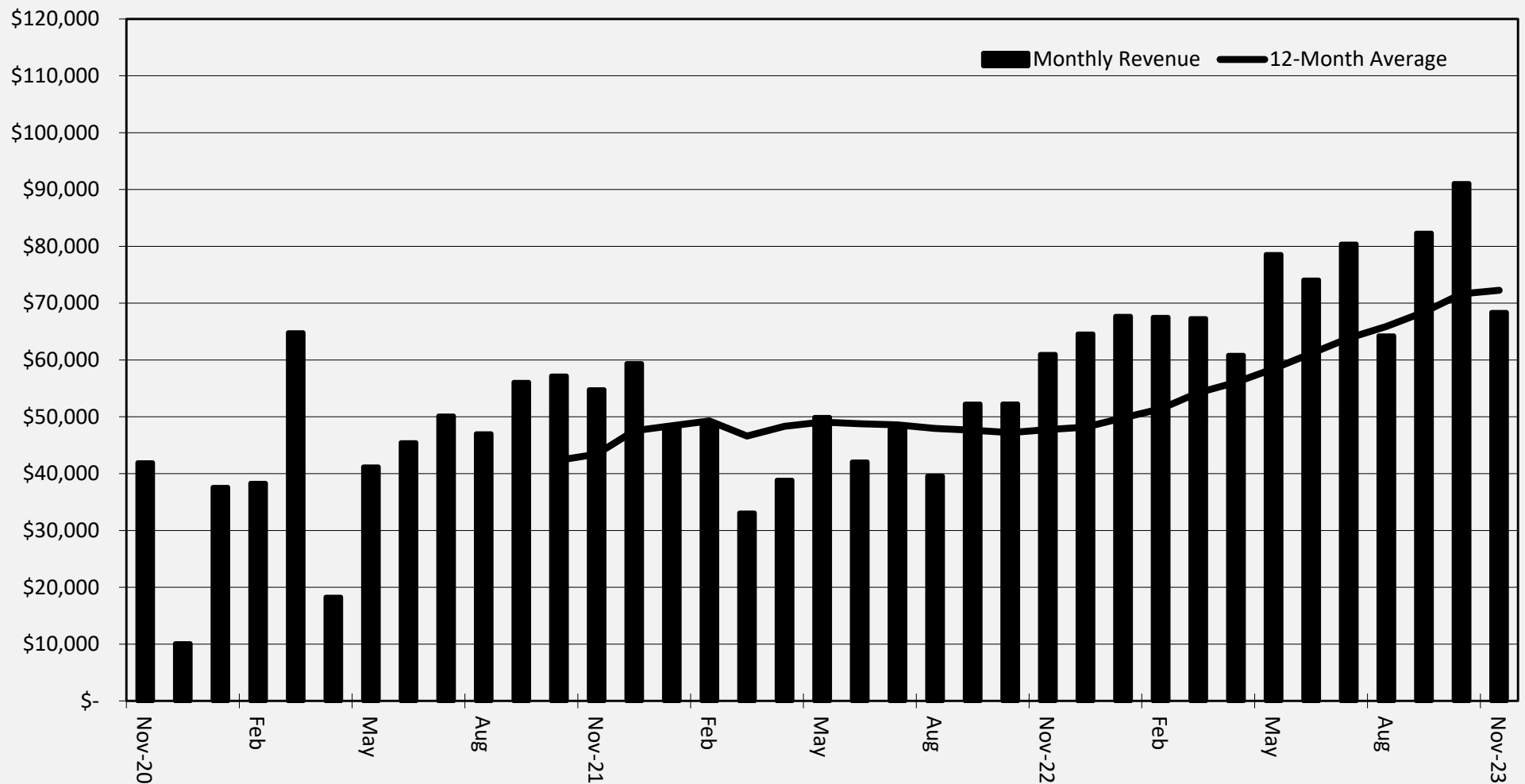
# NVTC MONTHLY GAS TAX REVENUE ARLINGTON COUNTY FISCAL YEARS 2021-2024



Note: Taxes shown as received by NVTC in a particular month are generated from sales two months earlier.

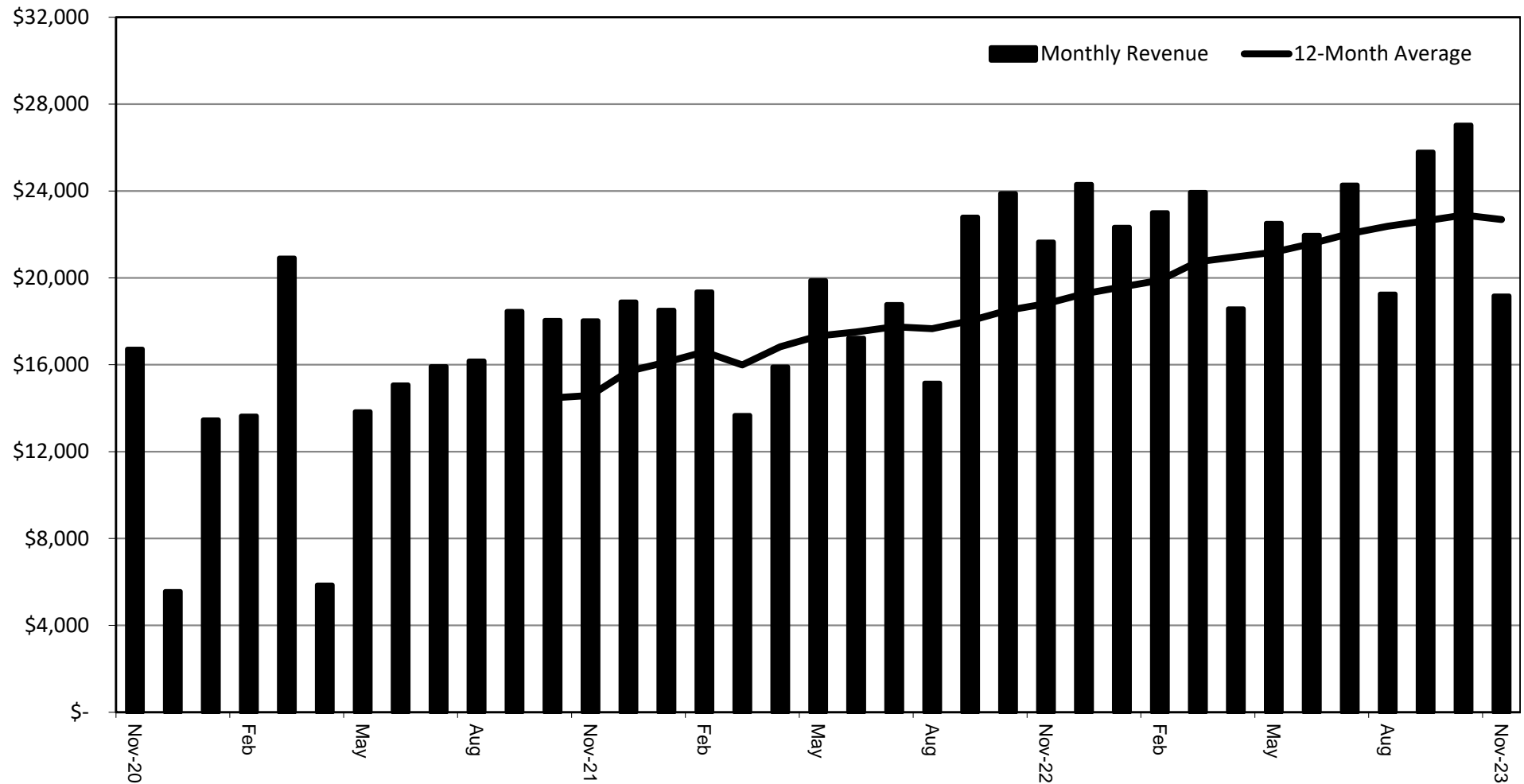


# NVTC MONTHLY GAS TAX REVENUE CITY OF FAIRFAX FISCAL YEARS 2021-2024



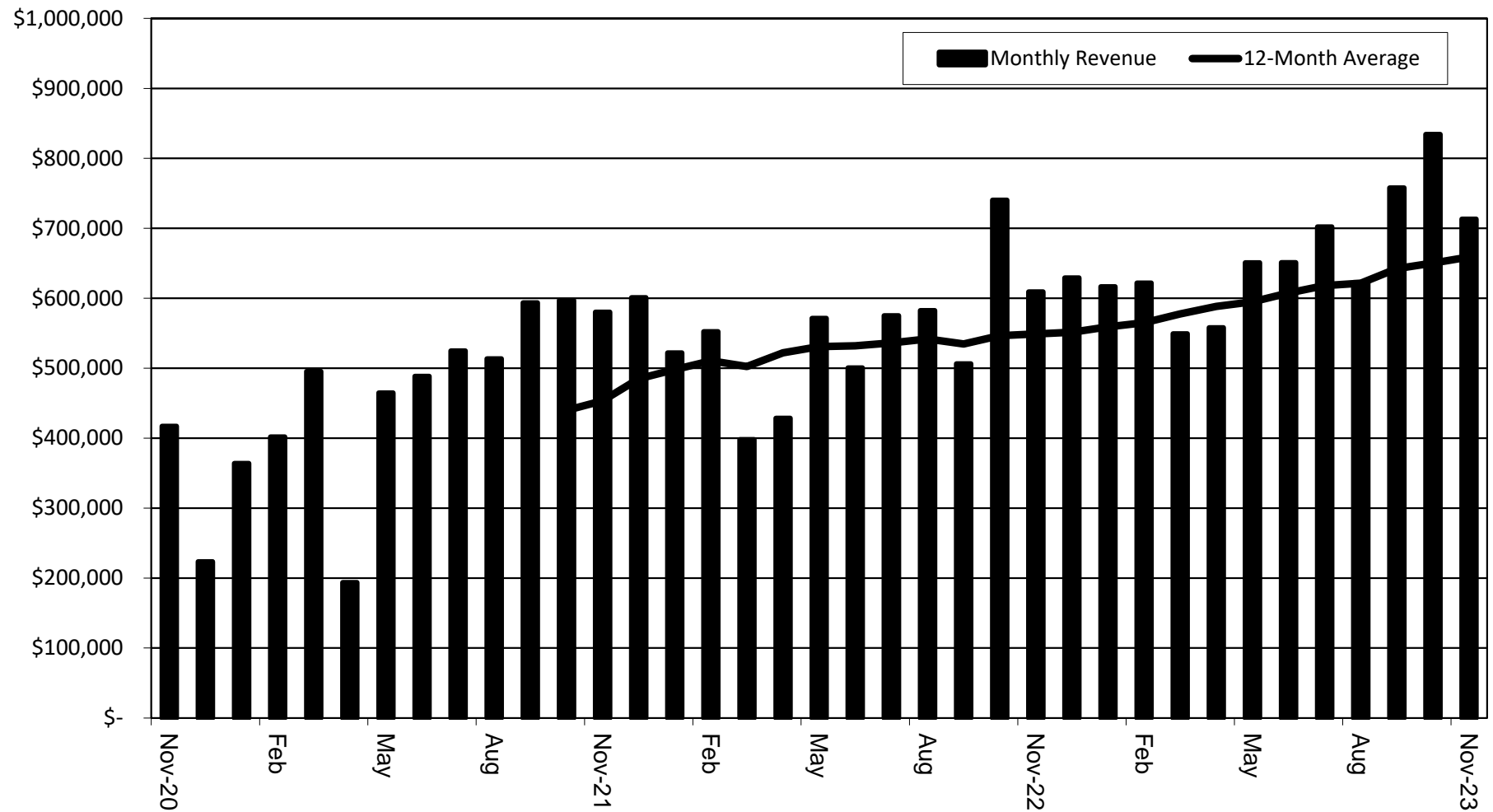
Note: Taxes shown as received by NVTC in a particular month are generated from sales two months earlier.

# NVTC MONTHLY GAS TAX REVENUE CITY OF FALLS CHURCH FISCAL YEARS 2021-2024



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 2021-2024



*Note: Taxes shown as received by NVTC in a particular month are generated from sales two months earlier.*