



Northern Virginia Transportation Authority

The Authority for Transportation in Northern Virginia

PLANNING COORDINATION ADVISORY COMMITTEE

Thursday, March 19, 2015, 6:30pm

3040 Williams Drive, Suite 200

Fairfax, Virginia 22031

AGENDA

I. Call to Order/Welcome Chairman Foreman

II. Summary Notes of the November 20, 2014, December 18, 2014 and February 19, 2015 Meetings

Recommended action: Approval [with abstentions from those who were not present]

Discussion/Information

III. NVTa Executive Director Report Ms. Backmon, Executive Director

IV. Presentation on the Authority's 2014 Annual Report
Ms. Backmon, Executive Director

V. TransAction 2040 Update
Mr. Jasper, Program Coordinator

VI. Review of Committee Structure and Roles and Responsibilities
Ms. Backmon, Executive Director

VII. Next PCAC Meeting and Draft Agenda Chairman Foreman

Adjournment

VIII. Adjournment

Proposed Next Meeting: April 16, 2015 - 6:30 pm

Northern Virginia Transportation Authority

3040 Williams Drive, Suite 200

Fairfax, VA 22031

www.TheNovaAuthority.org



Northern Virginia Transportation Authority

The Authority for Transportation in Northern Virginia

PLANNING COORDINATION ADVISORY COMMITTEE

Thursday, November 20, 2014, 5:30pm

3040 Williams Drive, Suite 200

Fairfax, Virginia 22031

SUMMARY NOTES

I. Call to Order

Chairman Foreman

- Chairman Foreman called the meeting to order at 5:38 pm.

II. Roll Call

Ms. Harris, Program Coordinator

- Attendees: NVTA Chairman Nohe
 - ✓ Members: Mayor Foreman; Council Member Way; Council Member Burk; Supervisor Candland; Council Member Colbert; Council Member Lehr; Supervisor Letourneau; Council Member Oliver.
 - ✓ NVTA Staff: Monica Backmon (Executive Director); Denise Harris (Program Coordinator); Keith Jasper (Program Coordinator).
 - ✓ Other Staff: Noelle Dominguez (Fairfax County), Dan Malouff (Arlington County); James Davenport (Prince William County); Mark Duceman (Town of Herndon).

III. Approval of the September 22, 2014 Summary Notes

- Council Member Lehr moved approval of the summary notes of September 22, 2014 ; seconded by Council Member Oliver. Motion passed with six (6) yeas and two (2) abstentions [with Council Member Colbert and Supervisor Letourneau abstaining as they were not at the September meeting].

IV. NVTA Executive Director Report

Ms. Backmon, Executive Director

- Ms. Backmon informed the Committee that the NVTA received AA+, Aa1 and AA+, with a stable outlook, from Fitch, Moody's and Standard & Poor's, respectively. She informed the PCAC that this AA+ credit rating was unusual for an organization's inaugural bond issuance and noted that it speaks to the work done by the NVTA staff and member localities to ensure the success of the Authority.
- Ms. Backmon also informed the Committee that although the Authority's FY2015/16 Two Year Program is scheduled for adoption in March 2015, VDOT is seeing some anomalies in HB 599 results which may result in the need to revisit the schedule. Ms. Backmon indicated more information will be provided to the

reasons on Monday, November 23, 2014 which is the date of the principals meeting with VDOT. A request was made that VDOT be asked to have a representative at future PCAC meetings.

- Ms. Backmon informed the PCAC that she would like to meet with Chairman Foreman and Vice-Chairman Way to discuss the roles and responsibilities of the PCAC as the Authority develops its Two Year Program and updates its long range transportation plan. This meeting will clarify the role of the Project Implementation Working Group (PIWG) and the PCAC.

V. Policy Framework for Approved Projects Not Advancing

Mr. Jasper, Program Coordinator

- Mr. Jasper, Staff Coordinator for the Project Implementation Working Group (PIWG), presented the draft Policy Framework for the NVTAF funded projects that are not advancing. The Committee was informed that they will be given a more detailed briefing of the draft policy at a future meeting.
 - ✓ Additionally it was stated that project readiness was a criteria for project funding approval. To help facilitate projects moving forward, on October 9, 2014 the Authority approved the Standard Project Agreement (SPA) with VDOT. This SPA enables interested project sponsors to have VDOT implement the project the condition the proposed project is 100% funded by HB 2313.
 - ✓ A request was made for the SPA to be forwarded to the PCAC.
 - ✓ A question was raised if there are specific projects associated with bonding and what happens if they don't move forward. The response was the financing is for a total amount of money, not specifically related to projects; therefore the money may be reassigned if a project is not advancing.
 - ✓ Clarification was sought on the activities of the PIWG. It was conveyed that the Authority desires to keep the PIWG active and may consider renaming it to the Capital Working Group. Currently the PIWG is in charge of developing the Two Year Program and making recommendations to the Authority. The Chair and Vice Chair of the PIWG are Authority members.
 - ✓ A request was made for the reading of the charge of the PCAC. The PCAC charge from the Authority Bylaws was read as: *"This committee shall be responsible for advising the Authority on broad policy issues related to the periodic update of the NVTAF's Long Range Transportation Plan and the development of the NVTAF's Six Year Program with special consideration to regional transportation, land use and growth issues."*
 - ✓ Clarification was sought on what the PCAC is expected to produce. It was conveyed that the NVTAF looks to the PCAC to provide input and recommendations on the update/development of the long range transportation plan and Two Year Program.

VI. Draft 2015 Legislative Program

Ms. Dominguez, Chair, JACC

- Ms. Dominguez, Chair of the Jurisdiction and Agency Coordinating Committee (JACC), presented the draft 2015 Legislative Program to the PCAC. Ms. Dominguez noted areas in the program which were new or significantly different from the previous program. She informed the PCAC that comments they had on the draft program would be included for NVTa consideration at the December 11, 2014 NVTa meeting.
 - ✓ Clarification was sought on how the legislative program is communicated to the Northern Virginia delegation. An explanation was given that the legislative liaisons in Northern Virginia meet regularly to keep each other informed. An example was given using the Budget Amendment process and how the coordination of the legislative liaisons helped to keep the Authority well informed.
 - ✓ There was a discussion on the Federal Aviation Administration (FAA) Perimeter Rule and the related positions of the Metropolitan Washington Council of Governments and interested local jurisdictions. The PCAC discussed adding language to the Legislative Program consistent with that of member jurisdictions.
- Supervisor Letourneau moved approval of inclusion of a position consistent with member jurisdictions on the FAA Perimeter Rule in the Authority Legislative Program; seconded by Mayor Foreman. Motion carried unanimously.

VII. HB2 Review

Ms. Harris, Program Coordinator

- Ms. Harris and Ms. Dominguez provided an overview of the HB 2 presentation given by the Virginia Office of the Secretary of Transportation (OST) at the October 16, 2014 Commonwealth Transportation Board meeting.
 - ✓ An observation was made that there is the potential of creating an unmanageable amount of methodologies for rating transportation projects. The response was this is the reasoning for the OST recommending limiting the methodologies to 4-6 options.
 - ✓ A concern was raised on the weights of cost sharing when there are potential Federal, State, and NVTa monies on a project. The question was asked how will HB 2 work with HB 599 and whether this may create a situation where there will be conflicting timing for project schedules. It was confirmed that the Authority is concerned about the compatibility of HB 2 and HB 599.
 - ✓ Clarification was sought to the question that if a member jurisdiction choose not to adopt an Urban Development Area (UDA) would the jurisdiction then be eligible to submit local projects for consideration. It was noted this question will be added to the proposed NVTa comments on HB 2.

Discussion/Information

VIII. TransAction 2040 Update Listening Session

Ms. Harris, Program Coordinator

- Ms. Harris introduced Mr. Malouff, Chair of the TransAction 2040 Update Subcommittee, who provided an update on the October 9, 2014 TransAction 2040 Plan Update Listening Session. The PCAC discussed its advisory role in the plan update at key milestones.
 - ✓ The committee was informed that their input would be sought at key milestones of the plan update.
 - ✓ The committee requested the defined corridors be revisited in the plan update. The response was the corridors will be reviewed as part of the plan update.
 - ✓ A concern was raised about reviewing land use patterns and it was advised against a plan update that redesigns “lifestyle.” The response was the proposed scenario planning aspect of the plan update would be simply to inform, with no intent to modify local land use.
 - ✓ A question was asked about what land use scenario planning in this context would mean. The response was that various options are under development by the subcommittee due to the Commonwealth of Virginia offering \$750,000 towards scenario planning in the plan update. It was added that scenario planning is a useful tool in that it will explore varying land use scenarios. It was indicated that TransAction 2040 was intended to include scenario planning until the budget was reduced. The fact that the State is offering to help pay for scenario planning in this update helps mitigate the associated costs. In addition, the State has told the Authority it has no intention of controlling local land use.
 - ✓ Select members of the PCAC stated that in their experience of sitting on the Metropolitan Washington Council of Governments board, they found the scenario planning conducted by the Transportation Planning Board (TPB) interesting; yet it provided for little in terms of action steps. The response was the work of the TPB is to help inform local decisions related to land use.
 - ✓ There was a statement that the plan update must be multimodal in nature. Bicycling and walking coordination are critical.

IX. PCAC 2015 Meeting Schedule

Chairman Foreman

- The Committee discussed its meeting schedule for CY2015 to ensure it coordinates with the NVTa meeting schedule as well as individual member schedules. Several members indicated they preferred a 6:00 or 6:30 pm start time for evening meetings. Members were requested to come to the December 2014 meeting prepared to discuss this and that members send NVTa staff their local meeting schedules for CY2015 in order to select a meeting time that accommodates the greatest number of members.

X. Other Business

- The December 18, 2014 meeting moved from the previously scheduled 5:30 pm start time to 6:30pm.

Adjournment

XI. Adjournment

- Meeting adjourned at 7:07 pm.

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Northern Virginia Transportation Authority

The Authority for Transportation in Northern Virginia

PLANNING COORDINATION ADVISORY COMMITTEE

Thursday, December 18, 2014, 6:30 pm

3040 Williams Drive, Suite 200

Fairfax, Virginia 22031

SUMMARY NOTES

I. Call to Order

Chairman Foreman

- Chairman Foreman called the meeting to order at 6:34 pm.
- Attendees:
 - ✓ Members: Mayor Foreman; Council Member Way; Council Member Colbert; Board Member Fisette; Supervisor Letourneau; Mayor Merkel.
 - ✓ NVTA Staff: Monica Backmon (Executive Director); Denise Harris (Program Coordinator); Keith Jasper (Program Coordinator).
 - ✓ Other Staff: Sarah Crawford (Arlington County); Noelle Dominguez (Fairfax County); Dana Herborg (Town of Herndon); Laurie DiRocco (Town of Vienna); Valerie Pardo (VDOT); Maria Sinner (VDOT); Norman Whitaker (VDOT); Dalia Leven (AECOM).

II. Approval of the November 20, 2014 Summary Notes

- No action was taken due to lack of quorum.

III. NVTA Executive Director Report

Ms. Backmon, Executive Director

- Ms. Backmon reminded the Committee that the NVTA received AA+, Aa1 and AA+, with a stable outlook, from Fitch, Moody's and Standard & Poor's, respectively. She noted that on Tuesday, December 16, 2015, the Authority settled on its first bond sale and is fully financed for FY2014 projects.
- Ms. Backmon informed the Committee that the development of the FY2015-16 Two Year Program is underway. As part of the selection process for the Two Year Program, the Virginia Department of Transportation (VDOT) is conducting an Evaluation and Rating Study of the highway projects as required by HB 599. The results of this study will be presented at the January 12, 2015 Project Implementation Working Group (PIWG) meeting. These ratings are taken into consideration as part of the greater NVTA project selection criteria. The NVTA staff is meeting with jurisdictional staff to review submitted projects to ensure all applicant information is accurate. The draft Two Year Program is anticipated to be presented to the Authority in February for approval to be released to the public for a public hearing in March. The final Two Year Program is anticipated to be

adopted at the April 2015 NVTa meeting. The PCAC requested the Project Selection criteria and weights be shared with the Committee.

- Ms. Backmon updated the Committee on the proposal of a TransAction 2040 amendment in conjunction with the current update of TransAction. She added that the Authority has directed the NVTa staff to research the necessary process, costs and resources for conducting an amendment. The PIWG will review this information at their January meeting. A recommendation will be made to the Authority at the January 22, 2015 meeting. Potential consideration of future amendments will be considered as part of the TransAction 2040 update.
- Ms. Backmon informed the PCAC that she is scheduled to meet with Chairman Foreman and Vice Chairman Way on January 9, 2015 to discuss the roles and responsibilities of the PCAC as well as the CY2015 work plan.

IV. Presentation on HB 599 Evaluation and Ratings Study

Ms. Sinner (VDOT) and Ms. Leven (AECOM)

- Ms. Sinner and Ms. Leven provided the PCAC with a presentation of the HB 599 Evaluation and Ratings Study. The presentation included highlights of the statutory framework for the study, performance measure summary, evaluation performance measure weights, performance measure scores and project rating, evaluation and rating process, and a sample project with its primary impact area. No specific project scores were shared.
 - ✓ VDOT explained that the HB 599 process received peer review during key stages of its development, including the measures of effectiveness, scope of work, outputs and general oversight to minimize distortion to the project influence areas. Ms. Sinner also shared that VDOT and the consultant have met individually with each of the local jurisdictional staff to further refine the modeling process to ensure the validity of the inputs.
 - ✓ The PCAC discussed the seven performance measures focused on the HB 599 required congestion reduction and homeland security. Detailed ratings look at the following factors: transit crowding, congestion duration, person hours of delay, person hours of congested travel in automobiles, person hours of congested travel in transit vehicles, accessibility to jobs and emergency mobility.
 - ✓ The PCAC held a lengthy discussion on the modeling and how it was implemented. Ms. Sinner and Ms. Leven explained that the Metropolitan Washington Council of Governments (MWCOC) model served as a base and then it was customized for each project. The model utilized the 2013 CLRP assumptions and included the Round 8.2 land use forecast. Because the MWCOC model's orientation is more regional and geared toward air quality, the HB 599 version was customized for congestion reduction and incorporated micro simulation level changes.
 - ✓ A discussion took place about the varying land use in the region, to which the consultant explained that the model captures alternative routes for each project. Projects were customized within the model where alternative routes may widely vary in size and availability. The model includes all trips through

a project. Toll roads were included as alternative routes where validation work was conducted to match volumes and take into account toll avoidance. In addition, VDOT and the consultant worked with local jurisdictional staff to ensure land use was properly incorporated.

- ✓ There was a discussion about how the model was viewed nationally and how it is respected in its analysis capabilities. The consultant explained the history of the model, TRANSIMS, from its development at the Federal Highway Administration to now being well established and used in many places across the country. According to the consultant it is more sensitive than the MWCOC model and thus better suited for specific project review.
- ✓ A sample project was presented to the PCAC to illustrate the project impact area, alternative routes analysis and the measures of effectiveness as applied. Thirty-seven projects were nominated as part of the HB 599 review (thirty-two nominated by NVTAA and five nominated by the Commonwealth Transportation Board); including twenty-four roadway, five interchanges, five intersections and two Intelligent Transportation Systems. There were no transit projects included in the first HB 599 study.
- ✓ The PCAC discussed how the HB 599 rating fit into the larger Two Year Program and project selection criteria. It was explained that HB 599 ratings are given a weight of 35 points out of 100 in the Two Year Program project selection criteria. This is a significant weight balanced out with other criteria like cost effectiveness and project readiness. The PCAC will be presented the draft Two Year Program prior to its approval by the Authority within which the HB 599 ratings will be included as part of the criteria.
- ✓ There was a discussion of the various rankings and models the Northern Virginia region is subjected to, including HB 599, MWCOC and HB 2. It was noted that HB 2 will not be in effect until FY2017. As it is being developed, the Authority is providing comments requesting coordination and consistency between HB 599 and HB 2.
- ✓ There was a discussion on HB 2's weights of congestion reduction, safety, economic development, accessibility and environment. The PCAC stated it would like to ensure Northern Virginia maintains its fair share of state funds as required in HB 2313. The Authority's comments to the Commonwealth on HB 2's cost sharing proposal were read to the PCAC: *"The Authority believes that the prioritization process should be based on the funds the Commonwealth is expending and not for the total costs of the project. The funds that the Authority and its member jurisdictions allocate should not be considered in any statewide cost-benefit analysis. It is important to leverage various sources to complete the region's transportation needs, and penalizing these entities for providing funding could inhibit these efforts. Additionally, we ask that the Administration be mindful of the language in HB 2313 that states Northern Virginia's regional funds cannot be used to calculate or reduce the share of local, federal, or state revenues otherwise available to participating jurisdictions."*
- ✓ There was a discussion on how larger projects are rated against smaller projects. It was acknowledged that the model favors larger projects by the very nature of congestion reduction with the greatest impact. While the PCAC was created to give towns a voice in the Authority's planning process,

HB 2313 states that 70% Regional Revenues must be spent on transportation projects of regional significance. The 30% Local Revenues are required to be distributed based on the taxes fees raised in the locality (provided certain provisions are met) with a fair share to towns with populations greater than 3,500.

- ✓ A discussion occurred about the HB 2313 long term benefit requirement. It was noted that the Authority adopted the Principals for the Determination of Long Term Benefits on December 11, 2014, which include a ten year analysis on geographic distribution and modal balance of projects funded by 70% Regional Revenues.
- ✓ The PCAC was informed that while HB 599 calls for the Evaluation and Rating Study to be conducted every 4 years, VDOT has agreed to conduct another study in 2015.
- ✓ The PCAC asked if they will be provided with the HB 599 data, to which VDOT stated local staff have the information on projects specific to their jurisdictions. The full Evaluation and Ratings Study will be presented on January 6, 2015 during a stakeholders meeting to which the PCAC will be invited. In addition, on January 12, 2015 the information will be presented at the PIWG meeting and become part of the NVT A Two Year Program project selection criteria. The NVT A will receive the Evaluation and Ratings Study on January 22, 2015. In addition, the information will be posted on the VDOT website on January 23, 2015 with a final report released in February 2015.

V. Review of CY2015 NVT A Work Program and Meeting Schedule

Ms. Backmon, Executive Director

- Ms. Backmon reviewed the draft CY2015 NVT A work program and meeting schedule by highlighting the Two Year Program and long range plan, TransAction 2040, update process. She restated that a meeting is scheduled between Chairman Foreman and Vice Chairman Way on January 9, 2014 to discuss the role and responsibilities of the PCAC in 2015.

VI. PCAC 2015 Meeting Schedule

Chairman Foreman

- Ms. Harris reviewed the proposed NVT A and PCAC meeting schedule. In 2015, staff has proposed to move the Authority meetings to the fourth Thursday of the month to dovetail with the Northern Virginia Regional Commission meetings held the same night. The PCAC meetings are proposed to be held the third Thursday of the month at 6:30 pm. The exception is the months of November and December when NVT A will meet the second Thursday of the month and thus PCAC will follow, as opposed to preceding, the Authority meetings those two months. The NVT A and PCAC are not scheduled to meet in August.

- ✓ A discussion followed as to whether the PCAC can be effective meeting quarterly or every other month. The group stated they would prefer fewer meetings if the work plan allows for it.
- ✓ It was determined the PCAC will not meet in January to allow the local jurisdictions to hold their organizational meetings and make their PCAC appointments. At the February 19, 2015 meeting the PCAC will determine if a March meeting is necessary.

Adjournment

VII. Adjournment

- Meeting adjourned at 8:18 pm.



Northern Virginia Transportation Authority

The Authority for Transportation in Northern Virginia

PLANNING COORDINATION ADVISORY COMMITTEE

Thursday, February 19, 2015, 6:30 pm

3040 Williams Drive, Suite 200

Fairfax, Virginia 22031

SUMMARY NOTES

I. Call to Order

Vice-Chairman Way

- Vice-Chairman Way called the meeting to order at 6:30 pm.
- Attendees:
 - ✓ Members: Vice-Mayor Way; Council Member Burk; Council Member Colbert; Council Member Lehr; Supervisor McKay; Council Member Smedberg.
 - ✓ NVTa Staff: Monica Backmon (Executive Director); Michael Longhi, (CFO); Keith Jasper (Program Coordinator); Peggy Teal (Assistant Finance Officer).
 - ✓ Other Staff: Brent Riddle (Fairfax County).
 - ✓ Public: Rob Whitfield

II. Approval of the November 20, 2014 and December 18, 2014 Summary Notes

- No action was taken due to lack of quorum.

III. NVTa Executive Director Report

Ms. Backmon, Executive Director

Ms. Backmon briefed the Committee on the agenda for the upcoming Authority Meeting scheduled for February 26, 2015.

- There will be a VDOT presentation on I-66 Inside the Beltway.
- The Authority will review the FY2014 Annual Report. Ms. Backmon reminded the Committee that the Annual Report is required under legislation to demonstrate how NVTa has expended the HB2313 Revenues.
- The Committee was informed the Annual Report will be presented to PCAC at the next meeting.
- The Authority is expected to appoint a Bylaws Committee and it has been recommended a member of the PCAC and the TAC be included in this Committee.

IV. Presentation on Draft FY2015-16 Two Year Program

Mr. Jasper, Program Coordinator

Mr. Jasper reviewed the FY 2015-16 Draft Two Year Program with the Committee explaining the background, evaluation process and draft recommendations from the

Project Implementation Working Group (PIWG) which will be presented to the Authority in February with a request for permission to present the projects for Public Hearing on March 25, 2015.

- Mr. Jasper explained that the NVTa approved project selection criteria scoring system was used and the top rated projects were selected for inclusion in the draft program.
- Mr. Jasper explained that transit was evaluated separately from road projects because road projects were required to include the HB599 detailed rating.
- PCAC recommended that NVTa communicate that the project selection process includes the HB599 rating together with other selection criteria.
- There was a brief discussion on the evaluation of transit projects compared to road projects. PCAC recommended NVTa clearly communicate the different approaches used to evaluate highway and transit projects.
- Ms. Backmon explained that the next call for projects, which will be for the FY 2017 program, transit projects will be included in the HB599 rating and evaluation process and in preparation, the Virginia Department of Transportation (VDOT) and the Department of Rail and Public Transportation (DRPT) are in the process of testing transit projects to ensure a comparable analysis.
- There was a discussion about the amount of funding available compared to project requests and the commitment of NVTa to continue funding the draft recommended projects in the future. Mr. Jasper directed the PCAC to figure 1 in the packet, which demonstrated the potential future funding requests for the draft recommended projects.
- PCAC recommended NVTa address any possible misconception among project sponsors that NVTa has the resources to continue funding all recommended projects to completion.
- PCAC recommended NVTa prepare graphics for the Public Hearing that communicate the project selection process, particularly with respect to NVTa quantitative scores and HB599 ratings.

V. Presentation on Draft Policy of NVTa Projects Not Advancing

Mr. Jasper, Program Coordinator

Mr. Jasper explained that based on feedback received, the draft policy for NVTa projects not advancing is being re-written as a set of guidelines to give the Executive Director considerably more subjective judgment than was contemplated in the first draft policy statement. This is essential because there are so many variables with a project that it is important to judge them on a case-by-case basis.

- PCAC discussed the need for flexibility when it comes to unforeseen circumstances.

- PCAC recommended a broad policy with a set of supporting guidelines, emphasizing the need for flexibility permitting the Executive Director latitude to analyze projects on a case by case basis.

VI. Next PCAC Meeting and Draft Agenda

Vice-Chairman Way

- Ms. Backmon confirmed the next PCAC meeting is scheduled for March 19, 2015 at 6:30 PM at the NVTA offices located at 3040 Williams Drive Suite 200, Fairfax VA 22031.
- Vice-Chairman Way informed the group of the importance of the next several meetings. In the upcoming meetings, PCAC will be discussing the responsibilities of the Committee and a flow chart of where PCAC's recommendations falls into the decision making process.

Adjournment

VII. Adjournment

- Meeting adjourned at 7:30 pm.



Northern Virginia Transportation Authority

The Authority for Transportation in Northern Virginia

<http://tinyurl.com/2014-NVTA-Annual-Report>



TransAction Update

Statement of Work



Planning Coordination Advisory Committee

March 19, 2015

Tentative Schedule

- TAC/PCAC/JACC review: March 2015
- RFP posted: April 24, 2015
- Kick-off: July 2015
- Adopted: July 2017
- Basis for selection of NVRTA-funded regional projects for FY2018-23 Six Year Program



Tasks

1. Finalize Work Plan
2. Review NVTa Vision and Goals, Define Regionalism (New)
3. Literature Review (New)
4. Analysis of What's New (New)
5. Identification of Regional Transportation Needs
6. Scenario Planning (New)
7. Analysis
8. Ranking of Improvements
9. Public Information and Participation
10. Preparation of the Update (New)
11. Project Coordination



Roles and Responsibilities V.

- PCAC: inputs to SOW and receive periodic briefings;
- TAC: inputs to SOW and review of deliverables;
- JACC subcommittee: development of SOW and selection criteria/scoring, oversight of the project (with NVTa staff);
- Selection Panel: review and score proposals, shortlist firms, participate in orals, and final ranking;
- Finance Committee: review award;
- NVTa staff: contractual, administrative, and technical management of the project;
- NVTa: approval of RFP, award contract, receive periodic briefings, and adoption of Update.



Philosophical Approach V.

- Meet all legislative requirements;
- Invite bidders to propose the best approaches for achieving NVTa's requirements for the TransAction Update;
- Provide guidelines for bidders on level of effort by task;
- Select the bidder providing the best value to NVTa;
- Provide option for selected firm to undertake a mid-cycle amendment to the Update.



Task 1: Finalize Work Plan ^{V.}

- Kick-off meeting;
- Refine and finalize SOW, project approach (emphasizing scenario planning and task inter-dependencies), communication plans and schedule;
- Highlight intermediate methodology review points, e.g. Literature Review (Task 3)
- Incorporate optional tasks as needed, e.g. mid-cycle amendment

Deliverable:

- Work Plan including deliverables, milestones, and schedule
- Project management plan



Task 2: Review NVRTA Vision and Goals, Define Regionalism

- Review NVRTA's vision and goals from previous plans, and confirm their ongoing relevance or propose revisions for consideration by NVRTA if appropriate;
- Review NVRTA's (and others') previous approaches to identifying regional (versus local) projects, and propose a methodology to define regionalism for the Update;
- Identify appropriate performance measures that support NVRTA's vision and goals.



Task 3: Literature Review ^{V.}

- Review of best practices and other recent experiences relevant to long range regional transportation planning;
- National and international in scope, including MPOs and other regional planning entities;
- Informs Tasks 4 thru 9.

Deliverable:

- Literature Review



Task 4: Analysis of What's New^V

- Review of relevant factors that may affect transportation system use and performance during the upcoming decades, including:
 - game-changing events, e.g. Panama Canal expansion
 - emerging technologies, e.g. self-driving vehicles
 - behavioral trends, e.g. VMT/capita
- Leverage other research, e.g. VTRANS

Deliverables

- Technical memos for each factor considered



Task 5: Identification of Regional Transportation Needs (1)

- Objective is to identify NoVA's transportation needs thru the horizon year of the plan
 - Review TransAction 2040
 - Incorporate regional projects (per Task 2 definition)
 - Identify Activity Centers/activity hubs
 - Identify regional factors influencing travel demand, and establish Task 7 framework
 - Incorporate Task 9 inputs, inputs from jurisdictions' and agencies' plans and programs, and TPB priorities



Task 5: Inventory of Regional Transportation Needs (2)

- Sub-tasks include:
 - Review existing plans
 - Identify demographic data for analysis
 - Identify transportation plans and projects for analysis
 - Identify new projects for inclusion in plan (Bottom-up Approach)
 - Identify new projects for inclusion in plan (Top-down Approach)
 - Identify new projects that address NoVA's transportation needs that are not identified in the bottom-up approach
 - Identify new projects that will help connect activity centers in the member jurisdictions and facilitate the movement of people to and from these activity centers.
 - Identify land use plans for analysis (transition to Task 6)
 - Estimate project costs



Task 6: Scenario Planning (1)^V.

- Develop and model 5-10 regional scenarios that test potential regional infrastructure alternatives;
- Scenarios will not significantly modify land use, since NVTa has no authority over land use;
- Scenarios shall be developed in consultation with NVTa staff and the JACC subcommittee
- Consultant may opt to include follow-up scenarios building on or combining the initial scenarios. However, there shall be no fewer than three initial scenarios.
- Consultant will analyze and report on the overall regional effects of each scenario based on the same measures as the overall TransAction analysis, but individual projects within each scenario need not be analyzed separately.



Task 6: Scenario Planning (2)^V.

- Considerations for developing potential scenarios;
- ‘Internal’ factors:
 - What is the impact of varying the mix of large and small projects?
 - What is the impact of varying the modal mix of projects?
 - What happens if X% of all jurisdictional job/housing growth happens inside activity centers? (potentially including newly defined activity centers)
 - What happens if we prioritize connections between activity centers, versus access to downtown DC or suburb-to-suburb?
- ‘External’ factors:
 - What happens if automated cars increase the efficiency of the road network?
 - What happens if the price of gas increases to unprecedented levels?
- Note: scenarios generally represent possible outcomes against which projects can be evaluated, not preferred or predicted outcomes.



Task 6: Scenario Planning (3)^V.

- Some task integration issues to be addressed:
 - Task 5: To what extent, if any, does scenario planning complement or duplicate top-down project identification?
 - Task 7: Will the selected modeling tools be adequate to validly measure project impacts for each scenario?
 - Task 9: What level of public involvement, if any, is needed to develop scenarios?



Task 7: Analysis (1)

V.

- Objective is to evaluate the identified multimodal transportation improvements against performance measures that directly relate to the vision and goals of TransAction (Task 2) through a series of visualizations, including maps, charts and tables;
- Develop methodology to evaluate transportation improvements (informed by multiple tasks);
- To the maximum extent practical, methodology will be consistent previous versions of TransAction and with HB599, HB2, etc.



Task 7: Analysis (2)

- Sub-tasks include:
 - Finalize analysis methodology. Bidders must justify their choice of methodology and modeling approach. Methodology must address quantitative and qualitative factors;
 - Travel demand model validation and runs. Includes aggregation of projects for analysis purposes. Bidders must address how project impacts will be evaluated for scenarios identified in Task 6;
 - Analysis of model output. May include finer level analysis as needed. Quantitative and qualitative measures must be integrated to provide a comprehensive set of benefits, costs, and other impacts;
 - Development of visualizations showing performance. Bidders may propose performance measures that support the NVTa's vision and goals, and methods to communicate results;
 - Re-evaluation process. Incorporates stakeholder and public inputs.



Task 8: Ranking of Improvements^V

- Uses outputs from other tasks to inform prioritization of projects, while meeting legislative requirements;
- Corridor-level analyses that compare highway and transit projects on an equivalent basis;
- CLRP projects will be evaluated as well as new projects;
- Sub-tasks include:
 - Develop prioritization approach for public input;
 - Apply prioritization approach incorporating quantitative, qualitative, and network performance criteria;
 - Conduct a cost/benefit analysis.



Task 9: Public Information and Participation (1)

- Subject to meeting all legal requirements, bidders may propose a mix of state of the art and traditional approaches to maximize public involvement;
- Using the communications program finalized in Task 1, public involvement will include a mix of external and internal stakeholders:

External to NVT

- Relevant elected bodies, jurisdictional and agency professionals, community stakeholders, informed interests, and the public;

Internal to NVT

- The Authority, PCAC, TAC, and JACC.



Task 9: Public Information and Participation (2)

- Public information activities will be ongoing throughout the development of the Update, from launch to adoption;
- Public participation will play a key role in the project prioritization process (Task 8);
- All internal and external stakeholders will be able to participate in the review of the draft Update.



Task 9: Public Information and Participation (3)

- Sub-tasks include
 - Develop plan and schedule. The RFP identify the purpose, goals, and timing of each type of engagement activity;
 - Identify and implement appropriate online engagement tools, including social media and online forums, for continuous public education and involvement, including outputs from Task 7. The use each tool will depend in part on its cost-effectiveness;
 - Public information. Communication approaches will vary depending on the content and complexity of each message and the intended audience. A project website will be developed and maintained by the consultant as part of NVTa's website;
 - Public participation in workshops and hearings. The RFP will specify the purpose, goals, location, and timing of events.



Task 9: Public Information and Participation (4)

- Specific Question: to what extent is statistically valid research still needed?

Deliverables:

- Project website
- Social media
- Public engagement materials as needed, e.g. audio-visual materials
- In-person meetings



Task 10: Preparation of the Update^V

- The structure of the Update will be developed by the consultant and approved three months after kick-off;
- The Update will include an executive summary and technical appendices;
- The Update will be subject to numerous rounds of review (NVTa staff, JACC subcommittee, JACC, TAC, and PCAC).

Deliverables:

- Draft Update (multiple drafts)
- Final Update (for approval by the Authority)
- Hard and soft copies, brochures, and a CD



Task 11: Project Coordination (1)

- Ensures appropriate coordination occurs throughout the project, using a combination of communication media including development and maintenance of a project website;
- Consultant is responsible for organization of, and participation in, all coordination activities and development of supporting materials;
- Ongoing coordination includes JACC subcommittee, PCAC, and TAC;
- Occasional coordination includes public involvement, workshops, NVTB, TPB, and CTB.



Task 11: Project Coordination (2)

- Interim deliverables will be subject to review twice (NVRTA staff and JACC subcommittee);

Deliverables:

- Meeting agendas, presentations, and summaries (hard and soft copies)



BYLAWS
OF
NORTHERN VIRGINIA TRANSPORTATION AUTHORITY

ARTICLE I

POWERS AND DUTIES

The Northern Virginia Transportation Authority, (the “Authority”) shall have all of the rights, powers and duties, and shall be subject to the limitations and restrictions, set forth in Chapter 48.2 of Title 15.2 of the Code of Virginia, the Northern Virginia Transportation Authority Act, §15.2-4829 *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, 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.
 - (2) 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.

- (3) 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 Privileges and Elections and shall be, to the extent practicable, from the membership of the Senate Committee on Finance and the Senate Committee on Transportation.
- (4) 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.
- (5) 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.
- (6) The Commonwealth Transportation Commissioner, or his or her designee, shall be a non-voting member of the Authority.
- (7) 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.

ARTICLE III

OFFICERS AND DUTIES

- A. **Officers.** The Authority shall annually elect from its members a Chairman and a Vice Chairman. The Authority may further elect such other subordinate officers from among its 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. **Appointment.** At a regular meeting held preceding the annual organizational meeting at which the election of officers will be held, the Chairman 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 member at the annual meeting.
- D. **Chairman.** The Chairman shall preside over all meetings of the Authority at which he or she is present, and shall vote as any other member. The Chairman 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, and shall perform such other duties as may from time to time be established by the Authority.
- E. **Vice Chairman.** In the event of the absence of the Chairman, or the inability of the Chairman to perform any of the duties of the office or to exercise any of the powers thereof, the Vice Chairman shall perform such duties and possess such powers as are conferred on the Chairman, and shall perform such other duties as may from time to time be assigned to the Vice Chairman by the Chairman or be established by the Authority.

ARTICLE IV

MEETINGS

- A. **Annual Organizational Meeting.** Effective with calendar year 2009, the Authority hereby establishes as its annual organizational meeting the first meeting held by the Authority in the month of January.
- B. **Regular Meetings.** At its 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.
- C. **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.
- D. **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, and shall specify the matter(s) to be considered at the meeting. Upon receipt of such request, the Chairman 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.

- E. **Adjourned Meetings.** Any regular or special meeting may be adjourned to a date and time certain.
- F. **Public Notice.** All meetings of the NVTa shall be preceded by public notice of at least three 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 Executive Director.
- G. **Public Hearing.** Public hearings may be held at the direction of the Authority and shall, unless otherwise 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.
- 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.
- 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 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. Resolutions shall be in writing, and a copy shall be delivered to all members of the Authority, to the extent practicable at least three business days before the resolution is proposed for adoption.

- (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 Transportation Commissioner, 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 shall restate the question prior to the taking of a vote, provided, however, that at the request of the Chairman, an Authority member may restate the question if it is the opinion of the Chairman 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 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 shall call the meeting to 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.

N. Agenda. The Chairman 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 for inclusion on an appropriate agenda. The agenda for an upcoming meeting shall be sent to the Authority members at least one (1) week prior to the meeting date.

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 *Va. Code Ann. §2.2-3711*, 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*. When so requested, the Chairman may permit a closed session at any other time prior to consideration of any agenda item.

Q. **Order in Conduct of Business.**

- (1) Persons Addressing the Authority – Prior to public comment and public hearings, the Authority will provide guidelines for length of presentations by individuals and group representatives. Persons speaking at public hearings shall confine their remarks to the subject of the public hearing. At the discretion of the Chairman, the conduct of business by the Authority may be reordered to allow earlier consideration of matters about which a substantial number of persons desire to address the Authority. Persons addressing the Authority may furnish the Chairman and members of the Authority with a written copy of their remarks, at or before the meeting.
- (2) Recognition - Recognition shall be given only by the Chairman. No person shall address the Authority without first having been recognized.
- (3) Questions - Questions by members of the Authority shall be reserved insofar as possible for the end of a presentation to avoid interrupting the speaker, disrupting the time-keeping process, and duplicating ground the speaker may cover.
- (4) Authority Discussion - Discussion and debate by the Authority shall be conducted following the presentation of the item of business pending. Members shall not speak to the item until recognized by the Chairman.

R. **Decorum.**

- (1) Authority Members - Decorum of Authority members shall be maintained in order to expedite disposition of the business before the Authority. Questions and remarks shall be limited to those relevant to the pending business. Members shall address all remarks to the Chairman.

- (2) Others - Decorum of persons other than members shall be maintained by the Chairman, who may request such assistance as may appear necessary. Persons addressing the Authority shall first be recognized by the Chairman and shall audibly state their name and address, and, if applicable, who they represent. Speakers shall limit their remarks to those relevant to the pending items and to answering questions. They shall address the Authority as a whole unless answering an individual member's questions. Persons whose allotted time to speak has expired shall be warned by the Chairman to conclude after which such person shall leave, unless he or she is asked to remain to answer questions from the Authority. The Chairman shall call the speaker to order if out-of-order remarks are made or other indecorous conduct occurs. If such persists, the Chairman shall rule the speaker out of order and direct the speaker to leave. Groups or a person in the audience creating an atmosphere detrimental or disturbing to the conduct of the meeting will be asked to leave by the Chairman.

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 (e.g., Finance Committee) of the Authority shall comply with the open meeting requirements of the Virginia Freedom of Information Act.

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 Executive Director
 - (b) Reviewing, commenting on, and recommending any budget amendments presented by the Executive Director
 - (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 annual revenue estimates
- (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 Chairman for staggered two year terms.
- (3) Chairman. The chairman and the vice chairman of the Committee shall be appointed by the Chairman of the NVTa.
- (4) Staff Support. Staff support will be provided by the NVTa staff. As requested by the committee chairman, 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. **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. 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 of the Commonwealth Transportation Board (CTB) will appoint three members to three (3) year terms. Locally appointed members may be removed by the Chairman 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. The chairman and vice chairman shall be appointed by the Chairman of the NVTa.
- (4) Staff Support. Staff support shall be provided by NVTa professional staff, with additional support as may be needed from time to time from the Jurisdictional and Agency Coordinating Committee (JACC).
- (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, majority and minority reports that identify issues that need to be addressed shall be presented to the NVTa.

D. Planning Coordination Advisory Committee (PCAC).

- (1) Charge. This committee shall be responsible for advising the NVTa on broad policy issues related to the periodic update of the NVTa's Long Range Transportation Plan (e.g., TransAction 2030) and the development of the NVTa's Six Year Program with special consideration to regional transportation, land use and growth issues and provide advisory recommendations to the NVTa.
- (2) Membership. 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. [Remaining membership TBD.]
- (3) Chairman. The chairman and vice chairman shall be appointed by the Chairman of the NVTa.
- (4) Staff Support. Staff support shall be provided by the NVTa staff. The chairman may request additional support from jurisdictional and agency staffs as needed.
- (5) Quorum and Voting. A quorum shall consist of a majority of the 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 an affirmative vote of two thirds of the members present representing two thirds of the region's population. For purposes of such votes, town populations shall be subtracted from county populations and voted independently.

E. Ad Hoc Committees. As needed, the Chairman of the NVTa may appoint ad hoc committees to pursue specific tasks (e.g., nominating committee).

ARTICLE VI

NVTA TRANSPORTATION PLAN

A. **NVTA Regional Transportation Plan.** The Authority shall adopt a 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 §§15.2-4527 *et seq.*, Va. Code 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 NVTA public notice procedures.

ARTICLE VII

ADMINISTRATION

A. **Executive Director.** The Authority shall employ an Executive Director who shall have direct authority for the employment, retention, and supervision of all of the other employees of the Authority. The Executive Director shall have direct control, subject to the Authority, of the management of the day-to-day administrative affairs of the Authority. The Executive Director 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 Executive Director may not contemporaneously serve as a member of the Authority.

- B. **Staff.** The Authority may employ such staff of qualified professional 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 Executive Director, 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 Executive Director or, in the Executive Director's absence, those authorized from time to time by vote of the Authority. An Authority financial policy shall be developed that prescribes 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.** After a duly convened public hearing held in accordance with the requirements of these Bylaws, 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 proposed amendment, repeal or alteration, in whole or in part, of these Bylaws shall be presented in writing and read for a first time at a regular meeting of the Authority. Such proposal may be considered and amended at such meeting, and the Authority may act on the proposal, following consideration and amendment germane to the section or sections affected by such proposal in accordance with the voting requirements of these Bylaws, if the amendment was distributed to the members of the Authority in writing at least 30 days before the meeting. If such amendment was not distributed in writing 10 days in advance or the Authority chooses to defer action, the proposed amendment will be scheduled for consideration at a subsequent regular meeting or a special meeting called for the purpose. At such subsequent meeting, such proposal shall be read a second time, shall be subject to further consideration and amendment germane to the section or sections affected by such proposal, and shall thereafter be acted on in accordance with the voting requirements of these Bylaws.

ARTICLE X

PROCEDURES

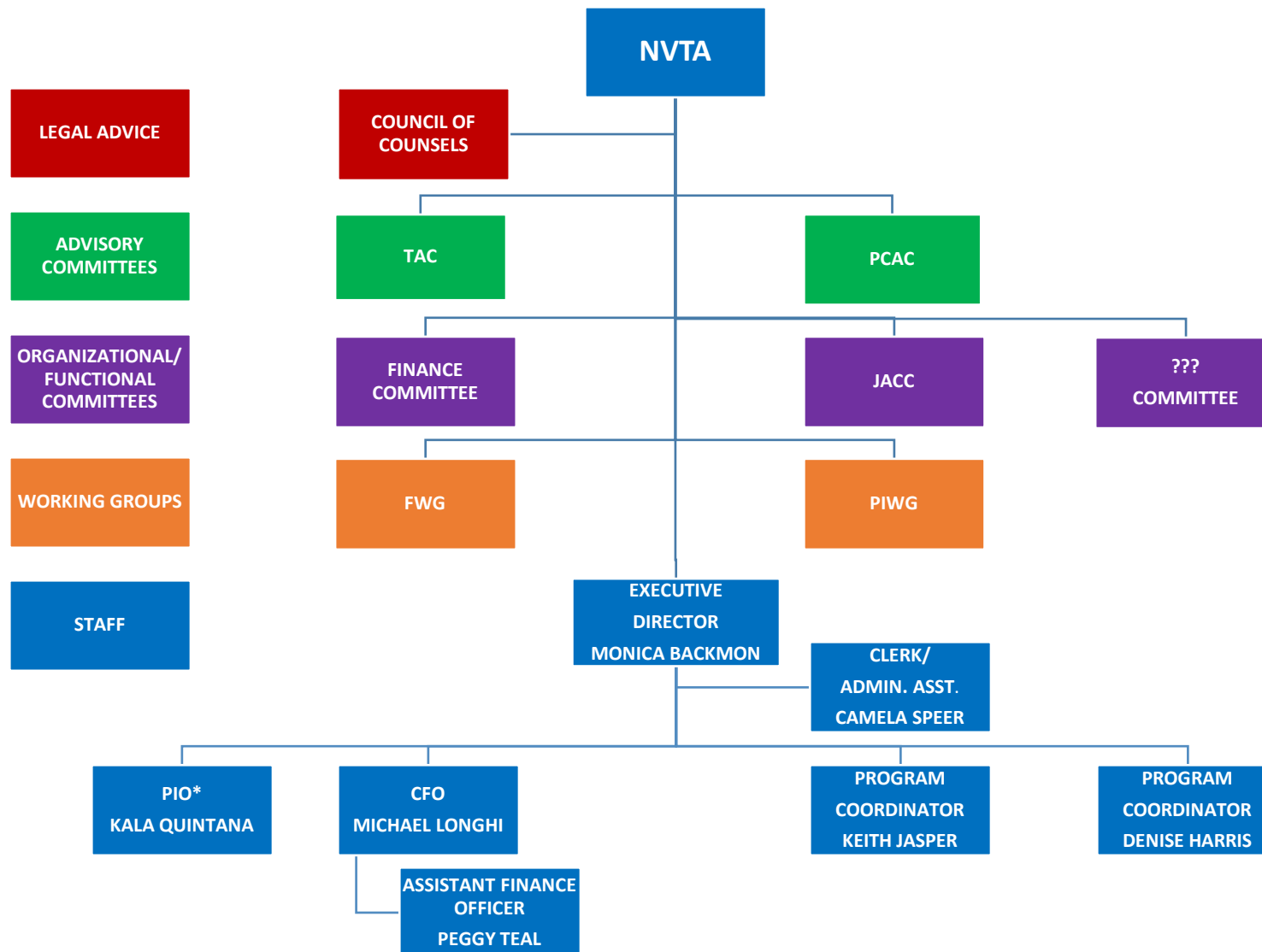
Parliamentary Procedure. In all matters of parliamentary procedure not specifically governed by these Bylaws or otherwise required by law, the current edition of *Robert's Rules of Order*, newly revised, shall apply.

NORTHERN VIRGINIA TRANSPORTATION AUTHORITY

Planning Coordination and Advisory Committee

Role and Membership

- **Basis.** Code of Virginia §15.2-4837. “The Authority shall have a planning coordination advisory committee, which shall include, but not be limited to at least one elected official from each town that is located in any county embraced by the Authority and receives street maintenance payments under §33.1-41.1.
- **Bylaws charge.** This committee shall be responsible for advising the Authority on broad policy issues related to the periodic update of the NVTAs Long Range Transportation Plan and the development of the NVTAs Six Year Program with special consideration to regional transportation, land use and growth issues.
- **Relationships.** Reports directly to Authority. The Executive Director will ensure that the timing of meetings of this committee provide the opportunity for it to report policy recommendations to the Authority that will have a timely influence on Long Range Plan and Six Year Plan development.
- **Membership.** The Committee will consist of 14 members. One elected official, who is not a member of the Authority, shall be appointed annually (calendar year) by the NVTAs cities, counties, and qualified towns.
- **Committee leadership.** The Chair and Vice Chair will be appointed by the Chairman of the Authority with the concurrence of the Authority members.
- **Quorum/decisions.** A quorum shall consist of eight (8) 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 action shall require an affirmative vote of two-thirds of the members present representing two-thirds of the region’s population.
- **Staff support.** NVTAs staff will provide lead; other committee staffs will assist as requested.



NVTA's VI. Planning, Programming, and Funding Process

