



Northern Virginia Transportation Authority

The Authority for Transportation in Northern Virginia

Thursday, December 12, 2024, 7:00pm EST
2600 Park Tower Drive, Sixth Floor Board Room
Vienna, VA 22080

This meeting will be conducted in person and live-streamed via YouTube¹

1. **Call to Order** Chair Randall
2. **Roll Call** Ms. Henderson, Board Secretary

Action Items

3. **Approval of November 14, 2024, Meeting Summary Minutes** Chair Randall
Recommended Action: Approval of November 14, 2024, Meeting Summary Minutes
4. **Adoption of the 2025 Legislative Program** Chair Randall
Recommended Action: Adoption of the 2025 Legislative Program
5. **Approval of Updated NVTA Logo**
Ms. Hillerich, Communications and Public Affairs Manager
Recommended Action: Approval of Updated NVTA Logo

Discussion/Information Items

6. **Quarterly Travel Trends Update** Mr. Rashid, Planning Analytics Manager
7. **Draft Bylaws Amendments** Mr. Longhi, Chief Financial Officer
8. **Governance and Personnel Committee Report (Verbal)** Chair Randall
9. **Planning and Programming Committee Report** Mayor Wilson, PPC Chair
10. **Planning Coordination Advisory Committee Report** Mayor Colbert, PCAC Chair
11. **Technical Advisory Committee Report** Mr. Boice, TAC Chair
12. **CEO Report** Ms. Backmon, Chief Executive Officer

¹ *If technical difficulties arise, the meeting may be audio or video recorded. Any recordings will be made available on the [Authority's Meetings](#) webpage*

13. Chair's Comments

Chair Randall

- Appointment of Nominating Committee
- Acknowledgement of Outgoing Members

14. Adjournment

Chair Randall

Correspondence

(Presented as needed)

Next Meeting: January 9, 2024, 7:00pm
Annual Organizational Meeting w/Public Comment
2600 Park Tower Drive, Sixth Floor Authority Board Room



Northern Virginia Transportation Authority
The Authority for Transportation in Northern Virginia

SUMMARY MINUTES

Thursday, November 14, 2024

7PM, EST.

2600 Park Tower Drive, Sixth Floor Authority Board Room

Vienna, VA 22180

This meeting was conducted in person and livestreamed via [NVTA's YouTube Channel](#)

1. Call to Order

Chair Randall

- ✓ Chair Randall called the meeting to order at 7:06 p.m.

2. Roll Call

Ms. Henderson, Board Secretary

- ✓ **Membership: Attendees** Chair Phyllis Randall, Vice Chair David Snyder, Chairman McKay, Chair Jefferson (Remote - Medical), Mayor Justin Wilson, Board Member Matthew de Ferranti, Mayor Michelle Davis-Younger, Mayor Jeanette Rishell, Delegate Brianna Sewell, Mr. DJ Gribbin, Mr. William Cuttler and Ms. Tiffany Robinson. **Non-Attendees:** Senator Boysko and Delegate Karrie Delaney.
- ✓ **Staff Attendees:** Chief Executive Officer Monica Backmon; Chief Financial Officer Michael Longhi; Principal, Transportation Planning and Programming Keith Jasper; Deputy Chief Financial Officer Peggy Teal; Communications and Public Affairs Manager Abigail Hillerich, Planning Analytics Manager Harun Rashid; Regional Transportation Planners Griffin Frank, Alyssa Beyers, and Kristen Sarik; Project Delivery/Grants Manager Amanda Sink; Strategic Communications Specialist Sharara Faisal; and Board Secretary Lee Ann Henderson.
- ✓ **Council of Counsel Attendees:** Mr. Daniel Robinson-Fairfax County and Ms. Christina Zechman Brown-City of Alexandria.
- ✓ **Other Attendees:** Tracy Baynard-McGuire Woods, LLC.

Members of the public, jurisdiction and agency staff were in person and were able to watch the meeting livestreamed via [NVTA's YouTube Channel](#).

CLOSED SESSION

3. CEO's Annual Review

Chair Randall

- ✓ Chair Randall made the following motion:
 I move NVTA convene a closed meeting, as authorized by Virginia Code section 2.2-3711.A(1) for the purpose of discussing a personnel matter involving the CEO's annual performance review.
- ✓ The motion was seconded by Mayor Wilson and approved unanimously.
- ✓ The Authority Board went into a closed meeting at 7:10 p.m.
- ✓ At 7:50 p.m. the Authority Board concluded the closed meeting.
- ✓ Chair Randall made the following motion:

I certify: (1) that only public business matters lawfully exempted from open meeting requirements under Chapter 37, Title 2.2 of the Code of Virginia; and (2) only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed, or considered.

- ✓ The motion was seconded by Council Member Snyder and approved unanimously.

ACTION ITEMS

4. Approval of October 17, 2024, Summary Meeting Minutes Chair Randall

- ✓ On a motion by Chair Randall, seconded by Board Member de Ferranti, the Summary Minutes of the October 17, 2024, Meeting were approved with Ms. Robinson abstaining.

5. Acceptance of the FY2024 Audited Financial Statements and Compliance Audit Reports

Mayor Rishell, Finance Committee Chair

- ✓ Mayor Rishell introduced Mr. Michael Garber from PB Mares, the Authority's independent auditor.
- ✓ Mr. Longhi, Chief Financial Officer, briefly presented the audited financial statements.
- ✓ He stated that an effort was made to increase the narrative aspect of the financial statements.
- ✓ He noted that the Authority ended the Fiscal Year with a positive revenue variance, and any revenue not allocated to a project will carry over into the next funding cycle.
- ✓ Mr. Garber stated that the audited financial statements received an unmodified opinion from the auditors.
- ✓ Mayor Rishell made a motion to accept the FY2024 Audited Financial Statements and Compliance Audit Report. The motion was seconded by Chair Randall and approved unanimously.

6. Approval of Revised Allocations for Additional FY2025-2030 Congestion Mitigation Air Quality Improvement Program (CMAQ) and Regional Surface Transportation Program (RSTP) Funds

Ms. Backmon, Chief Executive Officer

- ✓ Ms. Backmon noted that earlier this year the Authority approved the CMAQ and RSTP allocations; however, errors were identified in the state system and in subsequent allocations. She confirmed that these errors have now been corrected and the RJACC has reviewed and approved the revised numbers.
- ✓ Chairman McKay requested that the change in the Richmond Highway Bus Rapid Transit (BRT) project be highlighted. Ms. Backmon stated that due to the limited application period for the initial roll out of the Carbon Reduction Program, some of the funding for the first few years was allocated to the Richmond Highway BRT project in Fairfax County as the project was ready to qualify for and receive carbon reduction funds; and an equal amount of CMAQ/RSTP funds was released and reprogrammed for other projects.

- ✓ Ms. Backmon stated that upon approval, it will be sent to the Commonwealth Transportation Board through VDOT for approval.
- ✓ Chair Randall asked for a recap of the amounts. Ms. Backmon stated that a total of \$49.7 million, which included an additional \$16.3 million in CMAQ funds and \$33.3 million in RSTP funds.
- ✓ Chair Randall made a motion to approve the revised CMAQ/RSTP funding allocations, seconded by Chairman McKay and approved unanimously.

7. Approval of Recommendation to Reallocate Congestion Mitigation and Air Quality Improvement Program (CMAQ) Funds for the City of Alexandria

Dr. Sree Nampoothiri, Senior Manager, Transportation Planning & Programming

- ✓ Mayor Wilson made a motion to approve the reallocation of \$1,030,442 from UPC T19651 (FY24 WET Operations), \$17,558 from UPC T19651 (FY25 WET Operations), and \$500,600 from UPC T21536 (FY24 Transportation Demand Management) for a total of \$1,694,975 – to UPC 114864 (Mt. Vernon Avenue) in CMAQ funds for City of Alexandria.
- ✓ The motion was seconded by Board Member de Ferranti and approved unanimously.

DISCUSSION/INFORMATION ITEMS

8. Transform 66 Outside the Beltway Concession Fee Projects Update

Michelle Shropshire, VDOT Mega Projects Director

- ✓ VDOT Mega Projects Director, Ms. Shropshire, reviewed the Concession fee (\$500 million upfront from I-66 EMP to Commonwealth to fund additional multi-modal transportation improvements benefiting the I-66 Corridor) projects in which the Authority made funding recommendations on.
 - Project Requirements:
 - Benefit the toll facility user (Virginia Code)
 - Be federally eligible
 - Meet one of the project improvement goals
 - Move more people
 - Enhance transportation connectivity
 - Improve transit service
 - Reduce roadway congestion
 - Increase travel options
 - Be selected and recommended by the Northern Virginia Transportation Authority
 - Be approved by Virginia's Commonwealth Transportation Board
- ✓ Ms. Shropshire also discussed the current status of the concession fee projects, noting that a few ongoing projects remain in progress.

9. Projects with Cost Underestimates/Overruns – Policy Development Update

Mr. Longhi, Chief Financial Officer

- ✓ Mr. Longhi stated that this is a continuation of the October discussion and provided an overview of the issue.
- ✓ He noted that this has been presented to the Technical Advisory Committee and the Planning Coordination Advisory Committee, which did not have a quorum, but indicated that the consensus leaned towards not funding cost underestimates/overruns.
- ✓ He also stated that the Planning and Programming Committee did not support funding cost underestimates/overruns.
- ✓ He stated that implementation of a policy to fund cost underestimates/overruns would result in the need for an increase in staff and consulting services to handle additional processing demands
- ✓ Mr. Longhi outlined the components of a policy to deny cost underestimates/overruns, with an option to petition the Authority in cases of extraordinary and unforeseen circumstances, which could also include a prohibition on future funding transfers between projects.
- ✓ Chairman McKay questioned why staff would need additional support to process requests that are infrequent. Ms. Backmon stated that, currently, most requests are handled by staff and never need to be addressed by the Authority. However, with the implementation of a policy to formally fund underestimates/overruns, a formal process would be required.
- ✓ Chair Randall questioned whether projects regularly include an adequate contingency. Ms. Backmon noted that since NVTA, by law, must rank projects on Congestion Reduction Relative to Cost, localities may be hesitant to include adequate contingency amounts because that may preclude them from receiving funding.
- ✓ Mr. Gribbin questioned how often projects have been stalled due to the loss of federal funding. Mr. Longhi noted that this would be a rare and extraordinary circumstance.
- ✓ Mayor Rishell questioned whether evaluating extraordinary circumstances will require additional staffing. Mr. Longhi stated that if the bar for extraordinary circumstances is set high enough, no additional staffing should be required.
- ✓ Authority members directed Mr. Longhi to return with a policy that does not fund cost underestimates/overruns/transfers but includes a provision allowing project sponsors to petition the Authority for funding in cases of unique, extraordinary circumstances that could not have been anticipated.

10. Draft Legislative Priorities Discussion

Chair Randall

Ms. Baynard, Sr. Vice President, McGuireWoods Consulting, LLC

- ✓ Ms. Baynard stated that not much has changed since last year. She noted that the GPC had a good discussion on the priorities the Authority should emphasize, with the top priority being the need for NVTA to retain its funds.
- ✓ She stated that the GPC requested an emphasis on keeping NVTA as a capital projects funding source. Chair Randall added that not opening the legislation to changes is very important.

- ✓ Board Member de Ferranti questioned whether the strong condition of the state's financial picture could be useful in discussions about replacing the funds from the 2018 diversion. Ms. Baynard stated that NVTa is not actively looking for a specific tool to replace the \$28.5 million that was diverted, but consistently takes opportunities to remind the state that NVTa is still owed the replacement of those funds.

11. Website Modernization and Brand Refresh

Ms. Hillerich, Communications and Public Affairs Manager

- ✓ Ms. Hillerich and Ms. Faisal discussed the website modernization project. She noted that part of the project is a refreshed logo for NVTa. She stated that the current logo becomes illegible when scaled down, but they wanted to preserve the brand identity that NVTa has worked so hard to build.
- ✓ Ms. Hillerich stated that the staff proposed logo is easily recognizable even when made smaller to fit on smaller materials. She stated that the proposed logo is visually modern and not overly complicated.
- ✓ Chair Randall expressed concern that the displayed webpage example does not show that NVTa provides funds for multimodal transportation options. Ms. Hillerich stated this is just one example of what it could look like on the website, but they will be using lots of photos to paint the full story of what NVTa does.

12. 2024 Annual Report to the Joint Commission on Transportation Accountability

Ms. Backmon, Chief Executive Officer

- ✓ Ms. Backmon stated that the Joint Commission on Transportation Accountability (JCTA) report is a state requirement and this year's report will be submitted before the November 15 deadline and posted to the NVTa website.
- ✓ She briefly reviewed the JCTA report that shows all 139 projects being fully or partially funded through NVTa and breaks them down by locality.

13. Annual HB1915 Report

Ms. Backmon, Chief Executive Officer

- ✓ Ms. Backmon stated that this is a state requirement to have localities report any changes to the locality comprehensive plan that are not in conformance with TransAction. She confirmed that all localities have submitted their reports, and none have identified any discrepancies between their comprehensive plans and TransAction.

14. Finance Committee Report

Mayor Rishell, Finance Chair

A. Investment Portfolio Report

Ms. Sen, Investment & Debt Manager

B. Monthly Revenue Report

Mr. Longhi, Chief Financial Officer

C. Monthly Operating Budget Report

Mr. Longhi, Chief Financial Officer

- ✓ Mayor Rishell reviewed the Finance Committee activities from the October 17, 2024, meeting. She noted that the committee has begun working on the next budget.
- ✓ Mr. Longhi stated that portfolio performance is doing well, revenue is off by less than 1%, but since it is early in the fiscal year he has no concerns.
- ✓ Mr. Longhi recognized the work that Ms. Peggy Teal did to coordinate the audit.

15. Technical Advisory Committee Report

Mr. Ciccarelli, TAC Substitute Chair

- ✓ Ms. Backmon noted that this report is in the Authority packet.

16. Planning Coordination Advisory Committee Report Council Member Miles, PCAC Vice Chair

- ✓ Ms. Backmon noted that this report is in the Authority packet.

17. Draft Meeting Schedule for Calendar Year 2025

Ms. Backmon, Chief Executive Officer

- ✓ Ms. Backmon stated that because of the bylaws, which will be reviewed at the December Authority meeting, the calendar cannot be reviewed until the January Annual Organizational 2025 meeting.

18. Chief Executive Officer's Report

Ms. Backmon, Chief Executive Officer

- ✓ Ms. Backmon stated that Dr. Nampoothiri gave a presentation to the TPB Technical Committee regarding the Bus Rapid Transit project.

19. Chair's Comments

- ✓ Chair Randall noted that regardless of what happens in Washington, NVTa has work to do to make improvements for people who live and work in Northern Virginia.
- ✓ Vice Chair Snyder expressed his appreciation to Representative Gerry Connolly, who presented the 11th Congressional District in the House of Representatives.
- ✓ Mr. Cuttler reminded everyone of the event that the Virginia Department of Transportation is hosting with NVTa, NVTC and the TPB on December 2, 2024, at 6:30 p.m. at VDOT's offices.

20. Adjournment

- ✓ There being no further business before the Authority, Chair Randall adjourned the meeting at 9:51 PM.

NORTHERN VIRGINIA TRANSPORTATION AUTHORITY

MEMORANDUM

FOR: Chair Phyllis J. Randall and Members
Northern Virginia Transportation Authority

FROM: Monica Backmon, Chief Executive Officer

DATE: December 5, 2024

SUBJECT: Approval of the 2025 Legislative Program

1. **Purpose:** To seek the Northern Virginia Transportation Authority (NVTa) adoption of the 2025 Legislative Program.
2. **Suggested Motion:** *I move the Authority adoption of the draft 2025 NVTa Legislative Program.*
3. **Background:** The GPC has developed the attached Legislative Program for 2025.

Attachment: Draft 2025 Legislative Program

2025 NVT A Legislative Priorities

PROTECT DEDICATED REVENUE SOURCES AND POWERS OF THE NORTHERN VIRGINIA TRANSPORTATION AUTHORITY

The Northern Virginia region has significant transportation needs requiring sustainable dedicated funding for multimodal solutions. The Authority and member localities need stable and predictable revenue sources and powers to make decisions that reduce traffic congestion for residents and businesses of the region. Through the passage of HB2313 (2013) - using dedicated revenues to fill regional capital funding needs the Commonwealth is unable to meet - to date the Authority and its member localities have invested approximately \$4.8 billion in transportation solutions that ensure the state and regional economy remain robust and support a high quality of life.

The Authority will continue to work with the General Assembly and the Administration to ensure the region is not deprived of essential, dedicated revenue to meet the multimodal capital transportation needs of our community. The Authority funds regionally significant capital multimodal transportation projects that reduce congestion, using a prioritization process as required by law. We oppose any action that bypasses this process by mandating the use of dedicated regional revenues outside of the prioritization framework or dedicated locally controlled revenues by requiring set asides or any other action. Given our region still requires a significant number of critical multimodal transportation capital projects to reduce traffic congestion, we oppose any effort to divert or set aside or use Authority regional or local capital funding resources for transportation operations and maintenance activities.

Any action to divert or remove dedicated revenue sources that generate revenue through state taxes or fees deposited into the Northern Virginia Transportation Authority Fund shall contain a method to restore or replace revenue sources to provide for similar revenue collections as of fiscal year ending June 30, 2018.

RESTORE ANNUAL LONG- TERM FUNDING TO THE AUTHORITY TO PRE-2018 LEVEL

An additional \$38.5 million in annual revenues is still needed to restore dedicated regional revenues to pre- 2018 levels. The passage of HB2313 was clear that dedicated regional revenues be used for regionally significant, multimodal transportation projects that reduce congestion. As such, the Authority and the region strongly support statewide revenue as the first source of funding to replace diverted regional revenues. Previously diverted dedicated regional revenue sources could be returned to the Authority and its member localities if the Commonwealth were to take on a larger role in providing funding to the Metro Capital Fund.

With the 2018 action to create dedicated revenue for the Metro Capital Fund, the Northern Virginia region has absorbed an increase of twenty cents per \$100 in the Grantor's Tax and a three percent increase in the Transient Occupancy Tax to produce revenue to complete critical multimodal transportation infrastructure, and with local funds, provides 2/3 of the dedicated revenues to the Metro Capital Fund which supports State of Good Repair projects of the Washington Metropolitan Area Transit Authority (WMATA/Metro) to improve safety and reliability. Efforts to restore previously diverted regional revenue sources should not come from additional taxes imposed on Northern Virginia.

SECURE SHORT AND LONG TERM FINANCIAL AND OPERATIONAL STABILITY FOR THE WASHINGTON METROPOLITAN AREA TRANSIT AUTHORITY (METRO) -NEW

For over forty years Metro has served as an integral part of the Commonwealth's and Northern Virginia's multimodal transportation system. Along with local bus and bus rapid transit systems, Metro provides much needed capacity for non-Single Occupancy Vehicle (SOV) trips and is a focal point for market driven mixed use transit-oriented development. As such, Metro is an investment that now requires critical resetting to ensure it can evolve to meet the Commonwealth's short, mid and long-term transportation needs.

As Metro faces a financial crisis, it is essential that stakeholders - local, regional, state and federal, and the public and private sector – work together to ensure that Metro continues to meet transportation and economic development needs and operates with dedicated operating and capital funding and in a more predictable structure. Metro leadership should continue its work to create one-time and ongoing operating efficiencies and make use of interested stakeholders to help think through elements needed to create long-term stability.

The Metro bus and rail system must continue during this time to provide safe and reliable service during the development of long-range solutions. A well-functioning Metro supports the region's transportation infrastructure and billions in corporate and public sector investment made into the system. Sufficient state, federal and regional funding and changes in operations must be found and implemented.

PROTECT VIRGINIA'S DEDICATED TRANSPORTATION FUNDING

The Commonwealth of Virginia has primary responsibility for the region's transportation network. An efficient transportation system is critical to Virginia's ability to attract and retain jobs. Resources that keep transportation projects moving forward need to continue and grow to ensure the Commonwealth can support the infrastructure that moves the goods and people that support the region's businesses, residents, and visitors. A replacement vehicle should be adopted to restore loss of state transportation funding resulting from the elimination of the state sales and use tax on food and personal hygiene products

SUPPORT USE OF EFFECTIVE TRANSPORTATION TECHNOLOGY

The Northern Virginia Transportation Authority Transportation Technology Strategic Plan (TTSP) was developed as a tool for establishing a proactive approach to innovation, which keeps congestion reduction top of mind. It is comprised of an Action Plan and nine strategies that address **congestion reduction, accessibility, cybersecurity/privacy, autonomous vehicles (especially zero-occupancy passenger vehicles), pricing mechanisms, communications infrastructure, regional interoperability, enhanced mobility through technologies in transit, and advanced decarbonization of the transportation system.**

Strategies		Intent of Strategy (long term)
1	Reduce congestion and increase throughput	Support deployment of transportation technologies that improve performance and optimize efficiency of the regional multimodal transportation system
2	Maximize access to jobs, employees and housing	Support deployment of transportation technologies that increase travel options and awareness of them
3	Maximize cybersecurity and privacy for members of the public	Monitor concerns on behalf of Northern Virginians, and leverage NVTa processes where appropriate and feasible
4	Enhance operations of the multimodal transportation system through connectivity and automation	To maximize the potential benefits of Connected and Automated Vehicles, while addressing avoidable increases in passenger vehicle miles traveled.
5	Develop pricing mechanisms that manage travel demand and provide sustainable travel options	Identify technology-related measures at a regional scale to dynamically address congestion, including incentives; revenues will be re-invested in equitable solutions
6	Maximize the potential of physical and communication infrastructure to serve existing and emerging modes	Support adaptation of existing resources to support desirable technologies such as CASE vehicles, travel apps, micro modes and robust data collection
7	Enhance regional coordination and encourage interoperability in the transportation system	Leverage regional synergies in the deployment of transportation technologies
8	Advance decarbonization of the transportation system	Support deployment of transportation technologies that reduce greenhouse gas emissions and synergistic technologies that improve resiliency.
9	Enhance mobility in the region through innovation and emerging technologies in transit	Support an array of transit innovations, in a manner that is flexible enough to adapt to future innovation.

TTSP activity will be grounded in the Authority’s vision and core values including Equity, Safety, and Sustainability. The Authority’s TTSP provides a foundation for the organization and its members to participate in implementing federal and state plans and funding to advance use of low or zero emission vehicles for personal and commercial use in Virginia and expanding local authority to take advantage of Automated Traffic Enforcement technologies to enhance traffic operations and safety.

BACKGROUND ON DEDICATED REGIONAL TRANSPORTATION FUNDING SOURCES

The Northern Virginia Transportation Authority (Authority) is a regional body focused on delivering real transportation solutions and value for Northern Virginia’s transportation dollars by bringing regional jurisdictions and agencies together to plan and program regional multimodal transportation projects focused on relieving congestion.

NVTa Vision Statement:

“Northern Virginia will plan for, and invest in, a safe, equitable, sustainable, and integrated multimodal transportation system that enhances quality of life, strengthens the economy, and builds resilience.”

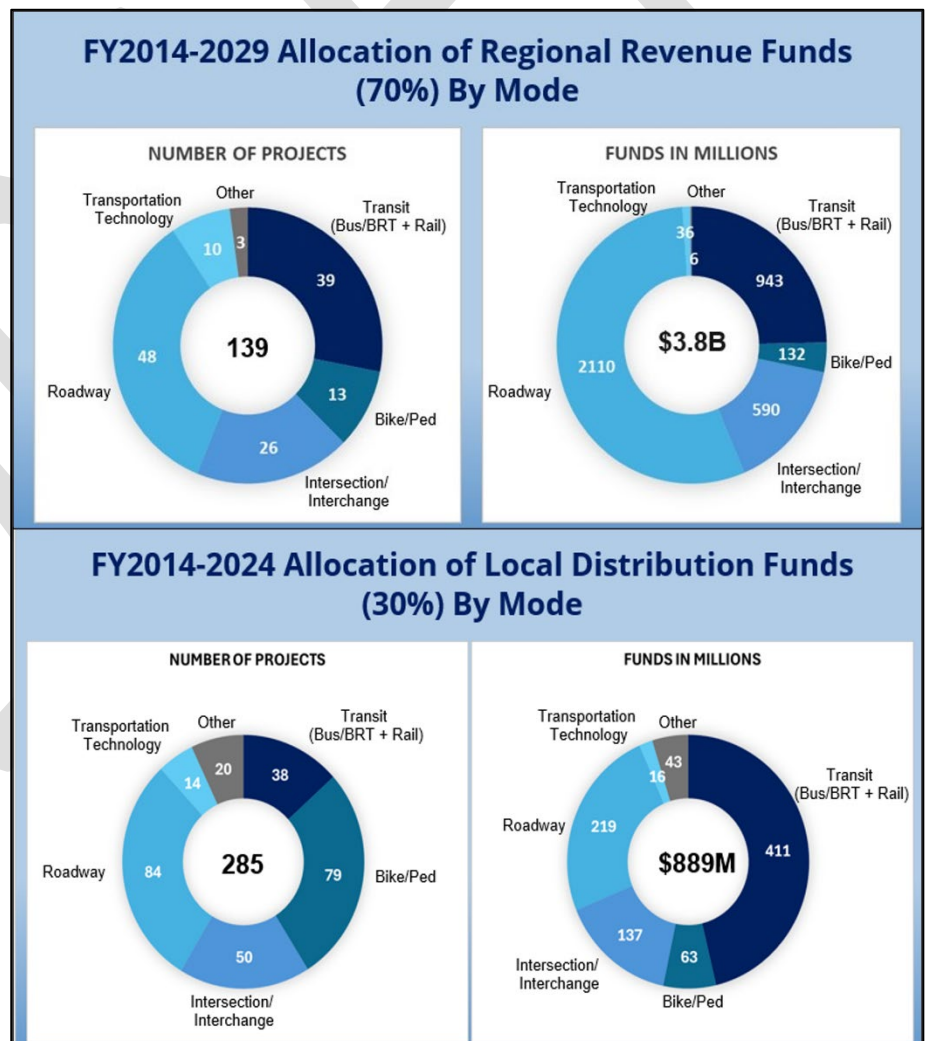
The landmark HB 2313 (2013) statewide transportation funding legislation also provided new, sustained regional funding for the Authority and its member jurisdictions.

In 2018, deliberations on how the Commonwealth of Virginia should provide \$154 million annually to address long neglected capital maintenance at the Washington Metropolitan Area Transit Authority (WMATA) resulted in the diversion of two of the Authority’s three revenue sources. The two percent Transient Occupancy Tax and the fifteen cents per \$100 Grantor’s Tax are now assigned to the WMATA Capital Fund.

The annual impact was a loss of \$102 million in Authority revenues for regional and local use. The adopted FY 2018-2023 Six Year Program was reduced by \$275 million from initial projections, resulting in partial funding for multiple projects with high scores of reducing congestion.

In 2019 and 2020, actions were taken to increase taxes in Northern Virginia and dedicate state transportation funding to partially restore funding diverted from the Authority and local governments.

To date, the Authority is advancing **139 regional multimodal transportation projects, totaling \$3.8 billion**, aimed at reducing congestion across the region. Additionally, the Authority has allocated \$1.12 billion to member localities for transportation needs within their jurisdiction. By June 30, 2024, \$889 million of this distribution had been allocated to 285 projects by various jurisdictions.



NORTHERN VIRGINIA TRANSPORTATION AUTHORITY

MEMORANDUM

FOR: Chair Phyllis J. Randall and Members
Northern Virginia Transportation Authority

FROM: Monica Backmon, Chief Executive Officer

DATE: December 5, 2024

SUBJECT: Approval of Updated NVTA Logo

- 1. Purpose:** To seek Northern Virginia Transportation Authority (NVTA) approval of NVTA's new logo design.
- 2. Suggested Motion:** *I move the Authority approve the NVTA's updated logo.*
- 3. Background:** On December 15, 2023, NVTA issued a Request for Proposals (RFP) seeking expert services to modernize its online presence and refresh its brand identity. Following a competitive selection process, the Authority approved the Website Modernization Contract award to HDR Engineering, Inc. on June 13, 2024.

Since the contract award, NVTA staff have collaborated closely with HDR to streamline existing website content and develop a modernized, user-friendly and accessible website. In conjunction with this effort, NVTA is updating its logo to enhance readability and recognition across digital and print platforms.

The updated logo incorporates an acronym, tagline and a diamond mark with a modern aesthetic. This design offers greater flexibility, allowing NVTA to showcase investments across various modes of transportation without being tied to specific modal icons.

The new logo's streamlined simplicity improves legibility and ensures easier recognition compared to the previous logo which only features four modal icons that are not visible when the logo size is minimized. Additionally, the icons are not present on the new logo as the number of modes NVTA supports is greater than four and wouldn't be visible even in a large format.

On November 14, 2024, NVTA staff presented the logo design to the Authority for an initial review. While the Authority expressed overall satisfaction with the design, one specific comment noted that the navy text color appeared too dark and could be mistaken for black. In response, the updated design features a slightly lighter shade of blue.

- 4. Discussion Items:** NVTA staff have engaged extensively with HDR consultants to create a refreshed logo. The objective of this update is to enhance our visual identity while maintaining our legacy. The new logo was designed to meet the following key criteria:

- a. Easily Recognizable: Clear and straightforward design for immediate identification.
- b. Retains Diamond Shape: Incorporates a diamond motif/mark to honor the old logo.
- c. Symbolizes Forward Movement: Utilizes design elements such as light gradient and dynamic arrows to evoke progress and momentum.
- d. Visually Modern: A contemporary and minimalist aesthetic that reflects NVTA's innovation.
- e. Color Palette Alignment: Consistent with NVTA's navy blue palette for brand cohesion.

5. Next Steps: With Authority approval, the updated NVTA logo will be implemented across various platforms and materials, including but not limited to:

- a. NVTA Website
- b. Social Media Platforms (LinkedIn, X, Facebook)
- c. Newsletters (Authority Recap, NVTA Update, Driven by InNoVAtion)
- d. Printed Materials (Annual Report, Economic Impact Analysis, letters, fact sheets)
- e. Office Branding (glass front doors, wall signage)

6. Attachments:

- a. Updated NVTA logo design
- b. NVTA logo design featured on imagery for printing and digital purposes









NORTHERN VIRGINIA TRANSPORTATION AUTHORITY

MEMORANDUM

FOR: Chair Phyllis J. Randall and Members
Northern Virginia Transportation Authority

FROM: Harun Rashid, Planning Analytics Manager

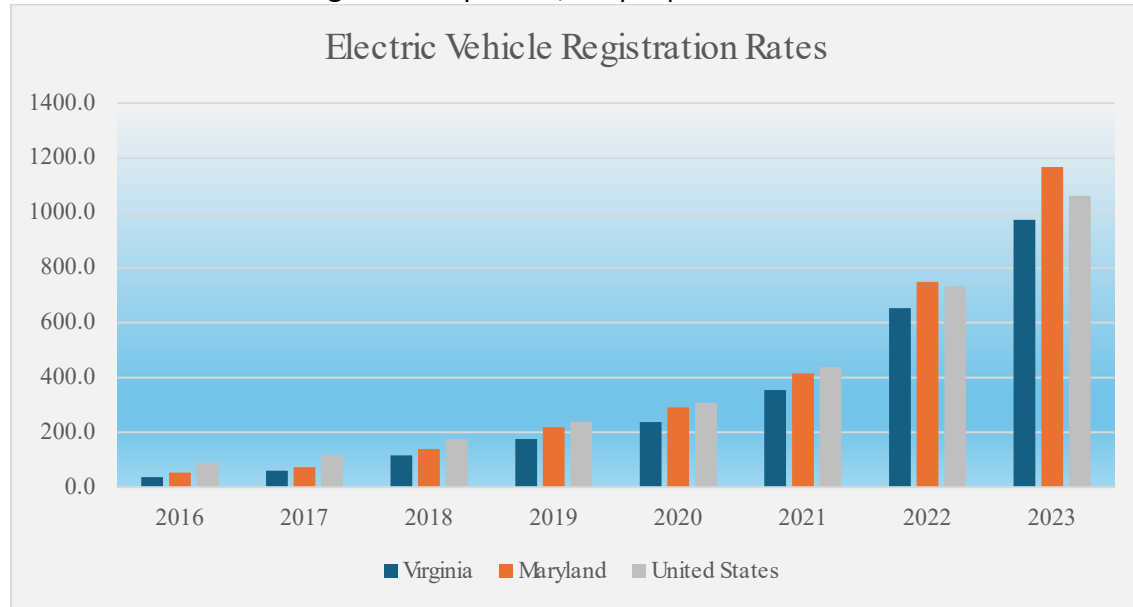
DATE: December 5, 2024

SUBJECT: Quarterly Travel Trends Update

1. **Purpose:** To inform the Northern Virginia Transportation Authority (NVTa) on transit, highway, and related travel trends in Northern Virginia.
2. **Background:** NVTa staff are monitoring travel trends in Northern Virginia by comparing highway and transit travel metrics from 2020, 2021, 2022, 2023, and 2024 with corresponding weeks and months in 2019. This quarterly update includes staff analysis of electric vehicle registration rates and trends in the Commonwealth aligning with NVTa's core value of Sustainability. Additionally, it provides regular updates on highway traffic volumes and transit ridership. In the previous update, we presented data analysis through June 2024. This memo updates the analysis through September 2024. The objective of these analyses is to gain a better understanding of these trends and provide context for NVTa's long range transportation planning activities.
3. **Electric Vehicle (EV) Adoption Rates:** One of the key objectives under NVTa's goal of improving resiliency in TransAction is to "reduce transportation related emissions", which directly supports NVTa's core value of Sustainability. According to a MWCOG-TPB sponsored *Climate Change Mitigation Study of 2021* (<https://www.mwcog.org/tpb-climate-change-mitigation-study-of-2021/>), "...it is recognized that transportation (sector) contributes a large share of regional GHG [greenhouse gas] emissions, with on-road mobile sources contributing about 34% of total regional GHG emissions, based on a recent regional inventory." This study identifies three primary pathways for reducing GHGs from on-road transportation sources: Vehicle Technologies and Fuels; Mode Shift and Travel Behavior; Transportation Systems Management and Operations. The first pathway involves strategies to shift the fleet of motor vehicles to electric vehicles (EVs) and increase the share of lower carbon fuels (e.g., biofuels).

In June of this year, staff reported on electric school bus adoption rates. To check personal EV adoption rates, staff have analyzed light-duty electric vehicle registration numbers from USDOT's *Alternative Fuel Data Center* (<https://afdc.energy.gov/vehicle-registration?year=2016>). Chart 1 shows the rate of EV registrations in Virginia, Maryland, and the United States.

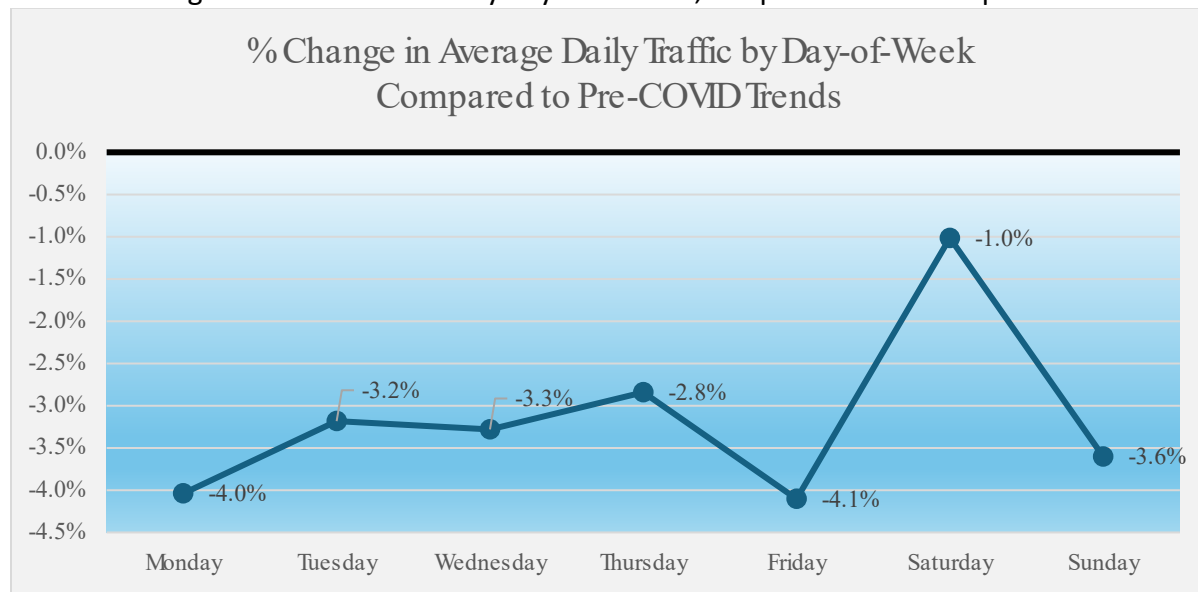
Chart 1: Number of EV registrations per 100,000 people.



Data Source: Census annual population estimates (<https://www.census.gov/data/tables/time-series/demo/popest/2010s-state-total.html>); USDOT Alternative Fuel Data Center.

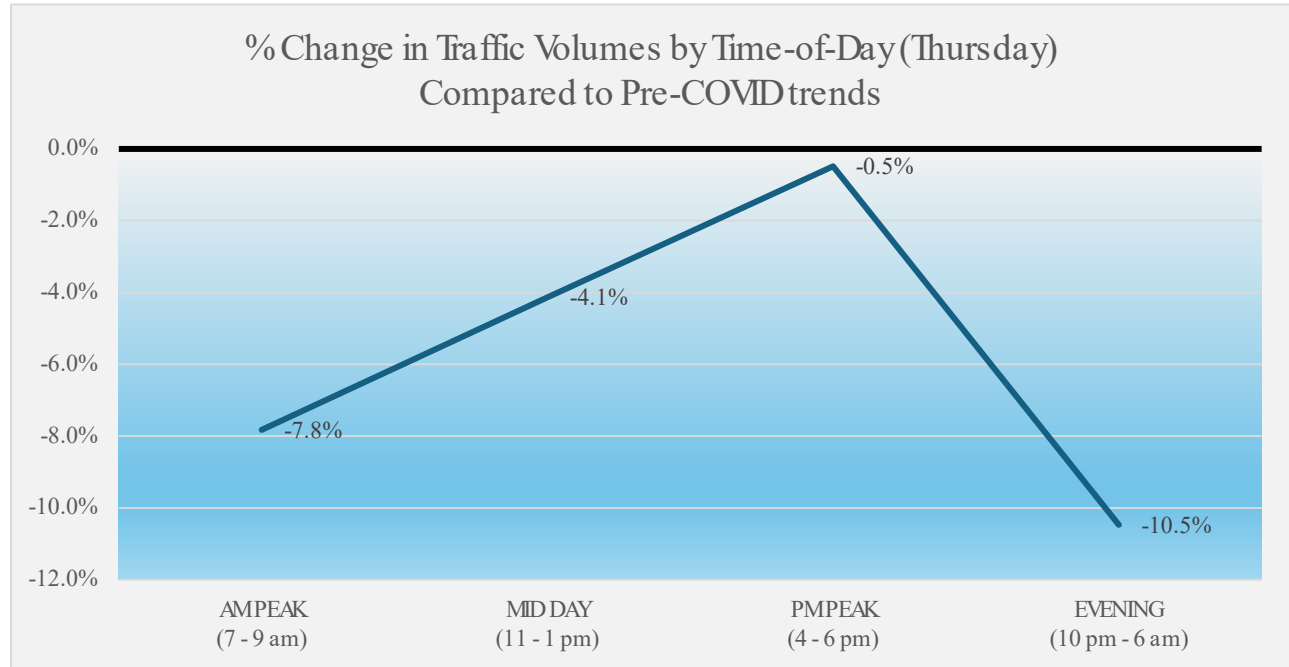
- 4. Highway travels:** During the pandemic periods travel demand shifted by day of the week, and by time of day. To keep track of these shifts in travel demands, staff has continued analyzing roadway travel volumes in Northern Virginia. In the third quarter of 2024, we observed a notable return in travel on Saturdays. During weekdays, highest return rates were on Thursdays, reporting traffic volumes 2.8% below pre-COVID (Chart 2).

Chart 2: Changes in traffic volumes by days in a week, 3rd quarter 2024 and pre-COVID.



In checking how these demands vary by time-of-day, on Thursdays, demand in the PM peak is relatively the highest, only 0.5% below pre-COVID (Chart 3). These analyses are based on traffic volumes that are tracked by Virginia Department of Transportation's (VDOT) permanent traffic count devices on major roadway segments in Northern Virginia (see Attachment I).

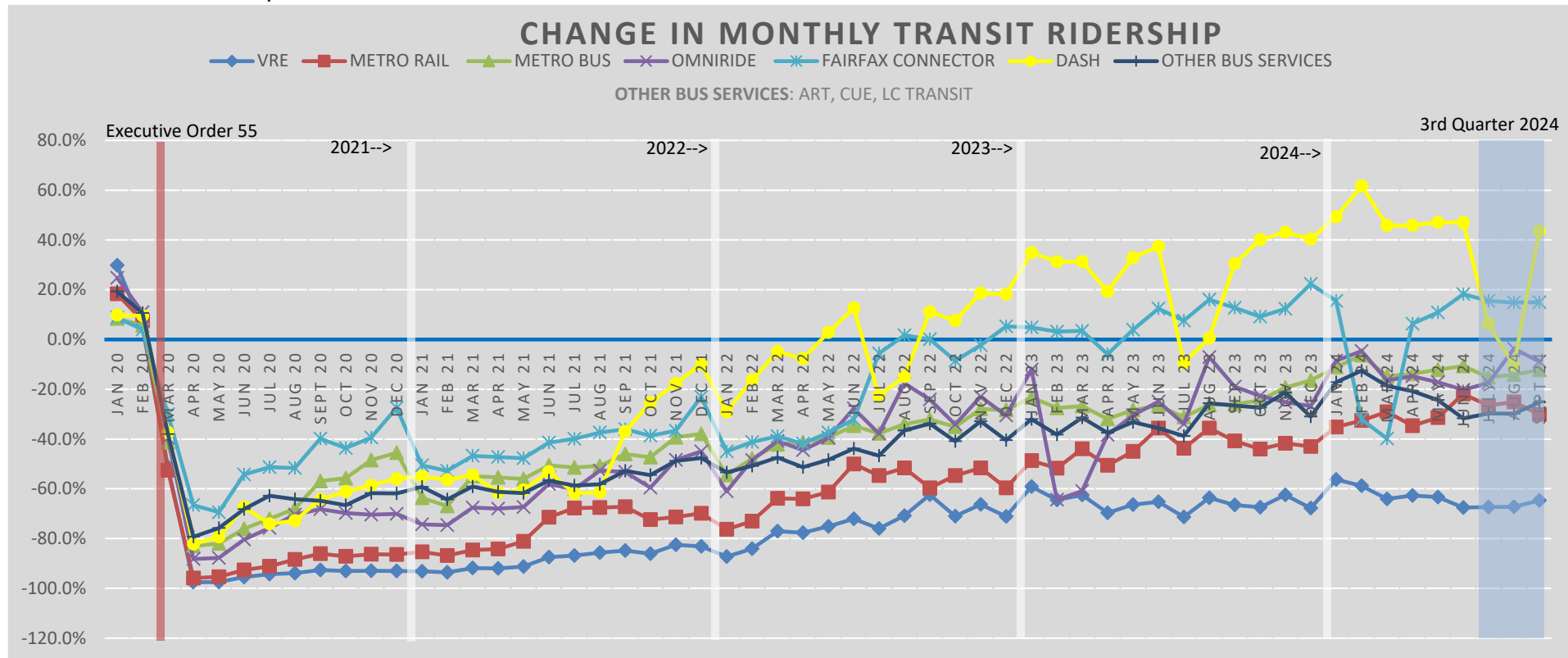
Chart 3: Changes in traffic volumes by time-of-day, 3rd quarter 2024 and pre-COVID.



Data source for charts 2/3: VDOT traffic count database for pandemic impacts on major highway locations.

- 5. Transit ridership:** During and after the pandemic, local bus services have been displaying a stronger rate of recovery in ridership recovery, than compared to services based primarily on commuting trips. In the third quarter of 2024, DASH experienced a significant decline in ridership during August, which may be a seasonal trend. On average for this period, both DASH and Fairfax Connector remained above the 2019 levels. CAs compared to the second quarter of this year, Omniride saw the highest's growth in ridership is the highest from the last previous quarter (Chart 4). Note that this analysis is based on ridership numbers specifically for specific to Northern Virginia.

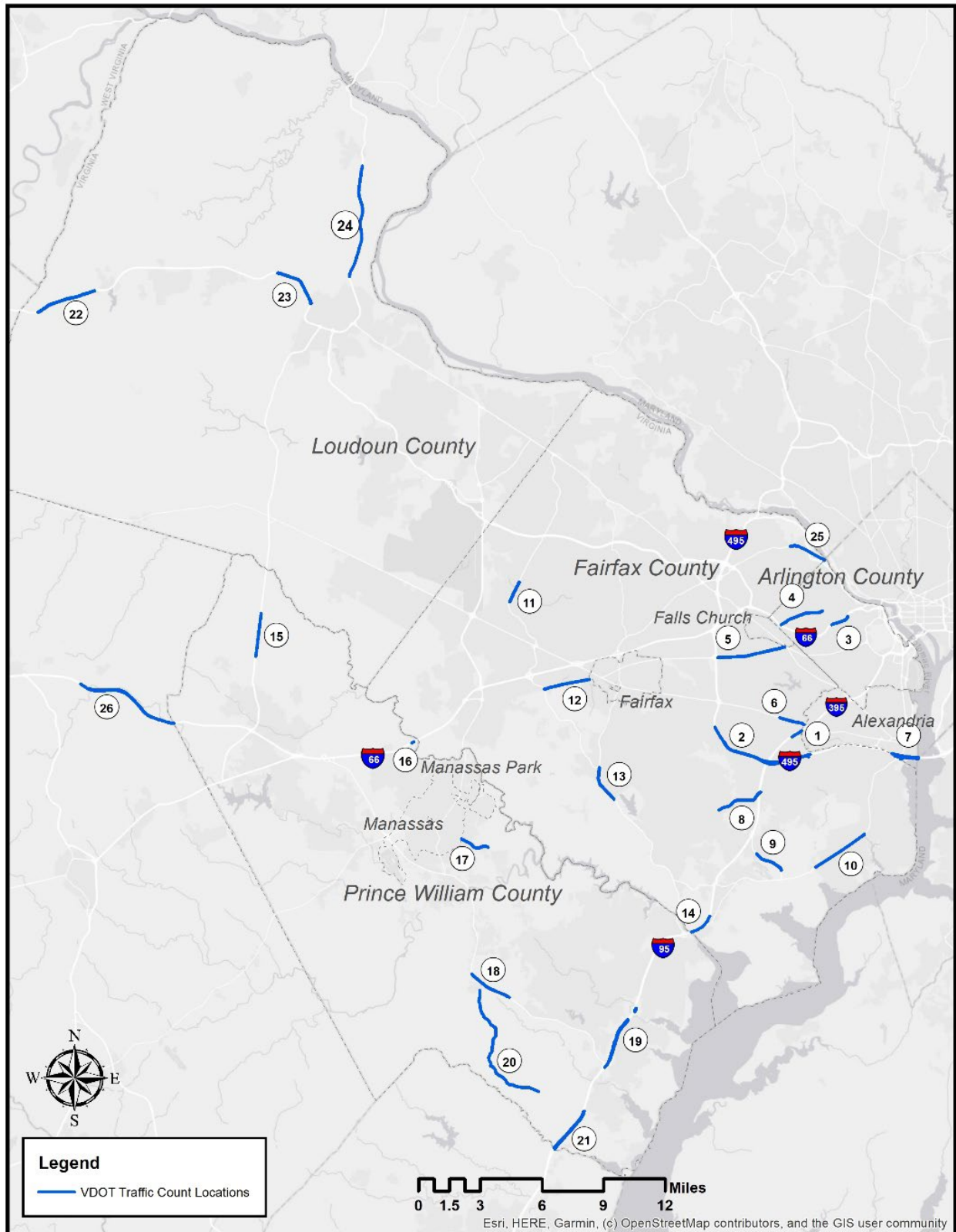
Chart 4. Transit ridership.



Data source: Monthly ridership data from DRPT and NVTC.

- Next steps:** NVTA staff will continue this trend analysis to track emerging travel patterns as the region's travelers continue to adjust their travel choices/behaviors.

Map: VDOT permanent traffic counters in Northern Virginia.



NORTHERN VIRGINIA TRANSPORTATION AUTHORITY**MEMORANDUM**

FOR: Chair Phyllis J. Randall and Members
Northern Virginia Transportation Authority

FROM: Michael Longhi, Chief Financial Officer

DATE: December 5, 2024

SUBJECT: First Reading of Draft Bylaws Amendments

- 1. Purpose:** To present to the Northern Virginia Transportation Authority (NVTa) the first of two required readings, draft bylaw amendments as recommended by the Governance and Personnel Committee (GPC).
- 2. Discussion:** The NVTa Bylaws were last revised in September 2021. The proposed revisions include substantive changes and minor clarifications. The revisions have been reviewed by the Council of Counsels. The attached draft shows all proposed changes which include:
 - A.** Throughout the draft - Revise all references of Chairman to Chair, and Vice Chairman to Vice Chair.
 - B.** Article II – Membership, Section B.2: Uses full title.
 - C.** Article II – Membership, Section B.6: Clarifies a mayor may serve multiple consecutive terms.
 - D.** Article IV – Meetings, Section C: Allows NVTa to set its meeting schedule earlier, consistent with other regional organizations.
 - E.** Article IV – Meetings, Section G: As the Code of Virginia allows, and media outlets comply, NVTa will be able to use evolving online notice processes.
 - F.** Article IV Meetings, Section I: Updating the Virginia Code reference.
 - G.** Article V – Committees, Section A: Folds in NVTa meeting policies, such as for virtual meetings as procedural direction.
 - H.** Article V – Committees, Section B.1.d: Removes the word incidental to better reflect the Finance Committee’s ability to monitor all contracts.
 - I.** Article V – Committees, Section B.1.f: More accurately describes the Finance Committee role in recommending funding strategies.
 - J.** Article V – Committees, Section B.5: Removes the requirement that at least three committee members, out of the five, must represent jurisdictions. Note: the same change is proposed for the Governance and Personnel Committee. However, it is not proposed for the Planning and Programming Committee.
 - K.** Article V – Committees, Section C.1.c.: Development of the Legislative Program better reflects GPC’s role.
 - L.** Article V – Committees, Section D.1: Improved clarity, similar changes proposed for other committees.

- M.** Article V – Committees, Section E.2: Makes the CEO responsible for presenting a list of proposed members to the Authority each year. Removes jurisdiction appointment for consistency with the code. Clarifies that the Authority can only remove Authority appointed members.
 - N.** Article V – Committees, Section F.5: Clarifies that if consensus cannot be reach a majority report with recommendations will be prepared, and minority report will also be produced to note concerns. Removes the requirement for recommendations to be on the agenda of two meetings and discussed twice.
- 3. Next Steps:** Amendments to the Bylaws are required to be presented to the Authority at two meetings prior to action. This is the first of the two presentations.

Coordination: Council of Counsels

Attachment: Draft Amended Bylaws, with Change Tracking

BYLAWS
OF
NORTHERN VIRGINIA TRANSPORTATION AUTHORITY

ARTICLE I

POWERS AND DUTIES

The Northern Virginia Transportation Authority, (the “Authority or NVTa”) shall have all of the rights, powers and duties, and shall be subject to the limitations and restrictions, set forth in Chapter 25 of Title 33.2 of the Code of Virginia, the Northern Virginia Transportation Authority Act, §§ 3.2-2500 *et seq. Va. Code Ann.*, as such may be amended from time to time.

ARTICLE II

MEMBERSHIP

- A. **Jurisdictions Embraced by Authority.** The Authority shall embrace the counties of Arlington, Fairfax, Loudoun, and Prince William, and the cities of Alexandria, Fairfax, Falls Church, Manassas, and Manassas Park.
- B. **Authority Members.** The Authority shall consist of seventeen (17) members as follows:

- (1) The chief elected officer of the governing body of each of the counties and cities embraced by the Authority. The chief elected officer may, in his or her discretion, appoint a designee upon written notice signed by the chief elected officer provided to the ~~Chairman~~Chair, which designee shall be a current elected officer of the same governing body as the chief elected officer, to serve as a member of the Authority in the place and stead of the chief elected officer and who shall serve until the designee resigns as the designee or ceases to be an elected officer of the governing body, the chief elected officer making the appointment leaves office, the chief elected officer replaces the designee, or the duration of the designation expires.

The chief elected officer may, in his or her discretion, appoint one secondary designee in accordance with procedures established by the Authority.

Two members of the House of Delegates who reside in different counties or cities embraced by the Authority. The House members shall be appointed to the Authority by the Speaker of the House and shall be, to the extent practicable, from

the membership of the House Committee on Appropriations, the House Committee on Finance, or the House Committee on Transportation.

- (2) One member of the Senate who resides in a county or city embraced by the Authority. The Senate member shall be appointed by the Senate Committee on Rules and shall be, to the extent practicable, from the membership of the Senate Committee on Finance and Appropriations and the Senate Committee on Transportation.
- (3) Two citizens appointed by the Governor. One of the citizens shall be a member of the Commonwealth Transportation Board who resides in a county or city embraced by the Authority. The other citizen appointed by the Governor shall be a person who has significant experience in transportation planning, finance, engineering, construction, or management who resides in a county or city embraced by the Authority but who is not a resident of the same county or city as the other citizen appointed by the Governor to the Authority. The gubernatorial appointee who is not a member of the Commonwealth Transportation Board shall serve for a term of four years.
- (4) The Director of the Virginia Department of Rail and Public Transportation, or his or her designee, shall be a non-voting member of the Authority.
- (5) The Commonwealth Commissioner of Highways, or his or her designee, shall be a non-voting member of the Authority.
- (6) The chief elected officer of one town in a county which the Authority embraces to be chosen by the Authority shall be a non-voting member of the Authority. The Town member shall be selected at the annual meeting and ~~shall be rotated on an annual basis,~~ may serve multiple consecutive terms.

ARTICLE III

OFFICERS AND DUTIES

- A. **Officers.** The Authority shall annually elect from its voting members a ~~Chairman~~Chair and a Vice ~~Chairman~~Chair. The Authority may further elect such other subordinate officers from among its voting members as it may from time to time deem appropriate. The election of officers shall be conducted in accordance with the voting procedures set forth in Article IV, section L.
- B. **Terms of Office.** Officers of the Authority shall be elected at the annual organizational meeting of the Authority to serve for a term of one (1) year, unless sooner removed by the Authority, the officer ceases to be a member of the Authority, or until a successor is elected. All officers shall be eligible for re-election. Any

vacancy occurring in an office will be filled for the unexpired term by the Authority at the next regular meeting following the occurrence of such vacancy.

- C. **Nominating Committee.** At a regular meeting held preceding the annual organizational meeting at which the election of officers will be held, the ~~Chairman~~Chair shall appoint a nominating committee. At the annual organizational meeting, the nominating committee shall submit the name or names of one or more persons for each office to be filled. Further nominations may be made by any voting member at the annual meeting.
- D. ~~Chairman~~Chair. The ~~Chairman~~Chair shall preside over all meetings of the Authority at which he or she is present and shall vote as any other member. The ~~Chairman~~Chair shall be responsible for the implementation of the actions taken and policies established by the Authority, shall have all of the powers and duties customarily pertaining to the office of ~~Chairman~~Chair, including the appointment of committee chairs, and shall perform such other duties as may from time to time be established by the Authority.
- E. **Vice ~~Chairman~~Chair.** In the event of the absence of the ~~Chairman~~Chair, or the inability of the ~~Chairman~~Chair to perform any of the duties of the office or to exercise any of the powers thereof, the Vice ~~Chairman~~Chair shall perform such duties and possess such powers as are conferred on the ~~Chairman~~Chair and shall perform such other duties as may from time to time be assigned to the Vice ~~Chairman~~Chair by the ~~Chairman~~Chair or be established by the Authority.

ARTICLE IV

MEETINGS

- A. **Annual Organizational Meeting.** The Authority hereby establishes as its annual organizational meeting the first meeting held by the Authority in the month of January.
- B. **Public Notice.** All meetings of the NVTa, other than special meetings, shall be preceded by public notice of at least three (3) business days. Public notice shall include, as a minimum, providing the date, time, and place, as well as the agenda, for all meetings on the NVTa website and available in the office of the Chief Executive Officer.
- C. **Regular Meetings.** ~~At its~~ No later than the annual organizational meeting, the Authority shall adopt a schedule of times, dates, and places of its regular meetings for the relevant calendar year, and shall assess the need for adoption of, or revisions to, meeting procedure rules for the Authority.

- D. **Changing Meetings.** The Authority may change the date, time, or place of any regular meeting to another, when such change is deemed necessary by the Authority, or it may establish additional regular meetings in any month. The Authority may eliminate any regular meetings shown on its annual schedule of meeting dates in the event that it determines that it can successfully complete its work in fewer meetings.
- E. **Special Meetings.** Special meetings shall be held when requested by two or more Authority members. Such request shall be in writing, addressed to the ~~Chairman~~Chair, and shall specify the matter(s) to be considered at the meeting. Upon receipt of such request, the ~~Chairman~~Chair shall immediately ensure the necessary coordination for a meeting site and time and cause notice to be provided to each member of the Authority to attend the special meeting at the time and place specified. Such notice shall specify the matter(s) to be considered at the meeting, and shall be sent by electronic (e.g., email) or telephonic means. No matter not specified in the notice shall be considered at such meeting unless all of the members of the Authority are present.
- F. **Adjourned Meetings.** Any regular or special meeting may be adjourned to a date and time certain.
- G. **Public Hearing.** Public hearings may be held at the direction of the Authority and shall, unless otherwise required by law or specified by the Authority or these Bylaws, be upon notice provided on the NVTa website ~~and in a newspaper or newspapers having general circulation in the geographic area encompassed by the Authority with additional notice and advertisement as required by law.~~
- H. **Open Meetings.** All Authority meetings shall be open to the public in accordance with The Virginia Freedom of Information Act (§§ 2.2-3700 *et seq.* Va. Code Ann.), provided that the Authority may meet in closed session for those purposes authorized by, and held in accordance with, the requirements of The Virginia Freedom of Information Act, to include requirements for public notice.
- I. **Quorum.** A majority of the Authority, which majority shall include at least a majority of the representatives of the counties and cities embraced by the Authority and a majority of the members of the Authority, shall constitute a quorum. The three nonvoting members of the Authority shall be included for purposes of constituting a quorum. In the event the Authority adopts a written policy permitting a member to participate in meetings through electronic means in accordance with §§ 2.2-3708.12 or 2.2-3708.3 Va. Code Ann., members may be allowed to participate in meetings through electronic means from remote locations in accordance with the Authority's policy and all applicable laws.
- J. **Temporary Absence.** No decision shall be made by the Authority unless a quorum is present; provided, however, that the temporary absence from the meeting room of members sufficient to constitute a quorum shall not be deemed to prevent the hearing of presentations or the discussion of matters submitted to the Authority. The

~~Chairman~~Chair or any other Authority member may suggest the absence of a quorum prior to the taking of any action by the Authority, but a failure to suggest the absence of a quorum shall not be deemed to alter the effect of this rule requiring a quorum as a prerequisite to any decision.

K. **Decisions of the Authority.** The Authority shall act in one of the following ways:

- (1) Resolution - The Authority may act upon adoption of a resolution.
- (2) Motion - The Authority may act on an oral motion made by a voting member of the Authority.

L. **Voting.**

- (1) Votes - Votes shall be taken only upon motions made and seconded. Each member of the Authority, with the exception of the Director of the Virginia Department of Rail and Public Transportation, or his designee, the Commonwealth Commissioner of Highways, or his designee, and the town representative, shall be entitled to one (1) vote in all matters requiring action by the Authority. Decisions of the Authority shall require the affirmative vote of two-thirds of the Authority members present and voting, and two-thirds of the representatives of the counties and cities embraced by the Authority who are present and voting and whose counties and cities include at least two-thirds of the population embraced by the Authority. However, no vote to fund a specific facility or service shall fail because of the aforesaid population criterion if such facility or service is not located or to be located or provided or to be provided within the county or city whose representative's sole negative vote caused the facility or service to fail to meet the population criterion. For purposes of the foregoing, the population of the counties and cities embraced by the Authority shall be determined in accordance with Article VIII, section D of these Bylaws.
- (2) Methods of Voting - All voting shall be taken by voice or by roll call if requested by any voting member of the Authority.
- (3) Restating the Question - The ~~Chairman~~Chair, as needed, may restate the question prior to the taking of a vote, provided, however, that at the request of the ~~Chairman~~Chair, an Authority member may restate the question if it is the opinion of the ~~Chairman~~Chair that such procedure will expedite the decision of the question.
- (4) Reconsideration - Action on a resolution or motion may be reconsidered only upon motion of a member voting with the prevailing side on the original vote, which motion must be made at the same or immediately subsequent regular meeting. A motion to reconsider may be seconded by any voting member. Any such matter defeated by a tie vote may be reconsidered upon motion by any

Authority member having voted to defeat the matter at the same or the next regularly scheduled meeting.

- M. **Commencement of Meetings.** At the times specified for the commencement of regular meetings, and at the hour specified for adjourned or special meetings, the ~~Chairman~~Chair shall call the meeting to ~~order, and~~order and shall ensure that the presence or absence of Authority members is noted. A quorum shall be required for the commencement of any meeting. In the absence of a quorum, the Authority members present may receive informational presentations and discuss Authority business; however, no action may be taken.
- N. **Agenda.** The ~~Chairman~~Chair shall cause to have prepared an agenda for each meeting. Any member having matters to be considered by the Authority shall submit them to the ~~Chairman~~Chair for inclusion on an appropriate agenda. The agenda for an upcoming meeting and related materials prepared by the Chief Executive Officer and staff with any recommendations, to the extent available, shall be sent to the Authority members at least one (1) week prior to the meeting date. Members that wish to propose an alternative to a staff recommendation should whenever possible, give three (3) business days written notice to the ~~Chairman~~Chair of such prior to the meeting and provide the details of such alternative. This requirement shall not limit the Authority's ability to act in the manner it deems appropriate after consideration of a matter at the Authority's meeting.
- O. **Minutes.** Minutes of the meetings of the Authority shall be kept, which minutes shall be a public record, except closed sessions. Copies of the minutes shall be provided to each member of the Authority prior to the meeting at which the minutes are to be presented for approval by the Authority.
- P. **Closed Sessions.** If a closed session is required at a meeting, consistent with the purposes permitted by § 2.2-3711 Va. Code Ann., the agenda shall specify a time or position on the agenda, generally after all public business has concluded, for such a closed session properly called and conducted in accordance with the *Virginia Freedom of Information Act* § 2.2-3712 Va. Code Ann. When so requested, the ~~Chairman~~Chair may permit a closed session at any other time prior to consideration of any agenda item.

ARTICLE V

COMMITTEES

- A. **Open Meeting Requirement.** Consistent with § 2.2-3701 and § 2.2-3707 Va. Code Ann., all Authority-appointed committees and subcommittees of the Authority shall comply with the open meeting requirements of the Virginia Freedom of Information Act. ~~A and related NVT~~A and related NVT meeting policies.

- (1) The Authority is required to have two Advisory Committees by statute:
 - (a) Technical Advisory Committee
 - (b) Planning Coordination Advisory Committee
- (2) The Authority shall have three standing committees:
 - (a) Finance Committee
 - (b) Planning and Programming Committee
 - (c) Governance and Personnel Committee
- (3) The Authority may appoint additional committees and subcommittees as necessary.
- (4) Unless otherwise specified in these Bylaws, all committees shall adhere to meeting procedures that are the same or similar to those used by the Authority as set forth in these Bylaws and comply with the Virginia Freedom of Information Act.
- (5) In no event shall review and recommendation by a committee or subcommittee be required before the Authority may act on a matter except as may be provided by law.
- (6) The Authority will strive in the appointment of members to committees that represent various perspectives.

B. Finance Committee.

- (1) Charge. This committee shall be responsible for advising the Authority on all financial matters and overseeing financial activities undertaken by the NVTa professional staff, including:
 - (a) Reviewing, commenting on, and recommending the annual budget presented by the Chief Executive Officer
 - (b) Reviewing, commenting on, and recommending any budget amendments presented by the Chief Executive Officer
 - (c) Overseeing the NVTa's financial policies (e.g., bond, investment, procurement, risk management) and making appropriate recommendations
 - (d) Monitoring contracts for ~~incidental~~ services, including ~~incidental~~ financial services, and recommending task orders
 - (e) Monitoring NVTa's expenditures for compliance with policies and guidance of the NVTa

- (f) Reviewing, commenting on, and recommending annual revenue estimates and funds available for future project funding, using available funds (PayGo), term loans, lines of credit or the sale of public debt (bonds).
- (g) Approving the selection of an audit firm and audit work plan supporting the annual preparation of financial statements
- (h) Assisting with other financial activities as may be directed by the NVTa.
- (2) Membership. The Committee shall consist of five (5) members of the NVTa appointed by the ChairmanChair of the NVTa for staggered ~~two-year~~two-year terms.
- (3) ChairmanChair. The ~~chairmanChair~~ and the ~~vice-Vice chairmanChair~~ of the Committee shall be appointed by the ChairmanChair of the NVTa.
- (4) Staff Support. Staff support will be provided by the NVTa staff. As requested by the committee chairmanChair, additional support may be provided by jurisdictional or agency staffs.
- (5) Quorum and Voting. A quorum shall consist of a majority (3) of the committee members. The committee shall strive for consensus when developing recommendations. Approval of recommendations or actions shall require an affirmative vote of a majority of the members present, ~~which shall include at least three jurisdictional representatives in the affirmative.~~

C. Governance and Personnel Committee (GPC).

- (1) Charge. This committee shall be responsible for the following:
 - (a) Periodic review and procedural amendments to the Bylaws.
 - (b) Personnel issues including the review and recommendation of staff that report to the Authority.
 - (c) ~~Review-Development~~ of the Authority's Legislative Program.
 - (d) Development of policies and procedures related to governance and personnel of the Authority such as a policy for participation by members of the Authority in meetings by electronic communication means "in accordance with the statute."
 - (e) Other special assignments as directed by the ChairmanChair of the Authority.

- (2) Membership. The Committee shall consist of five (5) members of the NVTA appointed by the ~~Chairman~~Chair of the NVTA for staggered ~~two-year~~two-year terms.
- (3) Chairman~~Chair~~. The ~~chairman~~Chair and the ~~vice-Vice chairman~~Chair of the Committee shall be appointed by the ~~Chairman~~Chair of the NVTA.
- (4) Staff Support. Staff support will be provided by the NVTA staff. As requested by the committee ~~chairman~~Chair, additional support may be provided by jurisdictional or agency staffs.
- (5) Quorum and Voting. A quorum shall consist of a majority (3) of the committee members. The committee shall strive for consensus when developing recommendations. Approval of recommendations or actions shall require an affirmative vote of a majority of the members present, ~~which shall include at least three jurisdictional representatives in the affirmative.~~

D. Planning and Programming Committee (PPC).

- (1) Charge. This committee shall be responsible for advising the Authority of planning and programming recommendations including ~~the development and updates of~~ TransAction, the Six Year Program ~~and;~~ the ~~p~~Project ~~s~~Selection ~~p~~Process on projects within the Authority's adopted revenues.
- (2) Membership. The Committee shall consist of five (5) members of the NVTA appointed by the ~~Chairman~~Chair of the NVTA for staggered ~~two-year~~two-year terms.
- (3) Chairman~~Chair~~. The ~~chairman~~Chair and the ~~vice-Vice chairman~~Chair of the Committee shall be appointed by the ~~Chairman~~Chair of the NVTA.
- (4) Staff Support. Staff support will be provided by the NVTA staff. As requested by the committee ~~chairman~~Chair, additional support and participation may be provided by jurisdictional or agency staffs.
- (5) Quorum and Voting. A quorum shall consist of a majority (3) of the committee members. The committee shall strive for consensus when developing recommendations. Approval of recommendations or actions shall require an affirmative vote of a majority of the members present, which shall include at least three jurisdictional representatives in the affirmative.

E. Technical Advisory Committee (TAC).

- (1) Charge. This committee of individuals with multi-modal expertise and regional focus shall be responsible for reviewing the development of major projects and

potential funding strategies and providing recommendations to the NVTa. “Development of projects” means the identification of projects for the NVTa Long Range Transportation Plan and the NVTa Six Year Program, and the application of performance-based criteria to the projects identified.

- (2) Membership. The committee shall consist of nine (9) individuals who reside or are employed in counties and cities embraced by the Authority and have experience in transportation planning, finance, engineering, construction, or management. An effort shall be made to have multi-modal representation, to include highway, transit, pedestrian, and bicycle expertise as well as being balanced regionally. ~~The NVTa will recommend a list of members each year and request that the chief elected officer from relevant jurisdictions appoint selected persons to the committee. NVTa’s CEO will recommend a list of members each year for approval by the Authority.~~ Initially, half the locally appointed members will serve a one (1) year term. The other half will serve two (2) year terms. Subsequently, members will serve three (3) year terms. The ~~chairman~~Chair of the Commonwealth Transportation Board (CTB) will appoint three members to three (3) year terms. ~~CTB appointed members can only be removed by the chair of the CTB. Locally appointed members~~ Members appointed by the Authority may serve multiple consecutive terms and may be removed by the ~~Chairman~~Chair of the NVTa for failure to attend three consecutive meetings or if the member no longer resides or is employed in an NVTa jurisdiction.
- (3) Chairman~~Chair~~. The ~~chairman~~Chair and ~~vice~~Vice chairman~~Chair~~ shall be appointed by the ~~Chairman~~Chair of the NVTa.
- (4) Staff Support. Staff support shall be provided by NVTa professional staff.
- (5) Quorum and Voting. A quorum shall consist of a majority (5) of members. The committee shall strive for consensus when developing recommendations. If consensus cannot be achieved, a majority report with recommendations will be prepared and a minority reports that identify issues concerns that need to be addressed shall be presented to the NVTa.

F. Planning Coordination Advisory Committee (PCAC).

- (1) Charge. This committee shall provide recommendations to the NVTa on broad policy issues related to the periodic update of the NVTa’s Long Range Transportation Plan (e.g., TransAction) and the rolling extension of the NVTa’s Six Year Program. It may, from time to time, offer the NVTa advice on regional transportation issues and advise on the NVTa’s annual legislative program.
- (2) Membership. Membership of the committee consists of 14 members representing the nine member localities and towns with populations of at least 3,500. All members shall be elected officials from jurisdictions embraced by the NVTa. Such membership shall include, as a minimum, one elected official from each

town that is located in any county embraced by the NVTa and receives street maintenance payments.

(3) ~~ChairmanChair~~. The ~~chairmanChair~~ and ~~vice-Vice chairmanChair~~ shall be appointed by the ~~ChairmanChair~~ of the NVTa.

(4) Staff Support. Staff support shall be provided by the NVTa staff. The ~~chairmanChair~~ may request additional support from jurisdictional and agency staffs as needed.

(5) Quorum and Voting. A quorum shall consist of five (585) members. The committee shall strive for consensus when developing recommendations. If consensus cannot be achieved, a majority report with recommendations and a minority report that identifies concerns shall be presented to the NVTa.

~~Quorum and Voting. A quorum shall consist of five (5) committee members. The committee shall strive for consensus when developing recommendations. In the event that consensus cannot be attained, approval of an advisory recommendation or other actions shall require the presence of a quorum and an affirmative vote by roll call of a majority of the members present. Recommendations made by the committee must be on the agenda and discussed at not less than two meetings.~~

G. **Ad Hoc Committees**. As needed, the ~~ChairmanChair~~ of the NVTa may appoint ad hoc committees to pursue specific tasks.

ARTICLE VI

NVTa TRANSPORTATION PLAN

A. **NVTa Regional Transportation Plan**. The Authority shall adopt and periodically update the NVTa Regional Transportation Plan for Northern Virginia. The Plan shall consist of the NVTa Long Range Transportation Plan and the NVTa Six Year Program.

(1) NVTa Long Range Transportation Plan. The Authority shall adopt an unconstrained NVTa Long Range Transportation Plan (*TransAction 2030* or its successor) for Northern Virginia. In carrying out this responsibility, the Authority shall, on the basis of regional consensus, set regional transportation policies and priorities for regional transportation projects. In support of regional consensus, it is desirable that NVTa secure the formal approval of each of its member jurisdictions before adoption of the plan. The policies and priorities shall be guided by performance-based criteria such as the ability to improve travel times, reduce delays, connect regional activity centers, improve safety, improve air quality, and move the most people in the most cost-effective manner.

(2) NVTA Six Year Program. The Authority shall adopt a NVTA Six Year Program for Northern Virginia that includes, but not necessarily be limited to, transportation improvements of regional significance and those improvements necessary or incidental thereto. The NVTA Six Year Program shall include all transportation improvements to be funded from NVTA-generated funding over a six (6) year period. The Authority shall from time to time, not less than annually, review and, as necessary, revise and amend the Six Year Program. The provisions of § 33.2-1928 Va. Code Ann. shall apply to preparation and adoption of the Six Year Program.

- B. **Procedure for Adoption and Amendment of Long Range Transportation Plan and Six Year Program**. The Long Range Transportation Plan and the Six Year Program, separately or at the same time, shall be adopted, altered, revised, or amended only after a public hearing held upon thirty (30) days' notice consistent with the Act and the Authority's public notice procedures.

ARTICLE VII

ADMINISTRATION

- A. **Chief Executive Officer**. The Authority shall employ ~~an~~ Chief Executive Officer who shall have direct authority for the employment, retention, and supervision of all of the other employees of the Authority. The Chief Executive Officer shall have direct control, subject to the Authority, of the management of the day-to-day administrative affairs of the Authority. The Chief Executive Officer shall propose activities to the Authority and shall carry out policies, programs and projects approved by the Authority, and shall be responsible for preparing and presenting the annual budget. The Chief Executive Officer may not contemporaneously serve as a member of the Authority.
- B. **Staff**. The Authority may employ such staff of qualified ~~professional~~professionals and other persons as the Authority determines to be necessary to carry out its duties and responsibilities. Staff of the Authority may not contemporaneously serve as a member of the Authority.
- C. **Execution of Instruments**. The Chief Executive Officer, on specific authorization by the Authority, shall have the power to sign or countersign in its behalf any agreement or other instrument to be executed by the Authority including checks and vouchers in payment of obligations of the Authority.

ARTICLE VIII

FINANCES

- A. **Finances and Payments.** The monies of the Authority shall be deposited in a separate bank account or accounts in such banks or trust companies as the Authority designates, and all payments (with the exception of those from petty cash) shall be made in the most practicable manner as determined by the Authority. Checks and drafts shall be signed in the name of the Authority by the Chief Executive Officer, or in the Chief Executive Officer's absence, those authorized from time to time by vote of the Authority. An Authority financial policy shall be developed that prescribes ~~thresholds~~ a threshold requiring any countersignatures.
- B. **Audits.** At least once each year, the Authority shall cause an audit to be made by an independent certified public accountant of all funds of the Authority. Such audits will, at a minimum, obtain an opinion as to the accuracy of the annual financial statements from a certified public accounting firm. Additional audit activity may be obtained by the Finance Committee as it deems prudent.
- C. **Budget and Fiscal Year.** The Authority shall adopt an annual budget prior to the start of its fiscal year which budget shall provide for all of the revenues and the operating, capital, and administrative expenses of the Authority for the fiscal year. The fiscal year of the Authority will commence on July 1st each year and will terminate on the following June 30th.
- D. **Administrative Expenses.** The administrative expenses of the Authority, as provided for in the Authority's annual budget, and which shall not include funds for construction or acquisition of transportation facilities and/or the performance of any transportation service, shall be allocated, to the extent funds for such expenses are not provided for from other sources, among the component counties and cities on the basis of relative population as determined by the most recently preceding decennial census, except that on July 1 of the fifth (5th) year following such census, the population of each county and city shall be adjusted based on population projections made by the Weldon Cooper Center for Public Service of the University of Virginia.
- E. **Per Diem Payments.** The Authority may pay its members for their services to the Authority a per diem in either: (1) the amount provided in the general appropriations act for members of the General Assembly engaged in legislative business between sessions, or (2) a lesser amount determined by the Authority.
- F. **Bond of Officers and Others.** The officers of the Authority and such employees as the Authority so designates, may, prior to taking office or starting employment, respectively, be required by the Authority to give bond payable to the Authority conditioned upon the faithful discharge of that officer or employee's duties, in such amount as the Authority may require. The premium for each such bond shall be paid by the Authority and the bond(s) shall be filed with the Authority. The Authority may fulfill this bonding requirement through plans or agreements offered by the Commonwealth of Virginia.

ARTICLE IX

AMENDMENTS

Any amendment, repeal, or alteration of the Bylaws must be considered at two (2) Authority meetings prior to action.

Any proposed amendment, repeal, or alteration, in whole or in part, of these Bylaws shall be on a meeting agenda and presented in writing for a first time at a regular meeting of the Authority. The section or sections proposed for amendment may be considered and further amended at such meeting and shall then be scheduled for consideration and action at a subsequent regular meeting. At such subsequent meeting, the section or sections proposed for amendment, as further amended, shall be subject to further consideration and amendment, and shall thereafter be acted on in accordance with the voting requirements of these Bylaws. Additional amendments to a section or sections of the Bylaws, other than those previously proposed and considered at the first regular meeting, and those further amendments that arose out of the Authority's discussion at the first regular meeting, must be considered for the first time at a separately noticed meeting and thereafter acted upon in accordance with this section.

ARTICLE X

PROCEDURES

Parliamentary Procedure. In all matters of parliamentary procedure not specifically governed by these Bylaws or otherwise required by law, the current edition of *Robert's Rules of Order*, newly revised, shall apply.

Adopted by Northern Virginia Transportation Authority: June 12, 2008

Revised: January 8, 2010; January 14, 2016; September 9, 2021



Governance and Personnel Committee Verbal Report

Chair Phyllis J. Randall

&

**Tracy Baynard, Senior Vice President
McGuireWoods Consulting, LLC**

NORTHERN VIRGINIA TRANSPORTATION AUTHORITY

MEMORANDUM

FOR: Chair Phyllis J. Randall and Members
Northern Virginia Transportation Authority

FROM: Mayor Wilson, Chair, Planning and Programming Committee

DATE: December 5, 2024

SUBJECT: Planning and Programming Committee Report

1. **Purpose:** To inform the Northern Virginia Transportation Authority (NVTa) on recent activities of the NVTa Planning and Programming Committee (PPC).
2. **Background:** The PPC met on November 18, 2024, at 5 PM. The meeting was held in-person and virtually over Zoom. Four committee members attended the meeting, two in-person and two over Zoom. The meeting was also livestreamed on YouTube.
3. **Action Items:**
 - A. **Summary Notes of June 25, 2024, Meeting:** The meeting summary for the June 25, 2024, meeting was approved unanimously.
4. **Discussion Items:**
 - A. **Projects with Cost Underestimates/Overruns:** Mr. Longhi provided a brief recap of the discussion from the November 14, 2024, Authority meeting. He noted the Authority's consensus toward not funding cost underestimates/overruns with a petition process for extraordinary circumstances. Mr. Longhi stated that the petition process will be part of the Call for Projects for the Six Year Program (SYP), allowing for consideration in the analytical work of Congestion Reduction Relative to Cost (CRRC) and in the revenue estimates for out-year funding. He also noted that the petition process would undergo the committee review process. Lastly, Mr. Longhi stated that the policy would also prevent the transfer of funds between projects. PPC members expressed agreement on the outlined development of the policy.
 - B. **Six Year Program Application Evaluation Process (Verbal Update):** Mr. Jasper recapped the last SYP's pilot program to evaluate project alignment with NVTa's Core Values. He stated that for the next SYP, NVTa staff would like to mandate that project applicants provide a Core Value Statement, effectively describing how their project aligns with the Core Values.
 - C. **NVTa Update (Verbal Update):** Ms. Backmon noted the December 12, 2024, Authority meeting will be the last meeting for three Authority members, including Mayor Wilson and Mayor Olem of the PPC.

NORTHERN VIRGINIA TRANSPORTATION AUTHORITY

MEMORANDUM

FOR: Chair Phyllis J. Randall and Members
Northern Virginia Transportation Authority

FROM: Mayor Colbert, Chair, Planning Coordination Advisory Committee

DATE: December 5, 2024

SUBJECT: Planning Coordination Advisory Committee Report

1. **Purpose:** To inform the Northern Virginia Transportation Authority (NVTa) on recent activities of the NVTa Planning Coordination Advisory Committee (PCAC).
2. **Background:** The PCAC met on November 20, 2024, at 5:00 p.m. This was a virtual meeting held on an online collaboration platform, with eight members present. The meeting was also livestreamed on YouTube.
3. **Action Items:**
 - A. **Summary notes of June 20, and October 23, 2024, meetings:** The meeting summaries were unanimously approved.
4. **Discussion/information Items:**
 - A. **Projects with Cost Underestimates/Overruns:** Mr. Longhi discussed salient points on this topic, which were presented in a staff memo to the Authority during the November 14, 2024, meeting. In this memo, staff recommended against funding cost underestimates/overruns, while presenting three options to address the issue: A) Not funding cost underestimates/overruns, B) Add a petition process to option A, and C) Fund Cost Underestimates/Overruns. Option C presents several challenges to overcome, including the need to address 47 issues identified during the analysis of a similar initiative in 2015-16. Authority members provided guidance to pursue option B, which would establish a policy to not fund cost underestimates/overruns but allow project sponsors to submit a petition for additional funding under extraordinary circumstances that could not have been anticipated.
While avoiding specific scenarios that could later frame expectations, Mr. Longhi responded to questions regarding the potential processes/steps involved if a petition is submitted as a part of a two-year update of the Six Year Program.

Members discussed which project scenarios could and could not be considered, unique and extraordinary circumstances. Committee members supported the staff's recommendations.

- B. NVTA Update:** Ms. Backmon reiterated that this issue was also discussed at the November Authority meeting, and the staff is currently working on a draft policy. She also mentioned that NVTA staff will contact localities for new appointees to the committee for CY2025.
5. Next Steps: The next meeting of the PCAC has not been scheduled and will be determined based on the committee members' availability, considering the extended holidays in December.

NORTHERN VIRGINIA TRANSPORTATION AUTHORITY

MEMORANDUM

FOR: Chair Phyllis J. Randall and Members
Northern Virginia Transportation Authority

FROM: Randy Boice, Chair, Technical Advisory Committee

DATE: December 5, 2024

SUBJECT: Technical Advisory Committee Report

1. **Purpose:** To inform the Northern Virginia Transportation Authority (NVTa) on recent activities of the NVTa Technical Advisory Committee (TAC).
2. **Background:** The TAC met on November 20, 2024, at 7 PM. The meeting was held virtually over Zoom. Six (6) committee members attended the meeting, and the meeting was also livestreamed on YouTube.
3. **Action Items:**
 - A. **Summary Notes of June 20, 2024, Meeting:** The meeting summary for the June 20, 2024, meeting was approved pending a revision to include Amy Morris in the list of attendees.
 - B. **Summary Notes of October 16, 2024, Meeting:** The meeting summary for the October 16, 2024, meeting was approved with one abstention.
4. **Discussion Items:**
 - A. **Projects with Cost Underestimates/Overruns:** Mr. Longhi shared the three options that staff presented regarding the draft policy for addressing projects with cost underestimates/overruns, which will be Policy 30, at the November 14, 2024, Authority meeting. This included the proposed petition process for project sponsors to request additional funding for projects with cost underestimates/overruns. The TAC discussed the bar that must be met for additional funding to be approved, the recommendation process for petitions, the determination of project contingency levels, and the frequency of cost underestimates/overruns. Mr. Longhi stated that staff plan to share a draft policy with the Authority in February.

NORTHERN VIRGINIA TRANSPORTATION AUTHORITY

MEMORANDUM

FOR: Chair Phyllis J. Randall and Members
Northern Virginia Transportation Authority

FROM: Monica Backmon, Chief Executive Officer

DATE: December 5, 2024

SUBJECT: Chief Executive Officer's Report

1. Purpose: To inform the Northern Virginia Transportation Authority (NVTA) of items of interest not addressed in the agenda.

2. Discussion Items:

A. Preliminary Deployment Plan for a Regional Bus Rapid Transit System in Northern Virginia (PDP-BRT): The PDP-BRT will refine and evaluate the BRT system identified in the current version of TransAction, adopted in December 2022. The PDP-BRT kicked off on October 31, 2023, and NVTA launched a dedicated PDP-BRT webpage in early February (<https://thenovaauthority.org/brt/>). Phase 1 of the PDP-BRT, which is divided into four phases, included several key activities: 1-data gathering, 2-a perception survey, 2-focus group meetings, 3-an online survey, 4-and a two-part Authority work session that took place in June/July 2024. Additional work involved engaging with businesses and reviewing BRT studies and projects nationwide to identify best practices for maximizing ridership, ensuring cost-effective operations, and exploring funding and governance options that could be applied to the regional BRT system. NVTA staff, and the consultant team presented the key findings from these activities to the Authority during the June and July meetings. The team is currently working on Phase 2 of the PDP-BRT, which focuses on analysis. Phase 2 involves finalizing the network for evaluating operational, financial, and governance analyses, and ranking the potential corridors. The PDP-BRT efforts are guided by the BRT Planning Working Group, which includes members from jurisdictions and agencies across Northern Virginia, as well as key stakeholders from the broader Metro Washington DC region. The Working Group convened on December 4, 2024, to review preliminary results from the route-level analyses of the system. The team will refine the evaluation results by incorporating the feedback received with system-level evaluations and additional analyses to follow. Phase 2 work will continue through March 2025, followed by another round of public engagement in the spring of 2025.

B. InNoVAtion Lunch and Learns: NVTA wrapped up the Fall season of InNoVAtion Lunch & Learns series on December 5th with a session featuring Megan Brock, Senior Strategy Manager at Cavnue, who presented on the topic of "The Future of Roads and Connected Corridors." Ms. Brock provided valuable insights into how smart-road infrastructure works with connected, automated, and traditional vehicles to enhance reliability and expand access to both shared and personal mobility. She highlighted Cavnue's work in

vehicle-to-infrastructure communication, specifically their [Michigan pilot project](#) along Interstate 94 between Ann Arbor and Detroit. This innovative project features advanced sensors and wireless communication systems designed to improve safety for all road users, including pedestrians and cyclists. This session and all previous Lunch and Learn sessions are available to view on NVTAs' [YouTube page](#). Details of the spring 2025 InNoVation Lunch and Learn season will be announced early next year.

3. NVTAs Outreach Events: See attached report for the NVTAs outreach recap (Attachment A).

4. Upcoming Events & Report Updates:

A. NVTAs Standing Committee Meetings

I. Governance and Personnel Committee (GPC): The next GPC meeting is scheduled for Thursday, January 9, 2024, at 5:30 pm at 2600 Park Tower Drive, Vienna, VA.

II. Finance Committee: The next Finance Committee meeting is scheduled for Thursday, January 9, 2024, at 6:00 pm at 2600 Park Tower Drive, Vienna, VA.

B. NVTAs Statutory Committee Meetings

I. Planning Coordination Advisory Committee: The NVTAs Planning Coordination Advisory Committee is scheduled for Wednesday, January 22, 2025 at 6:30 pm at 2600 Park Tower Drive, Vienna, VA.

5. CMAQ-RSTP Transfers: CMAQ and RSTP transfers requested since the last Chief Executive Officer's report are presented in Attachment B.

6. Regional Projects Status Report: The updated Regional Projects Status Report (Attachment C) provides a narrative update for projects and the amount of project reimbursements requested and processed to date. Link to the Projects Status Report: <https://thenovaauthority.org/funded-projects/>

Attachments:

- A.** NVTAs Outreach Recap
- B.** CMAQ-RSTP Transfers
- C.** Regional Funding Program Project Status Report

Lecture on Regional Transportation Planning at George Washington University

November 5, 2024

On November 5th, NVT Senior Manager Dr. Sree Nampoothiri delivered a lecture on regional transportation planning, modeling, and funding to students at George Washington University, as part of the "Land Use and Urban Transportation Planning" course.



Prince William County Parkway and University Boulevard Improvements Ribbon Cutting



November 7, 2024

On November 7th, NVTA joined Prince William County to mark the completion of the Intersection Improvements at Prince William Parkway and University Boulevard project. This \$29.7 million initiative, fully funded by Regional and Local Funds, enhances mobility and efficiency for residents, while driving economic growth in Prince William County and the broader Northern Virginia region.

2024 Capital Region Transportation Forum



November 13, 2024

On November 13th, Monica represented the NVTA at the 2024 Capital Region Transportation Forum, where regional leaders gathered to address critical transportation challenges across DC, Maryland, and Virginia. This year's forum emphasized the need to support a transportation system that serves the region's residents and bolsters economic health, particularly in light of emerging mobility trends in the post-pandemic era.



Neabsco Mills & Potomac Commuter Garage Ribbon Cutting

November 15, 2024



On November 15th, NVTa returned to Prince William County to celebrate the opening of the Neabsco Mills Potomac Commuter Garage—the county's first commuter garage! Backed by a \$5.2 million investment from NVTa's Local Funds, this park-and-ride facility offers over 1,400 parking spaces, connections to OmniRide, and easy access to the new I-95 Opitz Boulevard Express Lanes. This project is a significant step toward reducing congestion and ensuring commuters can reach their destinations safely and efficiently!

NORTHERN VIRGINIA TRANSPORTATION AUTHORITY
MEMORANDUM

TO: Chair Phyllis J. Randall and Members
Northern Virginia Transportation Authority

FROM: Monica Backmon, Chief Executive Officer

DATE: December 5, 2024

SUBJECT: Approval of Reallocation of Regional Surface Transportation Program (RSTP) funds for Prince William County

- 1. Purpose.** To inform the Northern Virginia Transportation Authority (NVTA) of the Regional Jurisdiction and Agency Coordinating Committee (RJACC) approval of the reallocation of Regional Surface Transportation Program (RSTP) funds for Prince William County.
- 2. Background:** On September 11, 2008, the Northern Virginia Transportation Authority (NVTA) delegated the authority to approve requests to reallocate Congestion Mitigation and Air and Quality Improvement Program (CMAQ) and Regional Surface Transportation Program (RSTP) funding between projects that were previously approved by the NVTA to the Regional Jurisdiction and Agency Coordinating Committee (RJACC).

On November 21, 2024, Prince William County requested the following reallocation:

- Transfer of \$9,609,743 of RSTP funds from UPC 125426 (\$3,609,743 from FY28 and \$6,000,000 from FY29 Prince William Parkway/Minnieville Road Interchange) to UPC 70717 (Balance Entry Account)

Prince William County has elected to advance the Prince William Parkway/Minnieville Road Interchange project using NVTA 30% funds to better align the project with the timeline of adjacent land use development. Since the project is fully funded with local funds, the RSTP funds need to be transferred, and the project must be closed out in the state's Six Year Improvement Program. In coordination with VDOT, the County has requested that the fiscal year 2028 and 2029 funds be transferred to a balance entry account at this time. They anticipate submitting future transfer requests to allocate these funds to a project when appropriate.

At its meeting on November 21, 2024, the RJACC approved this request.

Attachments:

- A. Prince William County Request Letter
- B. DRAFT Letter to VDOT NOVA District Administrator Cuttler

Coordination: Regional Jurisdiction and Agency Coordinating Committee



November 19, 2024

Richard Roisman, Co-Chair
Regional Jurisdiction and Agency Coordinating Committee (RJACC)
Northern Virginia Transportation Authority (NVTa)
2600 Park Tower Drive, Suite 601
Vienna, VA 22180

RE: Request to Transfer Regional Surface Transportation Program (RSTP) Funds

Mr. Roisman,

Prince William County requests the approval of the NVTa RJACC for the transfer of RSTP funding. Prince William County requests the transfer of a total of \$9,609,743 in RSTP funds from the following balance account:

- Prince William Parkway/Minnieville Road Interchange (UPC 125426)

The funds are requested to be transferred to a balance entry account (UPC 70717).

Prince William County has elected to advance the Prince William Parkway/Minnieville Road Interchange project using NVTa 30% funds to better align the project with the timeline of adjacent land use development. Since the project is now fully funded with local funds, the RSTP funds need to be transferred, and the project closed out in the state's Six Year Improvement Program. The County, in coordination with VDOT, requests the fiscal year 2028 and 2029 funds be transferred to a balance entry account at this time and will submit a future transfer request to allocate to a project when appropriate.

If you have questions or comments regarding this request, please contact me at (703) 792-6825.

Sincerely,

A blue ink signature of Ricardo Canizales, written in a cursive style with a long horizontal stroke extending to the right.

Ricardo Canizales
Director of Transportation

CMAQ/RSTP Transfer Request Form

(One Sheet Needed Per Donor Project)

Date: 11/19/2024

Name of Jurisdiction/Agency Requesting: Prince William County Department of Transportation

Current Balance of RSTP Funds Currently Allocated to Donor Project (Prior to this Transfer): \$9,609,743

From (Donor): To (Recipient):

UPC	Project Description	Type of Funds	Transfer from Previous Fiscal Years	If No, Year Requested	Transfer Amount	UPC	Project Description	Previously Approved by NVTA	If Yes, Year Approved	JACC Approval (NVTA)	Authority Approval (NVTA)	Funds Verified (VDOT)	Completed (VDOT)
125426	Prince William Parkway/Minnieville Road Interchange	RSTP	N	FY2028	\$3,609,743.00	70717	Balance Entry Account	Y					
		RSTP	N	FY2029	\$6,000,000.00	70717	Balance Entry Account	Y					

TOTAL OF TRANSFER - \$9,609,743

Attach Signed Request of Transfer Letter



Northern Virginia Transportation Authority

The Authority for Transportation in Northern Virginia

December 12, 2024

Mr. William Cuttler
District Administrator
Virginia Department of Transportation
4975 Alliance Dr., Suite 4E-342
Fairfax, Virginia 22030

Reference: Request to Reallocate Regional Surface Transportation Program (RSTP) funds for Prince William County.

Dear Mr. Cuttler:

On September 11, 2008, the Northern Virginia Transportation Authority (NVTA) delegated the authority to approve requests to reallocate Congestion Mitigation and Air and Quality Improvement Program (CMAQ) and Regional Surface Transportation Program (RSTP) funding between projects that were previously approved by the NVTA to the Regional Jurisdiction and Agency Coordinating Committee (RJACC).

On November 21, 2024, Prince William County requested the following reallocation:

- Transfer of \$9,609,743 of RSTP funds from UPC 125426 (\$3,609,743 from FY28 and \$6,000,000 from FY29 Prince William Parkway/Minnieville Road Interchange) to UPC 70717 (Balance Entry Account)

Prince William County has elected to advance the Prince William Parkway/Minnieville Road Interchange project using NVTA 30% funds to better align the project with the timeline of adjacent land use development. Since the project is fully funded with local funds, the RSTP funds need to be transferred, and the project must be closed out in the state's Six Year Improvement Program. In coordination with VDOT, the County has requested the fiscal year 2028 and 2029 funds be transferred to a balance entry account at this time. They anticipate submitting future transfer requests to allocate these funds to a project when appropriate.

The RJACC approved the request on November 21, 2024, and the NVTA was informed at their December 12, 2024, meeting. The NVTA has not objected to these reallocations.

Mr. William Cuttler
December 12, 2024
Page Two

Please take the necessary steps to reallocate these funds in the Transportation Improvement Program and the State Transportation Improvement Program. Thank you very much.

Sincerely,

Phyllis J. Randall
Chair

cc: Monica Backmon, CEO, NVT
Ricardo Canizales, Director of Transportation, Prince William County

NORTHERN VIRGINIA TRANSPORTATION AUTHORITY
MEMORANDUM

TO: Chair Phyllis J. Randall and Members
Northern Virginia Transportation Authority

FROM: Monica Backmon, Chief Executive Officer

DATE: December 5, 2024

SUBJECT: Approval of Reallocation of Regional Surface Transportation Program (RSTP) funds for Fairfax County

- 1. Purpose.** To inform the Northern Virginia Transportation Authority (NVTa) of the Regional Jurisdiction and Agency Coordinating Committee (RJACC) approval of the reallocation of Regional Surface Transportation Program (RSTP) funds for Fairfax County.
- 2. Background:** On September 11, 2008, the Northern Virginia Transportation Authority (NVTa) delegated the authority to approve requests to reallocate Congestion Mitigation and Air and Quality Improvement Program (CMAQ) and Regional Surface Transportation Program (RSTP) funding between projects that were previously approved by the NVTa to the Regional Jurisdiction and Agency Coordinating Committee (RJACC).

On November 21, 2024, Fairfax County requested the following reallocations:

- Transfer of \$2,115,891 RSTP funds from UPC 70717 (FY05-FY19 Balance Entry) to UPC 5559 (FY05-FY19 Rolling Road – RTE 638 – Widening to 4 Lanes – PH II).
- Transfer of \$2,514,392 RSTP funds from UPC 122982 (FY27 Fairfax County Parkway Widening – Southern Segment) to UPC 5559 (FY27 Rolling Road – RTE 638 – Widening to 4 Lanes – PH II).

Fairfax County requested this transfer to ensure full funding for the recipient project, UPC 5559 (FY27 Rolling Road – RTE 638 – Widening to 4 Lanes – PH II), using consolidated surplus funding from 15 other projects in UPC 70717 (FY05-19 Balance Entry) and UPC 122982 (FY 27 Fairfax County Parkway Widening – Southern Segment). The Rolling Road project, which is funded with NVTa 70% Regional Revenue funds, will be fully funded with this transfer. The Fairfax County Parkway project, from which the transfer is being made, is also fully funded, and the amount transferred is surplus due to underbidding in construction.

At its meeting on November 21, 2024, the RJACC approved this request.

Attachments: **A.** Fairfax County Request Letter
 B. DRAFT Letter to VDOT NOVA District Administrator Cuttler

Coordination: Regional Jurisdiction and Agency Coordinating Committee



County of Fairfax, Virginia

To protect and enrich the quality of life for the people, neighborhoods and diverse communities of Fairfax County

November 26, 2024

Mr. Richard Roisman, Co-Chair
Regional Jurisdiction and Agency Coordinating Committee
Northern Virginia Transportation Authority
2600 Park Tower Drive, Suite 601
Vienna, Virginia 22180

Re: Reallocation of Regional Surface Transportation Program (RSTP) Funds

Dear Mr. Roisman:

Fairfax County requests approval from the Regional Jurisdiction and Agency Coordinating Committee (RJACC) and the Northern Virginia Transportation Authority (NVTa) to transfer a total of \$4,630,283 in surplus RSTP funds to an existing RSTP project for award of the Rolling Road Widening Project (UPC 5559).

Fairfax County requests transfer of FY05-FY19 RSTP funds, in the amount of \$2,115,891, from the Balance Entry (UPC 70717), as well as transfer of \$2,514,392 of FY27 RSTP funds from Fairfax County Parkway Widening (UPC 122982), to the Rolling Road Widening Project (UPC 5559).

If you have any questions or concerns about this request, please contact Christina Cain at (703) 877-5629 or at christina.cain@fairfaxcounty.gov.

Sincerely,

Gregg Stevenson
Acting Director

cc. Noelle Dominguez, Fairfax County Department of Transportation (FCDOT)
Ray Johnson, Fairfax County Department of Transportation (FCDOT)
Sara Allred, Fairfax County Department of Transportation (FCDOT)
Carol Bondurant, Virginia Department of Transportation (VDOT)
Tara Atkins, Virginia Department of Transportation (VDOT)

Fairfax County Department of Transportation

4050 Legato Road, Suite 400

Fairfax, VA 22033-2895

Phone: (703) 877-5600 TTY: 711

Fax: (703) 877-5723

www.fairfaxcounty.gov/transportation



CMAQ/RSTP Transfer Request Form
(One Sheet Needed Per Donor Project)

Date: 11/21/2024

Name of Jurisdiction/Agency Requesting: Fairfax County

Current Balance of CMAQ/RSTP Funds Currently Allocated to Donor Project (Prior to this Transfer):

From (Donor):					To (Recipient):								
UPC	Project Description	Type of Funds	Transfer from Previous Fiscal Years	If No, Year Requested	Transfer Amount	UPC	Project Description	Previously Approved by NVTA	If Yes, Year Approved	JACC Approval (NVTA)	Authority Approval (NVTA)	Funds Verified (VDOT)	Completed (VDOT)
70717	Balance Entry Account	RSTP	Y	FY05-FY19	\$2,115,891	5559	Rolling Road Widening	Y					
122982	Fairfax County Parkway Widening - Southern	RSTP	Y	FY27	\$2,514,392	5559	Rolling Road Widening	Y					

TOTAL OF TRANSFER \$4,630,283.00

Attach Signed Request of Transfer Letter



Northern Virginia Transportation Authority

The Authority for Transportation in Northern Virginia

December 12, 2024

Mr. William Cuttler
District Administrator
Virginia Department of Transportation
4975 Alliance Dr., Suite 4E-342
Fairfax, Virginia 22030

Reference: Request to Reallocate Regional Surface Transportation Program (RSTP) funds for Fairfax County.

Dear Mr. Cuttler:

On September 11, 2008, the Northern Virginia Transportation Authority (NVTA) delegated the authority to approve requests to reallocate Congestion Mitigation and Air and Quality Improvement Program (CMAQ) and Regional Surface Transportation Program (RSTP) funding between projects that were previously approved by the NVTA to the Regional Jurisdiction and Agency Coordinating Committee (RJACC).

On November 21, 2024, Fairfax County requested the following reallocations:

- Transfer of \$2,115,891 RSTP funds from UPC 70717 (FY05-FY19 Balance Entry) to UPC 5559 (FY05-FY19 Rolling Road – RTE 638 – Widening to 4 Lanes – PH II).
- Transfer of \$2,514,392 RSTP funds from UPC 122982 (FY 27 Fairfax County Parkway Widening – Southern Segment) to UPC 5559 (FY27 Rolling Road – RTE 638 – Widening to 4 Lanes – PH II)

Fairfax County requested this transfer to ensure full funding for the recipient project, UPC 5559 (FY27 Rolling Road – RTE 638 – Widening to 4 Lanes – PH II), using consolidated surplus funding from 15 other projects in UPC 70717 (FY05-19 Balance Entry) and UPC 122982 (FY 27 Fairfax County Parkway Widening – Southern Segment).

The RJACC approved the request on November 21, 2024, and the NVTA was informed at their December 12, 2024, meeting. The NVTA has not objected to these reallocations.

Mr. William Cuttler
December 12, 2024
Page Two

Please take the necessary steps to reallocate these funds in the Transportation Improvement Program and the State Transportation Improvement Program. Thank you very much.

Sincerely,

Phyllis J. Randall
Chair

cc: Monica Backmon, CEO, NVTA
Gregg Severson, Acting Director, Fairfax County Department of Transportation (FCDOT)
Noelle Dominguez, Fairfax County Department of Transportation (FCDOT)
Ray Johnson, Fairfax County Department of Transportation (FCDOT)
Sara Allred, Fairfax County Department of Transportation (FCDOT)
Carol Bondurant, Virginia Department of Transportation (VDOT)
Tara Atkins, Virginia Department of Transportation (VDOT)

As of December 2, 2024			
NVTa's Regional Fund Program FY2014 - FY2029		NOTE: For full status information, please check NVTa web page on regional fund projects - https://thenovaauthority.org/funded-projects/ Upcoming Public Information Meeting/Event(s): Arlington County: <i>ART Operations and Maintenance Facility</i> : Ribbon cutting on December 10th, 2024. <i>Ballston West Entrance</i> : Pop up event December 3rd, 2024, and a public hearing December 10th, 2024. Loudoun County: <i>Northstar Boulevard - Evergreen Mills Rd to Tall Cedars Parkway</i> : Ribbon cutting December 17th, 2024 for Phase 1 Evergreen Mills Rd to Rte 50.	
Total Revenue Allocated	\$3,816,763,918		
Total Amount Appropriated	\$2,388,299,169		
Total Amount Reimbursed	\$953,956,062		
Total Number of Individual Projects	139		
Number of closed, executed, & upcoming Standard Project Agreements (SPAs)	185		Revenue Allocated
Closed out, project completed	49		\$448,792,635
Closed out, project ongoing	20		\$109,977,752
Executed, funded phase underway	54		\$1,413,724,112
Executed, funded phase not started	6	\$130,200,000	
Appropriated, no SPA yet	9	\$285,604,670	
Approved, no appropriation or SPA yet	47	\$1,428,464,749	
Substantive Status Updates (during October 2024 - November 2024)**			
Project Title (program year(s))	Updated Status	% Reimbursed by SPA	
Arlington County			
Pentagon City Multimodal Connection s and Transitway Extension (FY2018)	County Board approved award of the construction contract for Segment 2A to Bright Masonry on Nov 16. Anticipate NTP in mid-Dec and construction start in Feb 2025.	FY2018: 9.7%	
Ballston-MU Metrorail Station West Entrance (FY2015/FY2022-27)	Pop-up held on Nov 13, second scheduled for Dec 3. Public hearing scheduled for December 10th, 2024.	FY2015: 22.6% FY2022: No SPA Overall Project Reimbursement: 3.8%	
Fairfax County			
Route 28 Widening: Prince William County Line to Route 29 (FY2015/FY2017/FY2018-23)	Completion date pushed from 5/24/2024 to to 4/30/2025. Construction is 99% complete.	FY2015: 100% FY2017: 95.7% FY2018: 99.7% Overall Project Reimbursement: 97.3%	
Richmond Highway Bus Rapid Transit - Phases I & II (FY 2018-23/ FY2022-27)	BRT Executive Meeting held on November 20, 2024. Staff continues to work on all aspects of design, ROW and 3RD party agreements.	FY2018: 24.3% FY2022: No SPA Overall Project Reimbursement: 18.4%	
City of Falls Church			
West Falls Church & Joint Campus Revitalization District Multimodal Transportation Project (FY2018-23)	Traffic Signal Installation expected January 2025. Project Completion date changed from 8/31/2024 to 5/30/2025.	FY2018: 87.8%	
City of Alexandria			
DASH Transit Service Enhancements and Expansion (FY2018)	The project contract was awarded on 11/07/ 2024. The Notice to Proceed has been issued and work is scheduled to commence on November 25,2024. Substantial completion is anticipated by 12/10/2026.	FY2018: 78.5%	

Ongoing Projects Only - No Response/Flagged Projects for This Current Cycle		
Project Title (program year(s))	Last Update Received	% Reimbursed by SPA
Arlington County		
Crystal City Streets (FY2017)	No response this cycle. Last update October 2024.	FY2017: 60.7%
Rosslyn Multimodal Network Improvements (FY2020-25)	No updates since SPA execution in October 2023.	FY2020: 2.3%
Fairfax County		
Richmond Highway (Route 1)/CSX Underpass Widening (FY 2018-23)	No new updates as of July 2024. NVTa staff are awaiting response from project sponsor on correspondence dated August 2024.	Appropriated April 2022, No SPA yet

Project Title (program year(s))	Last Update Received	% Reimbursed by SPA
Rock Hill Ridge Road (FY2018-23)	No new updates as of July 2024. NVTa staff are awaiting response from project sponsor on correspondence dated August 2024.	Appropriated April 2022, No SPA yet
Prince William County		
Construct Interchange at Prince William Parkway and University Blvd (FY2018-23)	No response this cycle. Last update in October 2024.	FY2018: 99.2%
City of Fairfax		
Jermantown Road/Route 29 Intersection Improvements (FY2020-25)	No updates in calendar years 2023/2024.	No appropriation, No SPA
Blenheim Boulevard Multimodal Improvements (formerly, Old Lee Highway Multimodal Improvements) (FY2018/FY2022-25/FY2024-27)	No new updates as of August 2024.	FY2018: 0.0% FY2020: No appropriation, No SPA FY2024: No appropriation, No SPA
City of Falls Church		
Downtown Falls Church Multimodal Improvements (FY2020-25)	No response this cycle. Last updates as of September 2024.	FY2020: 0.0%
West Falls Church Access to Transit and Multimodal Connectivity (FY2020-25)	No response this cycle. Last updates as of September 2024.	FY2018: 87.8%
WMATA		
Blue Line Traction Power Upgrades (FY2017)	No new updates as of February of 2024.	FY2017: 87.8%

**Substantive changes: SPA appendices A/B, Project administration, Start/completion of phases, Groundbreaking/ribbon-cutting ceremonies, Public information meetings, Major engineering progress.