

Northern Virginia Transportation Authority

703-642-0700; www.thenovaauthority.org

AGENDA

Thursday, January 14, 2010

7:30 p.m.

at

Fairfax City Hall

10455 Armstrong Street, Rooms 111 A & B
Fairfax, Virginia 22030

1. **Call to Order**.....Chairman Nohe
2. **Roll Call**
3. **Approval of the Minutes of the November 12, 2009, Meeting**
4. **Public Comment**
5. **Action Items**
 - A. Report of the Nominating Committee; Election of Officers
 - B. Acceptance of FY 2009 Audit
 - C. Approval of Composition of Planning Coordination Advisory Committee
 - D. Approval of Scope of Work for TransAction 2040 Study
 - E. Approval of 2010 NVTa Work Program and Meeting Schedule
 - F. Endorsement of Testimony for CTB Public Hearing
 - G. Approval of Amendment to NVTa Bylaws
 - H. Approval to Reallocate RSTP Funds for Prince William County
6. **Information Items**
 - A. Update on I-95/395 HOT Lanes Project
 - B. Update on I-66 Projects and Studies
 - C. Update on TIP/CLRP
 - D. Update on TIP Amendments
 - E. Update on Air Quality and Climate Change
7. **Other Business**
8. **Adjournment**

NEXT MEETING:

February 11, 2010 – 5:30 p.m.

**Joint Meeting with the Northern Virginia Transportation Commission
Conference Room 3W
General Assembly Building
Richmond, Virginia 23219**

**NORTHERN VIRGINIA
TRANSPORTATION AUTHORITY**

**Financial and Compliance Reports
Year Ended June 30, 2009**

NORTHERN VIRGINIA TRANSPORTATION AUTHORITY
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INDEPENDENT AUDITORS' REPORT

To the Honorable Board Members
Northern Virginia Transportation Authority
Fairfax, Virginia

We have audited the accompanying financial statements of the governmental activities and each major fund of the Northern Virginia Transportation Authority (the Authority) as of and for the year ended June 30, 2009, which collectively comprise the Authority's basic financial statements, as listed in the table of contents. These financial statements are the responsibility of the Authority's management. Our responsibility is to express opinions on these financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and *Specifications for Audits of Authorities, Boards, and Commissions*, issued by the Auditor of Public Accounts of the Commonwealth of Virginia. Those standards and specifications require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes consideration of internal control over financial reporting as a basis for designing audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Authority's internal control over financial reporting. Accordingly, we express no such opinion. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinions.

The Authority has not presented the Management Discussion and Analysis that the Government Accounting Standards Board has determined is necessary to supplement, although not required to be part of the basic financial statements.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and each major fund of the Authority, as of June 30, 2009, and the respective changes in its financial position for the year then ended in conformity with accounting principles generally accepted in the United States of America.

In accordance with *Government Auditing Standards*, we have also issued our report dated January 7, 2010 on our consideration of the Authority's internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements, and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and should be considered in assessing the results of our audit.

Our audit was conducted for the purpose of forming opinions on the basic financial statements. The supplementary information listed in the table of contents is presented for purposes of additional analysis and is not a required part of the financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and, in our opinion, is fairly stated, in all material respects, in relation to the basic financial statements taken as a whole.

PBGH, LLP

Harrisonburg, Virginia
January 7, 2010

NORTHERN VIRGINIA TRANSPORTATION AUTHORITY

BASIC FINANCIAL STATEMENTS

YEAR ENDED JUNE 30, 2009

NORTHERN VIRGINIA TRANSPORTATION AUTHORITY
STATEMENT OF NET ASSETS
June 30, 2009

	<u>Governmental Activities</u>
ASSETS	
Cash and cash equivalents	\$ 25,476
Deposits and other	<u>2,350</u>
Total assets	<u>27,826</u>
LIABILITIES	
Accounts payable	9,500
Due to other governments - Commonwealth of Virginia	<u>170</u>
Total liabilities	<u>9,670</u>
NET ASSETS	
Unrestricted	18,156
Total net assets	<u><u>\$ 18,156</u></u>

The accompanying notes are an integral part of the financial statements.

NORTHERN VIRGINIA TRANSPORTATION AUTHORITY
STATEMENT OF ACTIVITIES
Year Ended June 30, 2009

	<u>Governmental Activities</u>	
	<u>Functions / Programs</u>	
	<u>Totals</u>	<u>General and Administrative</u>
Expenses:		
General and administration	\$ 54,248	\$ 54,248
Total expenses	<u>54,248</u>	<u>54,248</u>
Program revenues:		
Operating grant	<u>50,000</u>	<u>50,000</u>
Net program expense	<u>(4,248)</u>	<u>\$ (4,248)</u>
General revenues:		
Interest income	<u>465</u>	
Change in net assets	<u>(3,783)</u>	
Net assets, beginning of year	<u>21,939</u>	
Net assets, end of year	<u>\$ 18,156</u>	

The accompanying notes are an integral part of the financial statements.

NORTHERN VIRGINIA TRANSPORTATION AUTHORITY
BALANCE SHEET
GOVERNMENTAL FUND
June 30, 2009

	<u>General Fund</u>
ASSETS	
Cash and cash equivalents	\$ 25,476
Deposits and other	<u>2,350</u>
Total assets	<u><u>\$ 27,826</u></u>
LIABILITIES	
Accounts payable	\$ 9,500
Due to other governments - Commonwealth of Virginia	<u>170</u>
Total liabilities	<u>9,670</u>
FUND BALANCES	
Unreserved	<u>18,156</u>
Total fund balance	<u>18,156</u>
Total liabilities and fund balance	<u><u>\$ 27,826</u></u>

The accompanying notes are an integral part of the financial statements.

NORTHERN VIRGINIA TRANSPORTATION AUTHORITY
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
GOVERNMENTAL FUND
Year Ended June 30, 2009

	<u>General Fund</u>
Revenues:	
Intergovernmental revenues:	
Grants:	
Commonwealth of Virginia	\$ 50,000
Interest income	465
Total revenues	<u>50,465</u>
Expenditures:	
Current:	
General and administration	54,248
Total expenditures	<u>54,248</u>
Change in fund balance	(3,783)
Fund balance, beginning of year	21,939
Fund balance, end of year	<u>\$ 18,156</u>

The accompanying notes are an integral part of the financial statements.

NORTHERN VIRGINIA TRANSPORTATION AUTHORITY

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED JUNE 30, 2009

NORTHERN VIRGINIA TRANSPORTATION AUTHORITY

NOTES TO THE FINANCIAL STATEMENTS

Note 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The financial statements of the Northern Virginia Transportation Authority ("NVTa") have been prepared in accordance with accounting principles generally accepted in the United States of America ("GAAP"). The Governmental Accounting Standards Board ("GASB") is responsible for establishing GAAP for state and local governments through its pronouncements (Statements and Interpretations). Governments are also required to follow the pronouncements of the Financial Accounting Standards Board ("FASB") issued through November 30, 1989 (when applicable) that do not conflict with or contradict GASB pronouncements.

A. Reporting Entity

The NVTa is a political subdivision of the Commonwealth of Virginia, created by the Northern Virginia Transportation Authority Act, Chapter 48.2, title 15.2, of the *Code of Virginia* of 1950, as amended, and was granted the following powers, functions, and responsibilities:

- Shall prepare a regional transportation plan for Planning District Eight, to include, but not necessarily be limited to, transportation improvements of regional significance, and shall from time to time revise and amend the plan.
- May construct or otherwise implement the transportation facilities in the plan.
- May contract with others to provide transportation facilities or to operate its facilities, or NVTa may provide and/or operate such facilities itself.
- May acquire land for the purposes of providing transportation facilities or services.
- May prepare a plan for mass transportation services and may contract with others to provide the necessary facilities, equipment, operations, etc., needed to implement the plan.
- General oversight of regional programs involving mass transit or congestion mitigation.
- Long-range regional planning, both financially constrained and unconstrained.
- Recommending regional transportation priorities to state, regional, and federal agencies.
- Developing, in coordination with affected counties and cities, regional priorities and policies to improve air quality.
- Allocating to priority regional transportation projects any funds made available to the NVTa and, at the discretion of the NVTa, directly overseeing such projects.
- Recommending to the Commonwealth Transportation Board priority regional transportation projects for receipt of federal and state funds.
- Imposing, collecting, and setting the amount of certain tolls.
- General oversight of regional transportation issues of a multijurisdictional nature.
- Serving as an advocate for the transportation needs of Northern Virginia before the state and federal governments.
- Authority to issue bonds.

NORTHERN VIRGINIA TRANSPORTATION AUTHORITY

NOTES TO THE FINANCIAL STATEMENTS

Note 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

A. Reporting Entity (Continued)

The counties and cities embraced by the NVTA include the counties of Arlington, Fairfax, Loudoun and Prince William, and the cities of Alexandria, Fairfax, Falls Church, Manassas and Manassas Park. The voting membership of the NVTA is composed of the chief elected officer of the governing body of each county and city embraced by the NVTA, or his designee, who shall be a current elected officer of such governing body (nine). Two members of the House of Delegates and one member of the senate are appointed by their respective bodies, and two citizens are appointed by the Governor. The non-voting membership includes the Director of the Virginia Department of Rail and Public Transportation, or his designee, the Commonwealth Transportation Commissioner, or his designee, and the chief elected officer of one town in a county which the NVTA embraces to be chosen by the NVTA.

All moneys received by the NVTA and the proceeds of bonds shall be used solely for transportation purposes benefiting those counties and cities that are embraced by the NVTA.

The 2007 General Assembly adopted and enacted into law the Governor's substitute for House Bill 3202 (codified at chapter 896) which authorized the NVTA to impose any one or more of seven regional taxes and fees for the purpose of generating revenues for transportation projects and service in Northern Virginia. At its July 12, 2007 meeting, the NVTA resolved to impose all seven regional taxes and fees effective January 1, 2008. On February 27, 2008, the Virginia Supreme Court ruled that the code granting authority to the NVTA to collect taxes and fees was unconstitutional. On March 25, 2008, the Governor signed into law an Act that declared the taxes and fees null and void in accordance with the Virginia Supreme Court's decision, and which provided for the refund of the fees and taxes. Of the funds deposited into NVTA's accounts, the Grantor's tax was refunded to the respective clerk of the circuit court which collected and remitted the tax to the NVTA. The Safety Inspection and Transient Occupancy Tax was remitted to unclaimed property of the State of Virginia.

B. Government-wide and Fund Financial Statements

The government-wide financial statements (the Statement of Net Assets and the Statement of Activities) report information of the governmental activities supported by intergovernmental revenues.

The government-wide Statement of Activities is designed to report the degree to which the direct expenses of a given function are offset by program revenues. Program revenues include grants and contributions that are restricted to meeting the operational requirements of a particular function.

The government-wide Statement of Net Assets reports net assets as restricted when externally imposed constraints on those net assets are in effect. Internally imposed designations of resources are not presented as restricted net assets.

Fund financial statements are provided for the governmental fund. The governmental fund is reported on a Balance Sheet and a Statement of Revenues, Expenditures and Changes in Fund Balance (fund equity).

NORTHERN VIRGINIA TRANSPORTATION AUTHORITY

NOTES TO THE FINANCIAL STATEMENTS

Note 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

C. Measurement Focus, Basis of Accounting and Financial Statement Presentation

Government-wide Financial Statements – The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Intergovernmental revenues, consisting of Commonwealth of Virginia and local operating grants, are recognized in the period the funding is made available.

Governmental Fund Financial Statements – The Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, NVTa considers revenues to be available if they are collected within 90 days of the end of the current fiscal year end. Expenditures are recorded when a liability is incurred under the full accrual method of accounting.

D. Fund Accounting

The financial activities are recorded in individual funds, each of which is deemed to be a separate accounting entity with a self-balancing set of accounts. For fiscal year 2009, the financial activities have been classified into one governmental fund. This General Fund accounts for all financial activities of the NVTa, which includes administrative activities, and the collection and refund of those taxes and fees declared null and void.

E. Estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenue and expenses during the reporting period. Actual results could differ from those estimates.

F. Restricted Cash and Cash Equivalents

Restricted cash and cash equivalents represent taxes and fees declared null and void, and payable to the Treasurer of Virginia under the refund plan signed into law on March 25, 2008.

NORTHERN VIRGINIA TRANSPORTATION AUTHORITY

NOTES TO THE FINANCIAL STATEMENTS

Note 2. DEPOSITS AND INVESTMENTS

At June 30, 2009, cash and cash equivalents consisted of the following, at cost which approximates fair value:

	Governmental <u>Activities</u>
Cash	\$ 2,458
Local Government Investment Pool	<u>22,848</u>
	25,306
Restricted:	
Cash	<u>170</u>
Total	<u><u>\$ 25,476</u></u>

Deposits: All cash of NVTa is maintained in accounts collateralized in accordance with the Virginia Security for Public Deposits Act, Section 2.2-4400 et. seq. of the *Code of Virginia* or covered by federal depository insurance.

Investments: State statutes authorize local governments and other public bodies to invest in obligations of the United States or its agencies thereof, obligations of the Commonwealth of Virginia or political subdivisions thereof, obligations of the International Bank for Reconstruction and Development (World Bank), the Asian Development Bank, the African Development Bank, "prime quality" commercial paper and certain corporate notes; bankers' acceptances, repurchase agreements and the State Treasurer's Local Government Investment Pool (LGIP).

NVTa has investments in the LGIP. The LGIP is a professionally managed money market fund which invests in qualifying obligations and securities as permitted by Virginia statutes. Pursuant to Section 2.2-4605 *Code of Virginia*, the Treasury Board of the Commonwealth sponsors the LGIP and has delegated certain functions to the State Treasurer. The LGIP reports to the Treasury Board at their regularly scheduled monthly meetings. The fair value of the position of the LGIP is the same as the value of the pool shares, i.e., the LGIP maintains a stable net asset value of \$1 per share. The LGIP has been assigned an "AAAm" rating by Standard and Poor's and all of the investments made by NVTa are held here. The maturity of the LGIP is less than one year.

NVTa does not have a written formal investment policy.

NORTHERN VIRGINIA TRANSPORTATION AUTHORITY

NOTES TO THE BASIC FINANCIAL STATEMENTS

Note 3. DUE TO OTHER GOVERNMENTS

On June 30, 2009 the NVTA was holding fee revenue declared null and void in the amount of \$170. These funds were received by the NVTA during the current fiscal year, and will be remitted to the Treasurer of the Commonwealth of Virginia in accordance with the refund plan signed into law by the Governor of Virginia on March 25, 2008.

Note 4. PENDING GASB STATEMENTS

At June 30, 2009 the Governmental Accounting Standards Board (GASB) had issued several statements not yet implemented by NVTA. The statements which might impact NVTA are as follows:

GASB Statement No. 51, *Accounting and Financial Reporting for Intangible Assets*, establishes standards of accounting and financial reporting for intangible assets. Statement No. 51 will be effective for periods beginning after June 15, 2009.

GASB Statement No. 53, *Accounting and Financial Reporting for Derivative Instruments*, addresses the recognition, measurement, and disclosure of information regarding derivative instruments entered into by state and local governments. Statement No. 53 will be effective for periods beginning after June 15, 2009.

GASB Statement No. 54, *Fund Balance Reporting and Governmental Fund Type Definitions*, establishes standards to enhance the usefulness of fund balance information by providing clearer fund balance classifications that comprise hierarchy based primarily on the extent to which a government is bound to observe constraints imposed upon the use of the resources reported in governmental funds. Statement No. 54 will be effective for periods beginning after June 15, 2010.

NORTHERN VIRGINIA TRANSPORTATION AUTHORITY

SUPPLEMENTARY INFORMATION

YEAR ENDED JUNE 30, 2009

NORTHERN VIRGINIA TRANSPORTATION AUTHORITY
SUPPLEMENTARY INFORMATION
SCHEDULE OF GENERAL AND ADMINISTRATIVE EXPENDITURES
GENERAL FUND
Year Ended June 30, 2009

Expenditures

Payroll and benefits:

Salaries and wages	\$ 17,000	
Temporary employment	3,020	
Payroll taxes	<u>1,244</u>	
Total payroll and benefits		\$ 21,264

Office expenditures:

Office rent	5,900	
Office supplies	640	
Copier, duplication and printing	888	
Postage and delivery	117	
Telephone	420	
Bank fees	<u>560</u>	
Total office expenditures		8,525

Other expenditures:

Meeting expenses - NVTA	964	
Public information and outreach	434	
Auditing	<u>23,061</u>	
Total other expenditures		<u>24,459</u>

Total expenditures		<u><u>\$ 54,248</u></u>
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NORTHERN VIRGINIA TRANSPORTATION AUTHORITY

COMPLIANCE SECTION

YEAR ENDED JUNE 30, 2009

**INDEPENDENT AUDITORS' REPORT ON
INTERNAL CONTROL OVER FINANCIAL REPORTING
AND ON COMPLIANCE AND OTHER MATTERS
BASED ON AN AUDIT OF FINANCIAL STATEMENTS
PERFORMED IN ACCORDANCE WITH
GOVERNMENT AUDITING STANDARDS**

To the Honorable Board Members
Northern Virginia Transportation Authority
Fairfax, Virginia

We have audited the financial statements of the Northern Virginia Transportation Authority (the Authority), as of and for the year ended June 30, 2009, and have issued our report thereon dated January 7, 2010. We conducted our audit in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the *Specifications for Audits of Authorities, Boards, and Commissions*, issued by the Auditor of Public Accounts of the Commonwealth of Virginia.

Internal Control Over Financial Reporting

In planning and performing our audit, we considered the Authority's internal control over financial reporting as a basis for designing our auditing procedures for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Authority's internal control over financial reporting. Accordingly, we do not express an opinion on the effectiveness of the Authority's internal control over financial reporting.

A control deficiency exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect misstatements on a timely basis. A significant deficiency is a control deficiency, or combination of control deficiencies, that adversely affects the Authority's ability to initiate, authorize, record, process, or report financial data reliability in accordance with accounting principles generally accepted in the United States of America such that there is more than a remote likelihood that a misstatement of the Authority's financial statements that is more than inconsequential will not be prevented or detected by the Authority's internal control.

A material weakness is a significant deficiency, or combination of significant deficiencies, that results in more than a remote likelihood that a material misstatement of the financial statements will not be prevented or detected by the Authority's internal control.

Our consideration of internal control over financial reporting was for the limited purpose described in the first paragraph of this section and would not necessarily identify all deficiencies in internal control that might be significant deficiencies or material weaknesses. We did not identify any deficiencies in internal control over financial reporting that we consider to be material weaknesses, as defined above.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Authority's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions and specifications was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

This report is intended solely for the information and use of the Board members, management, the Auditor of Public Accounts, and other Federal and state agencies and is not intended to be and should not be used by anyone other than these specified parties.

PBGH, LLP

Harrisonburg, Virginia
January 7, 2010

Jurisdiction and Agency Coordinating Committee Northern Virginia Transportation Authority

MEMORANDUM

TO: Martin E. Nohe, Chairman
Northern Virginia Transportation Authority

Members
Northern Virginia Transportation Authority

FROM: Tom Biesiadny, Chairman
Jurisdiction and Agency Coordinating Committee
Northern Virginia Transportation Authority

SUBJECT: Approval of Composition of the Planning Coordination Advisory Committee
(Agenda Item 5.C.)

DATE: January 8, 2010

Recommendation:

The Jurisdiction and Agency Coordination Committee recommends that the Authority request that each member jurisdiction and each town that maintains its own roads to appoint one member to the Planning Coordination Advisory Committee (PCAC) and direct the Jurisdiction and Agency Coordination Committee and the Counsel of Council to prepare an appropriate change to the By-Laws to codify this membership.

Background:

On July 12, 2007, the Organizational Working Group recommended that NVTa approve Resolution 14B-08, attached. This resolution would have established a charge, membership, quorum and voting requirements for the PCAC. However, the NVTa did not approve this resolution. Instead, it established a committee to consider the composition of the membership of the PCAC and make a final recommendation to NVTa.

On December 6, 2007, following input from the committee members, NVTa approved a motion that the members of the Northern Virginia Regional Commission (NVRC) be designated as the NVTa Planning Coordination Advisory Committee. The NVTa subsequently clarified that members of the Planning Coordination Advisory Committee going forward would be the same as the duly constituted members of the NVRC.

Chairman Martin E. Nohe
Members, Northern Virginia Transportation Authority
January 8, 2010
Page Two

On June 12, 2008, NVTa approved by-laws containing the following statement regarding the PCAC membership:

- (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.]

The original Organizational Working Group recommendation envisioned that the PCAC members would be elected officials who were not members of NVTa. The concept was to broaden participation in NVTa activities to try to build a wider constituency for NVTa and its long range transportation plan recommendations. However, the proposal to have the members of NVRC serve as the members of the PCAC has been more complicated than originally envisioned. If the NVTa were to remain faithful to the original recommendation that PCAC members not be members of NVTa, several current members of NVRC would not be able to serve on the PCAC. However, some jurisdictions only have one member on NVRC. The “no overlap” goal would effectively prevent such jurisdiction from being represented on the PCAC, if the jurisdiction’s chief elected official was their only representative on NVRC. Additional language could be crafted to address this situation, but there has also been a feeling that NVTa members should not serve on the PCAC, because, if they do, they will be effectively voting on the same issues twice.

In an effort to simplify the discussion, the JACC recommends that the NVTa approve the original Organizational Working Group recommendation that each NVTa jurisdiction and towns that maintain their own roads be asked to appoint one member to the PCAC and the Jurisdiction and Agency Coordinating Committee and the Council of Counsels prepare a change to the NVTa By-Law to reflect this composition. Under this approach, the PCAC would have 14 members. It is anticipated that at most, the PCAC would meet quarterly while the TransAction 2040 Long Range Transportation Plan is being developed. After the plan is approved, the PCAC would likely meet less frequently.

Excerpts from the minutes of December 6, 2007, the NVTa By-laws and the Code of Virginia are attached for information.

Jurisdiction and Agency Coordinating Committee members and I will be available at the January 14, 2010, NVTa meeting to answer questions.

Cc: Members, NVTa Jurisdiction and Agency Committee
Members, Council of Counsels

NORTHERN VIRGINIA TRANSPORTATION AUTHORITY

RESOLUTION 14B-08

**ESTABLISHING THE NORTHERN VIRGINIA TRANSPORTATION AUTHORITY'S
PLANNING COORDINATION ADVISORY COMMITTEE AND ITS CHARGE**

WHEREAS, the § 15.2-4837 of the Code of Virginia requires NVTa to establish a planning committee "to 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;" and,

WHEREAS, the NVTa will need advice on policy issues related to the periodic update of the NVTa's Long Range Transportation Plan (currently TransAction 2030), and the development of NVTa's Six Year Program with consideration to regional transportation, land use and growth issues; and,

WHEREAS, the NVTa anticipates having staff to support such a committee.

NOW, THEREFORE, BE IT RESOLVED BY NVTa THAT:

1. The NVTa does create the Planning Coordination Advisory Committee (PCAC).
2. The NVTa does charge the PCAC with advising the NVTa on larger policy issues related to the periodic update of the NVTa's Long Range Transportation Plan (currently TransAction 2030), and the development of NVTa's Six Year Program with consideration to regional transportation, land use and growth issues (including follow up to the ATLAS Study), and providing advisory recommendations to the NVTa members, as described in Attachment A.

Adopted by the Northern Virginia Transportation Authority, on this 12th day of July, 2007.

BY
Chairman

Attest
Vice Chairman

Planning Coordination Advisory Committee

Statute: *The Authority also 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](#).*

Charge: This committee of elected officials shall be responsible for advising the NVTa on larger policy issues related to the periodic update of the NVTa's Long Range Transportation Plan (currently TransAction 2030), and the development of NVTa's Six Year Program with consideration to regional transportation, land use and growth issues (including follow up to the ATLAS Study), and providing advisory recommendations to the NVTa members.

Membership: Elected officials who are not members of NVTa, including one member from the Towns of Dumfries, Herndon, Leesburg, Purcellville, Vienna, and any town that receives the specified street payment in the future; one member each from the Cities of Fairfax, Falls Church, Manassas and Manassas Park; two members each from the City of Alexandria and Arlington County; three members each from Loudoun and Prince William Counties, and four members from Fairfax County (23 members). Members will be appointed annually by their local governing bodies. The Chairman will be selected by the NVTa Chairman. Staff support shall be provided by the NVTa Executive Director or his/her designee.

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 action 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.

Excerpt from December 8, 2007, NVTA Meeting Minutes

Item 4.D

Approval of Charge for the Planning Coordination Advisory Committee

Mr. Biesiadny stated that this item was considered the NVTA at the July meeting and was deferred to allow for further discussion. Chairman Zimmerman requested that the NVTA move forward with the original recommendation and over the course of a year revisit and evaluate how it is working and make sure it is accomplishing the goals that NVTA intended.

Chairman Connolly moved for a substitute motion: that the members of the Northern Virginia Regional Commission (NVRC) be designated as the appropriate body for Planning Coordination Advisory Committee. Seconded by Delegate Frederick.

The substitute motion became the main motion and was approved unanimously.

The NVTA considered a clarifying motion: that members of the Planning Coordination Advisory Committee going forward the same as the duly constituted members of the NVRC.

The motion carried.

Excerpt from NVTB By-Laws, Adopted June 12, 2008

Article V

D. Planning Coordination Advisory Committee (PCAC).

- (1) Charge. This committee shall be responsible for advising the NVTB on broad policy issues related to the periodic update of the NVTB's Long Range Transportation Plan (e.g., TransAction 2030) and the development of the NVTB's Six Year Program with special consideration to regional transportation, land use and growth issues and provide advisory recommendations to the NVTB.
- (2) Membership. All members shall be elected officials from jurisdictions embraced by the NVTB. Such membership shall include, as a minimum, one elected official from each town that is located in any county embraced by the NVTB and receives street maintenance payments. [Remaining membership TBD.]
- (3) Chairman. The chairman and vice chairman shall be appointed by the Chairman of the NVTB.
- (4) Staff Support. Staff support shall be provided by the NVTB 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.

Code of Virginia

§ 15.2-4837. Formation of advisory committees.

The Authority shall have a technical advisory committee, consisting of nine 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. Six members shall be appointed by local jurisdictions and three members shall be appointed by the chairman of the Commonwealth Transportation Board. The technical advisory committee shall advise and provide recommendations on the development of projects as required by § [15.2-4838](#) and funding strategies and other matters as directed by the Authority. The Authority also 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](#). The Authority may, in its discretion, form additional advisory committees.

(2002, c. [846](#).)

5.D.

Jurisdiction and Agency Coordinating Committee Northern Virginia Transportation Authority

MEMORANDUM

TO: Martin E. Nohe, Chairman
Northern Virginia Transportation Authority

Members
Northern Virginia Transportation Authority

FROM: Tom Biesiadny, Chairman
Jurisdiction and Agency Coordinating Committee
Northern Virginia Transportation Authority

SUBJECT: Approval of Scope of Work for TransAction 2040 Update (Agenda Item 5.D.)

DATE: January 8 , 2010

Recommendation:

The Jurisdiction and Agency Coordinating Committee (JACC) recommends that the Authority approve the scope of work for the development of the TransAction 2040 Northern Virginia Long Range Transportation Plan in substantial form while allowing the JACC to make minor editorial changes and add procurement language, and authorize the JACC to work with the Northern Virginia Transportation Commission to issue a request for proposals for consultant support in February 2010.

Background:

NVTA's statutory authority requires the Authority to update its long range transportation plan every five years. NVTA adopted TransAction 2030 during FY 2007. In the past, this update has taken approximately two years to complete. To meet the statutory requirement, the process of updating the plan has been initiated and will need to be completed during FY 2012. The Jurisdiction and Agency Coordination Committee has developed a draft scope of work of the plan for the review of the Authority. The scope of work was initially presented at the November 2009 NVTA meeting. Since then, some comments have been received and incorporated into the scope. In addition, several aspects of the technical approach have been updated. The scope of work is attached for the Authority's consideration. Also attached is a summary of TransAction 2030. The major changes to TransAction 2030's scope of work are summarized below.

Additional comments can be submitted to the Jurisdiction and Agency Coordinating Committee's project manager, Monica Backmon, at mbackmon@pwcgov.org. The JACC will work to incorporate comments received by January 13, 2010.

The proposed changes to the draft TransAction 2040 scope of work from what was presented at the November meeting include:

- Removal of TPB's regional conformity model as the preferred modeling approach and allowing alternative options to be presented by the winning consultant team.
- Completed projects will be deleted from the Plan and included in the baseline.
- Cost estimates for all projects will be recalculated from scratch (rather than inflating old estimates).
- Highway and transit level of service language has been revised.
- Inconsistencies between the projects in TransAction 2030 and current construction projects and other planning documents will be addressed.

New analyses being proposed for TransAction 2040 include:

- The planning horizon extended from 2030 to 2040 to match TPB modeling and the next Constrained Long Range Plan.
- The project list to be opened to new projects.
- Cost-benefit calculations will be considered as part of the prioritization process, possibly using a methodology developed for U.S. Department of Transportation's TIGER discretionary grant program.
- Individual highway and transit projects will be tested to determine their impact on vehicle miles traveled and delay across the entire Northern Virginia network. This information will also be used in the project prioritization.

Other proposed changes for TransAction 2040, include:

- Consideration of using TPB's new travel demand model, incorporating major 2007 data collection effort.
- Involving the NVTa's Planning Coordination Advisory Committee (elected officials) and Technical Advisory Committee (individuals with transportation expertise).
- Analyzing recommended network(s) using an alternative land use scenario.
- Incorporating HOT lanes projects on the Beltway and I-95/395.
- Considering possibility of other HOT lanes projects.

Chairman Martin E. Nohe
Members, Northern Virginia Transportation Authority
January 8, 2010
Page Two

The proposed schedule for TransAction 2040 is:

- November 2009: NVTa Briefing on Scope of Work
- January 2010: NVTa Adoption of Scope of Work
- February 2010: RFP Issuance
- Summer 2010: NVTa Approval of Consultant Contract
- Fall 2011: Recommendations Presented to NVTa & Jurisdictions
- December 2011: Transmission of Summary Findings to General Assembly
- Winter 2012: Local Government Consideration and Endorsement
- Spring 2012: NVTa Adoption

The NVTa will also be considering a recommendation regarding the Planning Coordination Advisory Committee. In addition, NVTa appointed six members of the Technical Advisory Committee (TAC) and an additional seven people to recommend to the Secretary of Transportation for the three positions on the TAC that he is designated to appoint. If the Secretary makes his appointments prior to the NVTa meeting, details will be provided to the meeting. The JACC will schedule meetings with both the PCAC and the TAC after the January 14, 2009, NVTa meeting.

Jurisdiction and Agency Coordinating Committee members and I will be available at the January 14, 2010, NVTa meeting to answer questions.

Attachment: a/s

Cc: Members, NVTa Jurisdiction and Agency Coordinating Committee

On December 16, 1999, the Transportation Coordinating Council of Northern Virginia (TCC) adopted the Northern Virginia 2020 Transportation Plan to guide the region's transportation priorities and funding allocations. The TCC resolution endorsing the plan directed that the plan be updated and presented to the member jurisdictions at least every five years.

In 2002, the Virginia General Assembly established the Northern Virginia Transportation Authority (NVTA). Among other things, the General Assembly charged the NVTA with preparing "a regional transportation plan for Planning District Eight, to include, but not necessarily be limited to, transportation improvements of regional significance, and those improvements necessary or incidental thereto, and shall from time to time revise and amend the plan."

For two years, NVTA worked with the local jurisdictions and regional and statewide transportation agencies to update the Northern Virginia 2020 Transportation Plan. The result of this effort is the TransAction 2030 Long-Range Transportation Plan.

The effort included the following activities:

- Updating the Northern Virginia 2020 Transportation Plan project list to delete projects that were completed between 1999 and 2005;
- Updating the cost estimates for the remaining projects in the 2020 Plan;
- Updating project scopes, based on studies undertaken between 1999 and 2005;
- Extending the planning period from 2020 to 2030;
- Modeling the impact of constructing/implementing the projects in the TransAction 2030 Plan on the region's highway network and comparing these impacts to the Washington region's Constrained Long-Range Plan (CLRP) which is adopted by the Transportation Planning Board; and
- Calculating the funding required to fully implement the TransAction 2030 Plan.

The TransAction 2030 effort also involved several other aspects that were not part of the Northern Virginia 2020 Transportation Plan. These include:

- Conducting a statistically valid public opinion poll to assess the public's view of the most important transportation improvements for the region and the funding sources they found most acceptable to pay for them;
- Conducting public outreach at large jurisdictional fairs, as well as through a traditional public meeting;
- Developing transit level of service maps based on passenger loads, service coverage, travel time, frequency and hours of service;
- Developing park-and-ride lot level of service maps;
- Developing multi-modal level of service information for eight corridors (Route 7, the Beltway arterials [a combination of Franconia Road, Backlick Road, Gallows Road and Chain Bridge Road], U.S. Route 1, U.S. Route 29, U.S. Route 50, Route 28, the Fairfax County Parkway and the Tri-County Parkway);
- Prioritizing projects within each of the eight corridors in the region using objective criteria; and
- Comparing the TransAction 2030 Plan network to the CLRP's 2030 network using objective criteria.

The NVTa's analysis of transit, park-and-ride and multi-modal levels of service is one of the first efforts in this area of transportation planning in the country.

The TransAction 2030 Plan did not add new projects to those identified in the Northern Virginia 2020 Transportation Plan, beyond those identified in the Northern Virginia Regional Bikeway and Trail Study.

The plan does:

- Double the number of Metrorail stations in Northern Virginia as a result of Metrorail extensions in the I-66, I-95 and Dulles corridors;
- Add light rail transit and/or bus rapid transit to the Route 7, Route 28, Crystal City-Potomac Yards and Columbia Pike corridors;
- Add 600 miles of on-road and off-road trails; and
- Increase highway capacity by eight percent above what is already planned in the region's Constrained Long Range Plan.

The TransAction 2030 Plan reaches the following conclusions:

- Northern Virginia's highway level of service has deteriorated significantly from 1999 to 2005.
- Despite planned transportation investments of approximately \$30 billion from 2005 to 2030, as outlined in the region's CLRP, Northern Virginia's highway level of service will continue to decline.
- The proposed additional \$16.6 billion investment between 2005 and 2030, as outlined in the TransAction 2030 Plan, will improve highway level of service in most corridors.
- Even with the investment proposed by the TransAction 2030 Plan portions of I-95, I-395, U.S. Route 1, U.S. Route 7 and the Dulles Toll Road will continue to see one hour or more of stop-and-go traffic in the a.m. peak period in 2030.
- Implementation of the TransAction 2030 Plan requires an additional investment of approximately \$664 million per year for the next 25 years.
- Half of the Northern Virginia residents surveyed believe that public transportation investments are the top priority, compared to only 28 percent who chose highway improvements. There were no significant differences in this result by jurisdiction;
- Northern Virginia residents are willing to pay more to fund both highway and transit improvements.
- When framed in a realistic context; Northern Virginia residents favor increases in the sales tax, over increases in income and gas taxes, to fund transportation improvements.
- Only 68 percent of the areas in Northern Virginia that have household densities to support public transit service actually had transit service in 2005.
- Metrorail operating conditions remain constant in the Dulles corridor and the Orange line with the implementation of the TransAction 2030 Plan; however, additional study will be needed to identify improvements to address future capacity constraints and ridership growth on other lines, particularly the Blue line.
- The level of service on VRE's Manassas line declines between Rolling Road and Alexandria, due to increased ridership and the extensions to Nokesville and Haymarket. Increased turn-back and express trains will need to be examined in the future.
- Implementation of the TransAction 2030 Plan improves accessibility as measured by the average number of jobs within 45 minutes of households via auto and transit.

- The Plan demonstrates significant increases in transit and high occupancy vehicle (HOV) use between many of the activity centers.

TransAction 2030 was endorsed by all nine local jurisdictions that are members of NVTA. NVTA formally adopt TransAction 2030 on September 14, 2006.

The next steps for the TransAction 2030 Plan include:

- Pursuit of additional funding to implement the Plan.
- Incorporation of the Plan into the CLRP as funding becomes available.
- Incorporation of the Plan into Virginia's long range statewide transportation plan.
- Incorporation of the Plan into local comprehensive plans.
- Performance of more detailed analysis on the highway and transit segments that will not improve with the implementation of the Plan to determine what additional improvements are needed.
- Implementation of Plan projects as funding becomes available.

Since the TransAction 2030 Plan did not expand the project list developed by the Northern Virginia 2020 Transportation Plan, the next update of the Plan should evaluate additional projects to address problem areas that remain even if the TransAction 2030 Plan is fully implemented.

The plan indicates a need for \$46.6 billion in transportation funding over the next 25 years. Of this amount, approximately \$30.0 billion is expected to be available from the continuation of existing transportation funding sources. This leaves a deficit of \$16.6 billion over the 25 year period. This translates into an additional annual requirement of approximately \$664 million per year.

Section A

Background and Instructions for Proposers

Context

The transportation challenges facing the Northern Virginia region are familiar:

- The number of vehicles, trips made and miles driven have far out-paced the capacity of our roadways.
- Population and employment continues to grow, but transportation funding has not kept sufficient pace to meet the region's mobility needs.
- The current "Hub and Spoke" transportation network does not address the regional "Web" pattern of suburb-to-suburb trip making effectively, particularly across modes of transportation.
- Air quality continues to be of great concern
- Metrorail capacity on lines serving Northern Virginia is critically constrained. Ridership on the Virginia Railway Express continues to grow significantly.
- Aging infrastructure continues to require more transportation dollars, reducing available revenue for system expansion.
- Incomplete trail and sidewalk networks reduce the potential for bicycle and pedestrian activity in the region.

Background

In July 2002, the Virginia General Assembly created the Northern Virginia Transportation Authority (NVTa) and charged it with developing a regional transportation plan. One of NVTa's primary responsibilities is to recommend transportation projects to the Commonwealth Transportation Board (CTB) for funding. The NVTa is also responsible for preparing a long-range plan for Northern Virginia. The Authority is comprised of 17 members; nine are mayors or chairs, or their designees, of the nine cities and counties that are members of the Authority; two are members of the House of Delegates; one is a State Senator; and two are citizens appointed by the Governor. In addition, the Director of Virginia's Department of Rail and Public Transportation and the Commonwealth Transportation Commissioner, or designee, and a representative of the five towns which maintain their own roads (Dumfries, Herndon, Leesburg, Purcellville, and Vienna) serve as non-voting members. Northern Virginia consists of the counties of Arlington, Fairfax, Loudoun, and Prince William; the cities of Alexandria, Fairfax, Falls Church, Manassas and Manassas Park.

The NVTa adopted the TransAction 2030 Long Range Transportation Plan in FY 2007, updating the Northern Virginia 2020 Transportation Plan that was produced by the Virginia Department of Transportation (VDOT) under the direction of the Transportation Coordinating Council of Northern Virginia which the NVTa replaced. That study identified eight major corridors in Northern Virginia. A 1999 NVTa resolution specified that the updated Plan should be presented to the member jurisdictions every five years. NVTa's authorizing legislation contains a similar requirement.

Since TransAction 2030 was adopted in FY 2007, a number of transportation projects have been completed. At the same time, a transportation funding crisis has deepened, and the region continues to grapple with air quality concerns. Our region's leaders have responded through their initiation and support of ongoing efforts that recognize the linkage among transportation, land use, air quality and other quality of life indicators. Some of these efforts include the Transportation Planning Board's (TPB) Regional

Mobility and Accessibility Study, the Northern Virginia Regional Commission's (NVRC) Alternative Transportation and Land Use Activity II (ATLAS II) Study, and the Commonwealth of Virginia's VTRANS 2035, the statewide, long range multi-modal transportation plan. The objectives of the latest NVTA plan update, known as TransAction 2040, will be to re-evaluate travel demand throughout the Northern Virginia region, analyze the performance of the existing and planned transportation networks for various modes of travel, identify projects that will facilitate improved performance of the transportation network, and prioritize and estimate the cost of improvements needed between now and 2040, noting the lessons offered by other regional and state initiatives.

The Vision adopted by the Transportation Coordinating Council and the NVTA states:

In the 21st century, Northern Virginia will develop and sustain a multimodal transportation system that supports our economy and quality of life. It will be fiscally sustainable, promote areas of concentrated growth, manage both demand and capacity, and employ the best technology, joining rail, roadway, bus, air, water, pedestrian and bicycle facilities into an interconnected network.

The goals established for the TransAction 2040 Plan, which are built on those for the TransAction 2030 Plan include:

- Provide an integrated, multi-modal transportation system
- Provide responsive transportation service to customers
- Respect historical and environmental factors
- Maximize community connectivity by addressing transportation and land use together
- Incorporate the benefits of technology
- Identify funding and legislative initiatives needed to implement the Plan
- Enhance Northern Virginia relationships among jurisdictions, agencies, the public and the business community.

To attain these goals, the projects identified for TransAction 2040, when taken as a whole should:

- Measure the extent of transit service in the region
- Provide increased road and transit capacity
- Improve connections to, from and between activity centers for all modes and populations
- Use technology for more efficient system operations (ITS)
- Integrate transportation operations coordination and traveler information
- Improve connectivity of the regional bicycle and pedestrian trail system
- Incorporate pedestrian and bicycle improvements into roadway improvement projects
- Maintain the existing system for maximum performance
- Provide a multi-modal solution

While these goals are consistent with previous plans, the TransAction 2040 process should be informed by recent research on the connection between land use and transportation, and the increasing awareness of the environmental impacts of vehicle emissions. The consultant team will assist the NVTA in evaluating the transportation needs, proposed projects and cost estimates for improvements needed between now and 2040. Through analysis and a prioritization process that is integrated with a robust public involvement program, the consultant will help the NVTA prioritize the identified projects and develop current and year of expenditure cost estimates. The final section of the Scope of Work provides a list of resources that the NVTA's Jurisdiction and Agency Coordinating Committee (JACC) and its member jurisdictions will provide to the consultant for use in this project. The JACC's TransAction 2040 Subcommittee will coordinate the development of the TransAction 2040 Plan and will serve as the primary sounding board for the project, with the NVTA being the decision making body that will ultimately approve the Plan.

Instructions to Consultants for Developing the Scope of Work

In describing their approach in Tasks 3 and 4, consultants should include in their proposals a strategy for incorporating the TransAction 2030 Plan methodology or a similar process for prioritizing transportation improvements and achieving regional acceptance in their TransAction 2040 proposal. This process should be integrated with the public involvement program, and thoroughly communicated with stakeholders. The consultant should demonstrate how the public involvement in the prioritization process is linked to the goals and objectives and addresses the mobility, environmental, land use, and funding challenges identified in the above section. The methodology will not only be used to prioritize the projects in the TransAction 2040 Plan, but may also be used by the NVTa in subsequent years to prioritize those NVTa funded projects that are included in future CLRP updates, TIP updates, and other initiatives. All modes of transportation projects will be prioritized (transit, highway, ITS, commuter parking, bicycle and pedestrian projects).

The consultant should explain how they would approach the analysis tasks and identify any options that they believe will be necessary to complete the project and meet the needs of the NVTa. This includes any additional network and demand analysis needed to reach a set of transportation improvements that, if implemented between now and 2040 would result in the best reduction in congestion in the Northern Virginia region. This not only includes roadway congestion but also transit capacity issues as well.

The consultant should clearly demonstrate their capability in using the TPB staff's most current travel demand model. They should clearly describe the model inputs, calibration procedures, and recommended outputs for this study.

The effective visual presentation of the outputs is of utmost importance to the NVTa. The format of outputs should be described to show how these outputs will be presented so that the layperson can understand how well the various networks tested measure against the problems listed above.

Preferred presentation formats include maps, graphs, and other figures, as opposed to spreadsheets of data. Add-on modules that are compatible with the regional travel forecasting model will be viewed positively if they are able to enhance the public involvement effort, use a multi-modal perspective to evaluate improvements, and assist decision-makers with evaluating improvements to accomplish regional mobility, environmental protection, land use, and quality of life goals. The consultant should propose their approach for development of an interactive tool for communicating the results of modeling and forecasting the transportation network and how the outcomes will impact individuals and communities. This tool should be incorporated into the public involvement program.

In the development of the TransAction 2040 Plan, the consultant should indicate how they intend to communicate with project steering committees, official oversight bodies, jurisdictions, regional bodies, state agencies and the public who will be impacted by the development of the plan. Public information and participation is critical to this project and should be considered integral to each component of the study. While the parties to the process vary greatly, consistency is essential in communicating effectively.

Establish Working Committee Communication and Schedule

The TransAction 2040 Subcommittee ("subcommittee") of the JACC will assist in identifying and facilitating contact with the appropriate stakeholder groups to confer with during the project including those identified in the NVTa By-laws. Specifically, these NVTa (by-law) created working groups are the Technical Advisory Committee (TAC) and the Planning Coordination Advisory Committee (PCAC). (The details of each respective stakeholder groups are outlined below in sections A and B.)

At the early stages of the project, the consultant – in coordination with the subcommittee - will prepare a detailed meeting schedule, which will include key communication points, key decision points, and

ongoing project updates by the 2040 Subcommittee and consultants for JACC, NVTa, jurisdictional leaders, and stakeholders, in addition to the public communication activities.

A. 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.

B. 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.

Project Coordination

The consultant will report directly to NVTC’s Contract Manager and NVTa’s technical Project Manager, who are responsible for ensuring that the planning process is proceeding according to the direction given by the NVTa and TransAction 2040 Subcommittee dedicated to this planning effort. The technical approach will be supervised and all deliverables reviewed by the TransAction 2040 Subcommittee which is staffed by local jurisdictions, Department of Rail and Public Transportation-Virginia (DRPT), VDOT, WMATA, VRE, Potomac and Rappahannock Transportation Commission (PRTC), and NVTC. Consultants should plan for two rounds of review and revision for all project deliverables; once with the TransAction 2040 Subcommittee and once with the JACC. NVTC’s contract manager is responsible for ensuring expenditures are made according to the budget and schedule.

Section B

Scope of Work

Task 1: Finalize Work Plan

The consultant's initial task for this project is to refine and finalize the scope of work, overall project approach, public outreach plans and project schedule. The consultant will accomplish this task by conferring with the TransAction 2040 Subcommittee members and other stakeholders, reviewing the project approach, travel demand forecasting methodology (Task 3.1), list of optional tasks, and project schedule.

During these preliminary discussions, the consultant may need to incorporate optional tasks, into the scope of work.

This task will precede the Kick-off Meeting. Task 5 in the scope of work provides detail on what is expected.

The outcome of Task 1 will be a finalized work plan with deliverables and project schedule, including all expected presentation materials, flyers and communications materials and a project budget for each task.

Task 2: Inventory of Regional Transportation Needs

The second task of this project will be to identify the transportation needs for Northern Virginia up to the year 2040. The consultant will, at a minimum, review "TransAction 2030," identify regional factors influencing travel demand such as population growth patterns, land use, employment and demographic data, and establishment of the framework for the analysis in Task 3.

The consultant will be expected to seek input from the PCAC, an advisory committee affiliated with the NVTa. This committee, when appointed, will be one of the committees responsible for providing input on regional transportation, land use and growth issues.

The consultant should also be familiar with the TPB approved 2009 Constrained Long Range Plan (CLRP), which was developed with a number of scenarios incorporating land use and transportation objectives and the 2010 CLRP under development by the TPB.

2.1 Review Existing Plans

In this task, the consultant will summarize the previous TransAction 2030 plan processes and outcomes.

The consultant will review all relevant plans prepared either regionally or by affected jurisdictions, including jurisdictional transportation master plans, transit development plans, comprehensive plans, and other relevant studies, that have been completed since TransAction 2030 was adopted September 14, 2006.

The consultant will provide a summary of the existing plans to the TransAction 2040 Subcommittee, the JACC and the NVTa TAC and request any additional input regarding existing plans that need review. Upon the approval of the JACC and the TAC, the consultant will produce a technical memorandum which details the transportation plans that have been reviewed, and identify any conflicts in terms of transportation improvements or strategies among the adopted plan documents that will need to be addressed in subsequent tasks.

2.2 Identify Demographic and Data for Analysis

In this subtask, the consultant will gather necessary demographic information to assess trends that will impact transportation demand in Northern Virginia. The data should include:

- the 2007-2008 MWCOG/TPB Household Travel Survey --(as conducted by the TPB) is incorporated into the travel demand model used in analyzing the transportation networks.
- the most up-to-date population, household and employment projections to 2040 adopted by MWCOG in developing the inventory of transportation needs.
- Demographic trends results from recent transportation plans performed in the region, including the I-66 Corridor Transit/TDM study, the I-95/395 Transit TDM Report, the Fairfax Connector Transit Development Plan, the Loudoun County Transportation Plan, the Arlington County Master Transportation Plan, the City of Alexandria Transportation Master Plan, and other plans as identified, that include demographic projections that further inform the transportation demand in Northern Virginia in the future.

The consultant should prepare a presentation of the demographic data to the TransAction 2040 Subcommittee for discussion and incorporation in the demand analysis. Any major discrepancies identified among the data reviewed should be included in the discussion.

2.3 Identify Transportation Plans and Projects for Analysis

Once the demographic inputs affecting transportation demand are identified, the consultant will begin looking at the project lists from the TransAction 2030 Plan, and the other transportation plans that have been developed in the region.

The project lists will need to be revised to reflect the outcome of completed projects, jurisdictional plans, regional plans, statewide plans, including strategic plans for transportation and traveler information systems, and corridor studies conducted since the previous plan was adopted.

The consultant team will obtain project lists and existing cost estimates from various recent planning efforts, including the 2010 CLRP, VDOT's Six-Year Plan, the Washington Metropolitan Area Transportation Authority's (WMATA) Capital Improvement Program, the Virginia Railway Express (VRE) Strategic Plan, the Statewide Surface Transportation and Statewide Intelligent Transportation Systems (ITS) Plans, Jurisdictional Transit Development Plans (TDP), Jurisdictional Transportation Master Plans, VTrans2035 Statewide Long Range Intermodal Transportation Plan, and other relevant agency and jurisdictional plans.

Cost estimates should be in 2010 dollars and the consultant may be asked to inflate these cost estimates to year of expenditure. The consultant should develop new cost estimates for any projects for which current estimates do not exist or for which the existing estimate is more than two years old.

As the plans are reviewed, discrepancies or gaps should be noted. For example, Virginia's long-range multimodal transportation plan, VTrans2035, identified 11 "Corridors of Statewide Significance" that represent major connections to the Commonwealth's major activity centers. Four out of 11 corridors traverse through Northern Virginia (I-66, I-95/395, U.S. Route 29 and U.S. Route 15). Three of the four state-identified corridors are included in TransAction 2030 related.. In VTrans 2035, these statewide corridors were broadly defined to include nearby or parallel roadways and rail lines. In this example, the consultant should identify nearby or parallel roadways and rail lines when examining other regional corridors. In TransAction 2030, the plan identified the following eight regional corridors:

1. Dulles/VA Route 7 Corridor
2. Loudoun County Parkway/Tri-County Parkway and VA 234/VA 659 Corridor
3. VA 28 Corridor
4. Prince William Parkway (VA 3000) Corridor
5. Fairfax County Parkway (VA 7100) Corridor

6. I-66/US 29/US 50 Corridor
7. I-495 Beltway Corridor
8. I-95/I-395/US Route 1 Corridor
9. “Corridor 9” – other projects not clearly in one of the other specific corridors but are in the boundaries of Northern Virginia

The deliverable from this subtask will be a current list of transportation projects including cost estimates for transit, highway, ITS, commuter parking, bicycle, and pedestrian projects. Discrepancies identified by the consultant, such as “network gaps” or “emerging corridors”, should be highlighted for discussion with the TransAction 2040 Subcommittee for discussion.

All projects completed since TransAction 2030 was adopted should be noted for inclusion in the baseline transportation network for the modeling to be completed in Task 3.

2.4 Identify New Projects for Inclusion in Plan

Based on input from the various documents reviewed in Task 2.3, the local jurisdictions, the TAC, citizens and other stakeholders as well as the modeling effort undertaken in Task 3, the consultant shall identify a list of new projects to be included in TransAction 2040. The consultant will develop cost estimates for each of these projects.

2.5 Identify Land Use Plans for Analysis

In addition to the land use scenario used to project travel demand in the MWCOC’s 2010 CLRP planning process, the consultant will identify alternative land use assumptions including the NVRC’s Alternative Transportation and Land Use Study Phase II (ATLAS II) recommendations, and the MWCOC’s CLRP Aspirations Scenario. These assumptions, which make adjustments to population, household and employment inputs into the baseline models, have been developed to create more transit-oriented land use scenarios for analyzing the effectiveness of the transportation network.

The consultant will identify a land use strategy to be used in testing against the baseline in conjunction with the TransAction 2040 Subcommittee. The consultant is not expected to develop a new land use scenario from scratch for this task.

The final products of Task 2 will be a demographic analysis, a current list of transportation projects with updated costs to be implemented through 2040, a list of projects completed since TransAction 2030 was developed, and a set of land use scenarios to be included in the transportation network analysis in Task 3.

Task 3: Analysis

The primary objective in “Task 3” is to take the inputs identified in Task 2 and test various transportation networks and land use scenarios to determine how well these factors or assumptions address the projected or anticipated congestion in the Northern Virginia region.

The consultant will generate a series of maps and other outputs based on the modeling approach determined in Tasks 1 and 3.1 that will clearly show the effect of transportation improvements on levels of congestion and other evaluation criteria.

3.1 Travel Demand Model Runs

The consultant will develop and present a set of network and land use scenario analyses to help decision-makers in the region understand future demand and prioritize projects. With this objective, the consultant should consider alternative travel demand forecasting approaches and discuss their potential outcomes with the TransAction 2040 Subcommittee prior to finalizing a specific modeling approach in Task 1. It is recognized that this is the most critical portion of the project.

In addition to considering simply applying the existing regional conformity model, the consultant should also consider the following strategy provided by VDOT staff, and discuss how this would be implemented or improved upon:

Potential Modeling Approach for Plan Development

Use a demand trip table to develop the Plan to address gridlock, not the Conformity trip table. The Conformity trip table is developed based on transportation supply and speed feedback. It is based on the theory that severely congested transportation conditions in a corridor or subarea will cause individuals to change the location of their housing and/or employment to shorten their trips. Using this trip table for Plan development could result in locating infrastructure improvements in corridors that will not give us the most effective investments because they are not based on demand.

Example of Using Conformity Model Trips for Plan Development

Use of the conformity model trips can lead to anomalies. As an example, in the previous TransAction 2030 Plan the modeling for the I-66/Route 50 corridor outside the Beltway forecast a good 2030 LOS even though there was a large increase in land activity growth in this corridor by 2030 and even though there were no significant infrastructure improvements planned in this corridor. The most probable explanation for this anomaly is that the Conformity supply side trip table changed trip patterns by shortening trip lengths, changing trip distributions and diverted the remaining trips to other corridors that the model finds still having capacity. This trip diversion is OK for conformity where we want to estimate emissions to see if we can meet the emissions budget but can produce suspect results when used for plan development.

The Need for a Trip Table Based on Demand for Plan Development

A demand trip table is based on what the volumes would be if we have LOS D/E or better on all our major arterials and freeways. LOS F speeds in the model distort future trip patterns and volumes in trip table development.

Final TransAction 2040 Plan Product

The final TransAction 2040 Plan could be developed and based on a 2040 demand trip table (by mode). This approach would provide more direct input into prioritizing the elements in the plan based on the criterion of their contribution to reducing regional congestion. The results of this exercise will be used in the project based performance evaluation outlined in section 3.2.

As noted above, the demand trip table approach may offer advantages for more clearly identifying congested corridors and prioritizing improvements based on congestion relief. However further discussion about the use of this approach should occur during Task 1.

The consultant is expected to begin with the updated TransAction 2030 network, reflecting the current status of projects that have been completed, adding new projects and eliminating projects that are no longer being considered to show where the TransAction 2040 process begins in addressing the projected travel demand. The consultant will obtain the 2010 CLRP network (round 7.2A (or most current) cooperative forecast) for 2040 from the TPB staff.

The consultant should determine the model runs and inputs needed that will facilitate the prioritization process in Task 4. The strategy developed for this task should be explained thoroughly, with deliverables clearly identified so that all options are clear and can be finalized in Task 1.

The deliverable for Task 3.1 is a set of transportation demand model outputs based on agreed-upon network and land use scenarios for a 2040 base network as well as an alternative land use network.

3.2 Analysis of Model Output

The consultant should consider the project evaluation process that was adopted by the NVTa and used to help prioritize projects for the TransAction 2030 Plan. In this task, the consultant will prepare the data necessary to undertake the prioritization effort. In TransAction 2030, projects were ranked against each criteria by mode using a (consumer report) approach that was translated into numerical values. The individual criteria are shown below and further described in attachment B. In conducting this ranking, the consultant shall also consider the results of the market research undertaken in Section 5.2.

Qualitative Project-Based Performance Evaluation Criteria

How well does a project perform compared to other projects in the corridor?

- *Activity Center Connections*
- *Multi-modal Choices*
- *Person Throughput*
- *Intermodal Connections*
- *Management and Operations Urgency*
- *Need for Rehabilitation*
- *Compatibility with Local Plans*
- *Land Use Support*
- *Improved Bicycle and Pedestrian Travel Options*
- *Reduced Roadway Congestion*
- *Safety*
- *Cost Sharing*
- *Freight Movement*

Network-Based Performance Evaluation Criteria

How well does the overall system perform?

- *Provide an Integrated Multi-modal Transportation System*
- *Improve Mobility*
- *Improve Accessibility*
- *Improve Transportation Land Use Linkage*
- *Protect the Environment*

Scored projects and network model runs are used to develop a set of prioritized projects that will be presented to the public for comment and approval by the NVTa. The consultant should have understanding of this process as the model outputs are analyzed.

3.2.1. The consultant will analyze the model results and determine which combination of projects best address the projected travel demand and reduces congestion for the horizon year in each scenario modeled. Mode shares should reflect the availability of alternatives in the underlying network and in the project list.

3.2.2. The consultant will use the USDOT's federal guidance on cost/benefit analysis issued in reference to the USDOT's federal guidance on Cost Benefit Analysis. This guidance was issued in reference to the Transportation Investments Generating Economic Recovery (TIGER) Grant application issued in May of 2009, to establish set of values for each project. This cost benefit analysis will be added to the other project based performance evaluation criteria.

The deliverable for Task 3.2 is a report to the TransAction 2040 Subcommittee showing the list of projects that are planned in the region, and their benefit to the transportation network. The impact on network performance of the projects should be prepared for presentation and discussion with the TransAction 2040 Subcommittee.

3.3 Development of Level of Service (LOS) Maps Showing Network Performance

One of the most important outputs from the modeling exercise is LOS maps for each of the transportation networks described above. The highway LOS maps provided in the TransAction 2030 summary report have proven quite useful. The region's leadership has frequently referred to these maps to explain the region's transportation needs and advocate for additional funding. The NVTa is seeking LOS maps for highway, transit, pedestrian and bicycle, and park and ride lots.

3.3.1. Highway LOS Maps

The consultant should consider the following in the development of the LOS maps:

- Coding the 2040 Plan highway and transit network and running the travel demand model selected pursuant to Tasks 1 and 3.1;
- Developing highway LOS maps using similar criteria to those in the TransAction 2030 Plan.

3.3.2. Transit LOS Maps

The consultant should consider the following in the development of the LOS maps:

- The Transit Capacity and Quality of Service Manual (TCQSM) offers one methodology for computing transit LOS. The Highway Capacity Manual adapts four transit LOS measures from the TCQSM for a more simplified methodology. The Florida Department of Transportation Q/LOS Handbook offers an alternative transit LOS methodology, in part, by adding an adjustment factor for street crossing difficulty for pedestrians.
- Forecasts of corridor-level transit person trips, including the ratio of peak transit demand to available capacity;
- Frequency of bus service (buses per hour) compared with land use density (households and jobs per acre, households and jobs in transit travel sheds);
- Access to transit as defined by the percentage of jobs and households within ¼ mile of bus or ½ mile of rail service or within a particular travel time by all connecting modes;
- Change in transit travel time between activity centers;
- Transit ridership;
- Revenue hours of bus and rail services;
- Revenue miles of bus service.

3.3.3. Pedestrian and Bicycle LOS Maps

The consultant will map LOS in terms of connectivity with and access to destinations and multimodal facilities throughout the region. The network should include the Northern Virginia trail network and all existing and planned pedestrian and bicycle facilities. The consultant should identify gaps in the network on the map.

3.3.4. Park and Ride Lot LOS Maps

The consultant will develop a LOS map for park and ride lots in the region. In essence, this will be a park and ride lot capacity and utilization map, which will include parking at rail stations located around the region. This will be done by creating a nomenclature for indicating capacity such as identifying “red” lots that fill up before the end of the AM peak travel period, “yellow” lots that fill up sometime during the day and “green” lots that have available parking throughout the day. Updated park-and-ride capacity and usage data can be obtained through the recently completed VDOT Northern Virginia Park and Ride Lot Feasibility Study, WMATA, VRE, and local jurisdictions.

The deliverable for Task 3.3 will be a series by mode of Level of Service maps indicating the ability of the projects to impact the network performance. The consultant will present the LOS maps to the TransAction 2040 Subcommittee for discussion.

3.4. Feedback Loop

If at the end of the analysis in Task 3, any segment or facility of the network is still functioning at LOS F or worse, the consultant, in conjunction with local governments, state agencies, the TransAction 2040 Subcommittee and the TAC, will identify additional projects to address these problem areas and the consultant will rerun the prioritization and the LOS analysis with these additional projects.

At the end of Task 3, the consultant should prepare a presentation of the draft list of projects to the stakeholder groups upon approval by the TransAction 2040 Subcommittee.

Task 4: Prioritization of Improvements

4.1 Develop Prioritization Approach for Public Input

Using a combination of the NVTa-approved criteria and the cost-benefit analysis developed by the consultant in Task 3, the consultant shall prepare for robust public input into the prioritization process.

The consultant should incorporate the prioritization process previously used by NVTa in the TransAction 2030 Plan indicating how they intend to perform a similar process to gather regional support and buy-in for the array of needed transportation projects and establishment of regional prioritization to enable progress to be made under a range of potential funding realities. Input will be expected to be provided by the PCAC and TAC of the NVTa as well as the public and regional stakeholders. The consultant should show how the goals and objectives of the TransAction 2040 Plan will be presented and discussed with the public, and how the input received will be incorporated into the final plan. Some possible discussion topics may include:

- The types of projects which are most effective in meeting transportation needs
- The types of projects that are most urgently needed
- The willingness of funding agencies to pay for an array of transportation projects
- The relative importance of the projects to the individual, the community and the region

This approach should be implemented at one of the two sets of public workshops outlined in Section 5.3.

4.2 Qualitative and Quantitative Prioritization Process

As developed for the TransAction 2030 Plan, the following criteria have been approved in establishing priorities among transportation projects. The consultant should use these criteria in ranking the projects identified in prior tasks as benefiting the network. The values assigned to each project through this process should be indicated in a detailed project list.

Qualitative Project-Based Performance Evaluation Criteria

How well does a project perform compared to other projects in the corridor?

- *Activity Center Connections*
- *Multi-modal Choices*
- *Person Throughput*
- *Intermodal Connections*
- *Management and Operations*
- *Urgency*
- *Need for Rehabilitation*
- *Compatibility with Local Plans*
- *Land Use Support*
- *Improved Bicycle and Pedestrian Travel Options*
- *Reduced Roadway Congestion*
- *Safety*
- *Cost Sharing*
- *Freight Movement*

Network-Based Performance Evaluation Criteria

How well does the overall system perform?

- *Provide an Integrated Multi-modal Transportation System*
- *Improve Mobility*

- *Improve Accessibility*
- *Improve Transportation Land Use Linkage*
- *Protect the Environment*

The deliverable for this subtask is a detailed list of projects with values assigned based on the above qualitative and quantitative criteria.

The consultant should apply a Transportation Ranking Model such as that described in Attachment A to assist in evaluating the performance of network elements with respect to mobility and cost.

4.3 Cost/Benefit Analysis for Project Prioritization

The consultant should establish a process for evaluating projects consistent with the federal guidance provided for applicants in the “Grants for Transportation Investment Generating Economic Recovery” or “TIGER Discretionary Grants” process. The link to the guidance is show below. <http://edocket.access.gpo.gov/2009/pdf/E9-11542.pdf>. Once approved by the TransAction 2040 Subcommittee, the consultant should use this process to establish cost/benefit values to the list of projects identified in Task 3.

The deliverable for this subtask is a detailed list of projects with values assigned based on the cost/benefit analysis developed by the consultant to be presented to the TransAction 2040 Subcommittee, JACC and the TAC. Further public presentations will follow the development of this deliverable.

Task 5: Public Information and Participation

The consultant, upon approval in Task 1 of the finalized communications program, including the materials needed, the timeframe for each type (technical memorandum, summary report, presentation, graphics, etc.) will execute the communications program. The consultant will work in a collaborative way to ensure that communications are targeted effectively and are timely in their delivery. Communications outreach should, at a minimum, include:

- Project development process – JACC, PCAC, TAC, etc.
- Project updates – JACC, PCAC, TAC, NVTA, NVTC, PRTC, TPB, VDOT, DRPT
- Project Input opportunities – JACC, PCAC, TAC, NVTA, NVRC, VDOT, DRPT, Jurisdictions, citizens
- Communication with relevant elected bodies
- Communication with agency/jurisdiction professionals
- Communication with other community stakeholders/informed interests
- Communication with the public

5.1 The consultant should prepare a plan and schedule for regular meetings with all of the affected groups, as well as regular opportunities to communicate with the public. Additional public involvement opportunities may become evident as the project progresses, and should be anticipated as much as possible.

The consultant should describe their plan for advertising meetings to generate interest among stakeholders and the public.

Throughout the project process, the consultant should make every effort to include all impacted populations including people with disabilities and those with Limited English Proficiency (LEP). Particular languages include Spanish and Korean. Alternative formats should also be made available upon 48 hours notice.

The outcome of this task will be a communications and meeting schedule that is finalized in Task 1.

5.2 Market Research

In addition to communicating the progress of the project, a market research component shall be accomplished to capture perceptions of the proposed transportation plan, projects and investments, and how to fund these investments. Development of priorities by mode and location is a necessary part of the plan development process. As a major component of the public involvement process, which will occur throughout the project, a strategic plan with measurable results to engage the public must be included.

The consultant should indicate what type of interaction is intended and how that will be conducted strategically throughout the project process, and be prepared to discuss this in Task 1. For example, in the TransAction 2030 Plan, a telephone survey was completed. Other area plans have used on-line surveys targeting residents of specific geographic areas. Use of the latest technologies available to solicit input from citizens should be incorporated while also communicating with groups who may not be able to access these technologies. Use of both the data resulting from those efforts and the questions that those efforts left unanswered should be considered. Methods for dissemination of the survey instrument as well as the results should be explained, and should be designed to maintain statistical validity in the process. The results are expected to be used to validate the modeling outcomes, as well as the prioritization process described in Tasks 2 and 3.

A clear and concise writing style should be used in all documentation. Graphics and other visualization tools should be used to help communicate technical information such as projects and costs, modeling techniques and outcomes, and project prioritization. Emphasis on communicating complex concepts in simple, easy to understand language and format is also critical.

5.2 Public Information

The consultant will be responsible for the preparation and distribution of press releases and other mechanisms to communicate with the public via the media. Media contact should be initiated at key project milestones: to announce the kick-off, to advertise the public workshops, and to publicize the final NVTa endorsement of the Plan update. While the consultant may respond to general project questions from the media, the consultant will not serve as the project spokesperson. All policy questions will be directed to the Chairman of the NVTa.

5.2.1 The consultant will be responsible for writing and editing the updated Plan document. Standard desktop publishing features such as headings, styles, and labeled tabs should be used to ensure the Plan is both easy to read as well as convenient to use as a reference document. The final TransAction 2040 Plan is expected to be approximately 100 pages in length and include associated maps, tables, and other figures. Hard copies of this final document will be distributed to NVTa members and NVTa JACC members and Northern Virginia's 50 public libraries (2 copies per library -main and branches). Five additional copies will be distributed to each NVTa jurisdiction. Public distribution of the document will be provided primarily via the website and CD ROM copies (approximately 200 to be made).

5.2.2. Similar to the summary materials developed for TransAction 2030, the consultant will be responsible for the creation of a four-color summary brochure and associated color maps. Two 28"x 21" four color foldable maps will be presented on one sheet of paper (using both front and back). The consultant should produce a 12 page (8.5 x 11) summary brochure that includes a front and back cover with a back cover pocket for the insertion of the maps. Inside pages will be made of approximately 100 pound gloss or semi-gloss FSC or recycled paper. Cover pages will be on 150-200 pound recycled cover stock. Pages will be stapled. Text and graphics will appear on all pages, including the front and back of the cover pages, and on the pocket. The consultant will be responsible for the professional printing up to 9,500 copies of the summary brochure and maps.

5.2.3. The consultant will be responsible for the creation and printing of five separate editions of a two-page, two-sided fact sheet that will be distributed at the public workshops. These will be of a lower-cost

quality than the summary brochure but may include colored headers and figures. These fact sheets will be made available on the project website in Adobe PDF format and mailed upon request. The consultant should produce 2,000 copies of each fact sheet.

The consultant will supply the master copies of camera ready documents and electronic files of all public information materials to the Project Manager.

5.2.4. The consultant will be responsible for the design, posting, and maintenance of an ADA accessible project website and email address to make project information widely available and keep the public up-to-date on the study process. The consultant needs to maintain an exclusive, easy-to-remember phone number for the duration of the project. Access for people with hearing impairments must also be considered. The project website will also include a comment form whereby interested citizens can submit their comments, suggestions and inquiries. A strategy for documenting comments received via the website and integrating those comments into the study process should be developed. The website should be attractive to visitors through unified color schemes and graphics and by making up-to-date information available for review and download. Links must be provided to NVTC, NVTA, and NVRC websites.

5.2.5 The consultant team will be responsible for addressing citizen questions about the project by assigning a knowledgeable staff person to answer telephone calls and respond to citizen mail and email inquiries. The consultant will maintain a mailing list and email list of individuals who attend the public workshops and other persons interested in the project. The consultant will create quarterly four-color, four-page (11X17 double-sided and folded) newsletters that will be sent to this mailing list of approximately 2,000 addresses.

5.3 Public Participation in Workshops and Hearings

In addition to the two sets of four public workshops described below, the consultant will be requested to attend a public workshop to kick-off the study. The workshop will be organized and facilitated by staff rather than the consultant; however it is important that the consultant attend the workshop to understand the breadth of issues raised by the public.

Two sets of four public workshops is envisioned to occur concurrently with each Task 2 and Task 4, the prioritization of improvements. These workshops will be held around the region in strategic locations such as:

- Inside the Beltway/Arlington/Alexandria/Falls Church
- South-Eastern Fairfax County/US Route 1/I-95 Corridor
- Dulles Airport Corridor/Herndon/Loudoun County
- Centreville/Manassas/ Prince William County

While the TransAction 2040 Subcommittee will provide recommendations on venues, the consultant will be responsible for making all workshop arrangements, handling logistics including signage for interior and exterior of facility, coordination with VDOT for use of variable message signs, documenting the meeting and public comments, and providing necessary supplies, including any large-scale plotted maps, flip chart paper, easels and markers, and information materials. Materials in alternative formats, including recorded and large print, sign language interpreters (ASL or Exact Sign English) and translators for non-English speakers and devices for people with hearing impairments need to be made available upon request. Light refreshments (water, coffee and cookies) and incentives for the public to attend should also be included. The consultant will prepare a presentation on the analysis and its outcomes and will deliver this presentation at each of the two sets of public workshops. The consultant will also be responsible for workshop advertising through such means as public service announcements, press releases, bus ads, and web-based announcements, etc. The goal is to get 100 people (not including consultant and jurisdictional staff persons and NVTA members) to attend each of the sets of workshops. All key perspectives should be represented at each of these workshops, including employers, commuters for all transportation modes,

road building, transit, bicycle, pedestrian and smart growth advocates, environmentalists, senior, those with limited English proficiency, and persons with disabilities.

The purpose of the workshops is twofold. First, the consultant will brief the public on the outcome of the inventory and analysis completed in tasks one and two. Second, the workshops will engage participants in project prioritization. Consultants should clearly explain in their proposals in detail, how they intend to involve the public in this prioritization effort. Creative and interactive techniques are encouraged. Concrete recommendations should evolve from these workshops so that they can be relayed to the NVTa prior to the NVTa's final decision on priorities. Offers should explain how input will be obtained, documented, and delivered to the NVTa, and how NVTa action on the input is communicated back to workshop participants and the general public. The consultant will facilitate the workshops and prepare a workshop summary document.

As part of the Public Involvement program, two sets of public hearings will be conducted to gather formal comments regarding the plan, one at the draft phase, and one prior to adoption. A third set of public meetings will be held to present the draft final findings and outcomes.

Task 6: Project Coordination

Consultants should plan for two rounds of review and revision for all project deliverables; once with the TransAction 2040 subcommittee and once with the JACC. One week prior to a meeting with the JACC or the TransAction 2040 subcommittee, the consultant will provide electronic copies of any deliverables to be reviewed. Graphics files, including GIS maps should be exported into a file format that committee members can open such as PDF or PowerPoint. The consultant also should bring 30 hard copies of deliverables and other handouts to JACC meetings, and 15 hard copies of the same to TransAction 2040 subcommittee meetings. This includes color copies of any pages that require color to be easily understood. The consultant should also bring one copy of any large-scale presentation materials. Additional refinements of deliverables may be requested by the NVTa.

The following table outlines the total number of meetings by audience that the consultant is expected to attend. With the exception of the initial kick-off meetings with the NVTa and the public, the consultant will be expected to organize, handle the logistics, and and/or present at these meetings. Typically, monthly meetings with the TransAction 2040 subcommittee will be working meetings to review and provide input on the project progress, and to prepare for presentation to the JACC, followed by other meetings as appropriate public and/or NVTa.

	NVTa TransAction 2040 subcommittee	JACC	NVTa	PCAC	TAC	TPB Tech Committee	Public Workshops (4 per series)	CTB
Kick-off	√		√				√	
Monthly meetings	√	√						
Draft public workshop presentation		√	√					
Public workshop series							√	
Prioritization exercise	√	√	√	√	√			
Draft TransAction 2040 Plan presentation			√	√			√	
Final TransAction 2040 Plan presentation		√	√		√	√		√

APPENDIX

Project Schedule

Milestone	Date
Issue RFP	February 2010
Proposals Due	Spring 2010
Proposal Review & Interviews with top-ranked proposals (if necessary)	Late Spring 2010 / Summer 2010
Consultant recommendation submitted to NVTa for approval	Summer 2010
Initiate contract award	Fall 2010
TransAction 2040 project period (Task 1-5 + optional tasks)	Fall 2010 – Winter 2011
Draft TransAction 2040 Plan submitted to General Assembly	Winter 2011
Local government review and endorsement	Winter 2012
NVTa Adoption	Spring 2012

Available Resources

The following resources are currently available online or will be provided to the Consultant by the NVTI ITC during the study.

- NVTI approved work plan for 2030 Plan Update
- NVTC, NVTI, NVRC websites
 - www.thinkoutsidethecar.org
 - <http://www.novaregion.org/index.html>
 - <http://www.thenovaaauthority.org>
- Link to TPB Vision
 - <http://www.mwcog.org/transportation/activities/vision/>
- 2030 Plan and Public Information Materials
 - <http://www.thenovaaauthority.org/projects.html#transaction>
- Link to the State's ITS Plan/Program
 - <http://www.drpt.virginia.gov/studies/files/STR-DRPT%20ITS%20Plan%202009-08-29.pdf>
- VTRANS 2035
 - <http://www.virginiadot.org/projects/multi-default.asp>
- VDOT Northern Virginia Park and Ride Lot Feasibility Study, including data tables and GIS files
 - <http://www.virginiadot.org/projects/studynova-ParkRide-feas.asp>
- Regional Employment Centers from the 2030 Plan in GIS format
- Northern Virginia Regional Bikeway and Trail Network Study
 - <http://www.fhiplan.com/novabike/>
- GIS Files for Bicycle Latent Demand Analysis completed for above study
- VDOT Northern Virginia Centric Regional ITS Architecture
 - <http://www.vdot-itsarch.com/nova/novaindex.htm>
- VDOT Six-Year Improvement Program
 - <http://syip.virginiadot.org>
- Metropolitan Washington Area ITS Architecture
 - <http://www.mwcog.org/transportation/activities/operations/architecture.asp>
- Final Report on the Development of a Continuing Process for Monitoring Performance Data on Transit-related ITS Investments
 - http://www.thinkoutsidethecar.org/pdfs/monitor_performance_its_investments.pdf
- MWCOC Version 2.2 (TP+ format) network files
- 2009 CLRP network
- CLRP Aspirations network
- TPB's Short-Term Needs Study
- Six-year Transportation Improvement Program
 - <http://www.mwcog.org/clrp/projects/tip/>
- National Capital Region's Financially Constrained Long-Range Transportation Plan (CLRP)
 - <http://www.mwcog.org/clrp/>
- MWCOC's currently approved population, household and employment figures
- MWCOC Regional Activity Clusters GIS files
- MWCOC Mobility and Accessibility Study
 - <http://www.mwcog.org/transportation/activities/regional/>
- 1999 Performance of Regional High-Occupancy Vehicle Facilities on Freeways in the Washington Region: An Analysis of Travel Time. National Capital Region TPB.
- Congressional ITS Earmarks
- Development of an Advanced Public Transportation Plan for the Fairfax Connector Bus System
- WMATA's Regional Bus Study Summary Document
 - <http://www.wmata.com/pdfs/planning/RegBusStudy.pdf>
- WMATA's Capital Improvement Program (6-year and 10-year CIPs)

- WMATA Strategic Plan
- VRE Strategic Plan
http://www.vre.org/about/strategic/strategic_plan.htm
- Base GIS maps from VDOT, WMATA, VRE, local jurisdictions and other agencies
- Local Comprehensive Plans and Transportation Elements
- Arlington County Master Transportation Plan
http://www.arlingtonva.us/departments/EnvironmentalServices/dot/planning/mplan/mtp/MTP_Draft.aspx
- Virginia Department of Rail and Transportation's Studies
 - I- 95/395 Transit TDM report
 - I-66 Transit TDM report
 - Transit ITS Strategic Plan

HIGHWAY AND TRANSIT RANKING MODEL

One of the most important elements in any prioritization process is how each highway or transit improvement reduces congestion, not just for today but for future years based on how the region is expected to grow.

VDOT has a model using outputs from the regional MWCOG/TPB model or any other similar travel demand forecast model to estimate regional vehicle hours of delay reductions resulting from each highway and transit improvement. Say we have 100 highway improvements and 30 transit improvements to rank. The Ranking model uses the future trip table and mode split percentages from the travel forecast model and the 2010 Base Highway network to determine rankings. This is accomplished by identifying the reduction in delay on the highway network that is attributable to each highway or transit project individually. The “best” improvement is the one that produces the greatest reduction in delay (or alternatively, the greatest reduction in delay per dollar cost). This improvement is then added to the Base Network and the process is repeated for another 129 times to find the second “best” improvement. Delay reductions are counted in the rankings only if the reductions are below a threshold LOS. For example, if we say the threshold is LOS E, then any project that improves vehicle hours of delay reductions from LOS D to a higher LOS is not counted for ranking purposes. This model is run in batch mode meaning it runs all by itself for 3 or 4 days on the computer to rank all 130 highway and transit improvements. The consultant will provide all the inputs, run the model with VDOT’s assistance initially, and analyze the model outputs.

Tasks for the Consultant are as Follows:

Data collection from MWCOG/TPB which will be made available from VDOT:

- Base year highway network
- Base year mode split percentage table
- Available 2040 highway network
- Available 2040 mode split percentage table
- Available 2040 home-based work auto driver trip table

Data Preparations for Input to Ranking Model:

- Identify all highway and transit improvements for testing
 - Highway improvements are identified with an ID number coded to all links identified with that improvement.
 - Transit improvements are identified by listing all TAZs within a given distance (say 2 miles) of the improvement
- Code the TRANSACTION 2040 highway and transit improvements to the proposed 2040 networks.
- Prepare the other inputs to run the travel demand forecast model and then run model.
- Prepare a table of costs for each of the highway and transit improvements (VDOT has a table for estimating highway costs).
- Prepare all inputs to run VDOT’s Multi-Modal Ranking Model. VDOT staff (Mazen Dawoud 703 383-2229 or Bill Mann 703 383-2211) will help as needed.

Post Analysis after Running the Ranking Model and Reruns if Desired

The consultant needs to analyze the model results for each ranking. Undoubtedly, some anomalies will appear. For example, a few improvements ranked very low will be found to have a “mistake” in the network coding for those improvements. All mistakes found in network coding need to be fixed. Finally the model with corrections needs to be rerun to get corrected rankings.

The model does have the capability to override a jurisdiction bias or a modal bias. Thus, the consultant should budget to do several re-runs to get equity by mode and jurisdiction as requested by the NVTA. Examples of possible runs;

- Initial regional ranking using LOS E threshold for both highway and transit modes.
- Rankings using LOS D for transit and LOS F for highways. (This will give transit preferential treatment compared to highways.)
- Rankings within each jurisdiction.
- Regional ranking setting different thresholds by mode by jurisdiction. We could test for Arlington a transit threshold at LOS C and highways at LOS F. For Prince William we could set the opposite: F for transit and C highways. This will rank transit high for inner jurisdictions and highways for other jurisdictions. This is just an exaggeration and not recommended for testing. It just illustrates a point for flexibility in modeling ranking runs.

Once all the inputs are prepared, re-running the model to test various model thresholds by jurisdiction and LOS is simple, taking only a few minutes to make a change, for most reruns. If the NVTA wants to see the results of several tests, the consultant may wish to reserve several computers since each run takes days on the computer, but only minutes to submit a rerun. The Ranking Model’s results are similar to TTI’s, which says we are the second worst congested large metropolitan area in the nation. TTI measures delays below a threshold of LOS C on only freeways and major arterials, they do not model arterials and collectors, while our model does. This TTI compatibility means we could estimate where we would stand in national rankings among large metropolitan areas if we could build the top 10 rankings, or top 20, etc.

Jurisdiction and Agency Coordinating Committee Northern Virginia Transportation Authority

MEMORANDUM

TO: Martin E. Nohe, Chairman
Northern Virginia Transportation Authority

Members
Northern Virginia Transportation Authority

FROM: Tom Biesiadny, Chairman
Jurisdiction and Agency Coordinating Committee
Northern Virginia Transportation Authority

SUBJECT: Approval of CY 2010 Work Program and Meeting Schedule (Item 5.E.)

DATE: Revised: January 11, 2010

Recommendation:

The Jurisdiction and Agency Coordinating Committee (JACC) recommends that the Authority approve the attached CY 2010 meeting schedule and work program.

Background:

Following the practice established in 2002, the JACC met to discuss a proposed NVTa work program for 2010. In preparing the proposed CY 2010 work program, the JACC reviewed the CY 2009 work program and noted the progress that was made on each of the items included in the work program. A copy of the analysis is attached.

The proposed work program continues many of the activities undertaken by the NVTa during CY 2009. The most significant change from the CY 2009 work program is the addition of the development of the TransAction 2040 Long Range Transportation Plan. In addition, the JACC has prepared a draft schedule showing how these activities might be addressed during the year. The work program and meeting schedule reflect the current status of regional transportation funding. Additional meetings have been suggested in 2010 to allow the NVTa to act upon various aspects of TransAction 2040. If the General Assembly restores funding for NVTa during the 2010 General Assembly session, the work program and schedule will likely be revised.

The schedule includes one public comment period in January 2010 to give the public the opportunity to comment on NVTa's 2010 Work Program, transportation issues, and the scope of work for TransAction 2040. A second opportunity for public comment is scheduled for November 18, 2010, to allow the public to comment on transportation issues, TransAction 2040 and NVTa's legislative program.

Chairman Martin E. Nohe

Members, Northern Virginia Transportation Authority
January 8, 2010
Page Two

Since the November 12, 2009, NVTA meeting, no comments on the work program have been received; however, the meeting originally proposed for December 9, 2010, has been change to November 18, 2010, to avoid a conflict with the Northern Virginia Regional Commission's meeting schedule and Veteran's Day.

Jurisdiction and Agency Coordinating Committee members and I will be available at the January 14, 2010, NVTA meeting to answer questions.

Cc: Members, NVTA Jurisdiction and Agency Coordinating Committee

Proposed CY 2010 Meeting Schedule
Northern Virginia Transportation Authority
January 8, 2010

January 14, 2010 – 7:30 p.m.

February 11, 2010 – 5:30 p.m. (Joint Meeting with NVTC in Richmond) VaCo/VML Day schedule

May 13, 2010 – 7:30 p.m.

July 8, 2010 – 7:30 p.m.

November 18, 2010 – 7:30 p.m.

Proposed CY 2010 Work Activities
Northern Virginia Transportation Authority
January 8, 2010

Continuation of Past Activities

- Adopt an FY 2011 NVTB Budget
- Participate in securing Federal Appropriation of dedicated funding for WMATA
- Discuss and participate in the regional TIP/CLRP update
- Discuss regional air quality issues, including strategies to reduce greenhouse gases
- Participate in I-66 Multimodal Study
- Adopt presentation to CTB Fall Transportation Meeting (Pre-Allocation Public Hearing)
- Seek public input on transportation issues
- Follow up on ATLAS Study recommendations
- Endorse an FY 2012 CMAQ/RSTP Project List
- Endorse a 2011 Legislative Agenda
- Continue development of TransAction 2040

- Receive Periodic Briefings on Major Regional Transportation Studies and Projects, including
 - Projects to Address the Base Realignment and Closure Commission (BRAC) Recommendations
 - I-95/395 HOT Lanes Project
 - I-495 (Beltway) HOT Lanes Program
 - I-66 Transit/TDM Study & I-66 Multimodal Study
 - I-66/Route 29 (Gainesville) Interchange Program
 - VRE Extension to Haymarket
 - 14th Street Bridget Project
 - VTrans 2035
 - Statewide Rail Plan

- Discuss TPB/MWAQC/MWCOG Issues, as needed

Proposed CY 2010 Work Program
Northern Virginia Transportation Authority
January 8, 2010

January 14, 2010 (NVRTA Annual Meeting)

- Public Comment – Open Forum on NVRTA’s 2010 Work Program, Transportation Issues, and the Scope of Work for TransAction 2040
- Elect Officers
- Accept FY 2009 Audit
- Approve 2010 Work Program and Meeting Schedule
- Approve Scope of Work for TransAction 2040
- Discuss TPB/MWAQC/MWCOG Issues, if any

February 11, 2010 (*VaCo/VML Day in Richmond; Joint Meeting with NVTC*)

- Discuss Relevant Transportation Legislation Introduced During the General Assembly Session
- Receive Briefing on the TIP/CLRP Update and Northern Virginia submissions
- Discuss TPB/MWAQC/MWCOG Issues, if any

May 13, 2010

- Discuss Outcome of Relevant Transportation Legislation Considered by the General Assembly
- Adopt Presentation for CTB Public Hearing on Six Year Program
- Receive Briefing on I-66 Multimodal Study
- Receive Briefing on Progress on I-95/395 HOT Lanes Project
- Receive Briefing on Regional Air Quality Activities
- Discuss TPB/MWAQC/MWCOG Issues

July 8, 2010

- Approve Consultant Contract for TransAction 2040
- Receive Briefing on a Major Regional Transportation Study or Project, if appropriate
- Discuss TPB/MWAQC/MWCOG Issues, if any

November 18, 2010

- Public Comment – Open Forum on Transportation Issues, TransAction 2040 and Legislative Program
- Establish Nominating Committee for 2011 Officers
- Presentation: Status Report on TransAction 2030
- Accept FY 2010 Audit, if appropriate
- Adopt 2011 Legislative Program
- Adopt FY 2012 CMAQ/RSTP Project List
- Endorse Testimony for the CTB’s Fall Transportation (Pre-Allocation) Public Hearing
- Discuss Proposed CY 2011 Work Program and Meeting Schedule
- Receive Briefing on a Major Regional Transportation Study or Project, if appropriate
- Discuss TPB/MWAQC/MWCOG Issues, if any

CY 2009 Work Activities
Northern Virginia Transportation Authority
Approved: December 11, 2008
Updated: January 8, 2010

Continuation of Past Activities

- Adopt an FY 2010 NVTA Budget
 - *Due to the lack of funding, no new budget was adopted. Funding was allocated to pay for NVTA's Virtual Officer at the Fairfax Innovation Center.*
- Participate in Securing Federal Appropriation of Dedicated Funding for WMATA and appropriate WMATA Compact Amendments
 - *The General Assembly approved the WMATA compact amendments, as did the District of Columbia and Maryland. Although the President did not include the first installment of funding for WMATA in his FY 2010 budget, it appears that Congress will include it, before the final FY 2010 budget is approved.*
- Discuss and Participate in the Regional TIP/CLRP Update
 - *Received regular briefings on TIP and CLRP Process*
 - *Also established monthly conference calls to discuss TPB agendas*
- Discuss regional air quality issues, including strategies to reduce greenhouse gases
 - *Received regular briefings on air quality issues, including regional efforts to address greenhouse gases*
- Participate in next phase of I-66 Inside the Beltway Study and Transit/TDM Study
 - *Received briefing on the I-66 Transit/TSM Study*
- Adopt Presentation to CTB Fall Transportation Meeting (Pre-Allocation Public Hearing)
 - *Testimony discussed at the November 2009 meeting.*
- Seek Public Input on Transportation Issues
 - *Scheduled Public Comment period for January 2010.*
- Follow Up on ATLAS Study Recommendations
 - *Activities placed on hold, NVRC has apparently done some work in this area.*
 - *It is proposed that TransAction 2040 test an alternative land use scenario*
- Endorse an FY 2011 CMAQ/RSTP Project List
 - *Adopted on November 12, 2009.*
- Endorse a 2010 Legislative Agenda
 - *Adopted on November 12, 2009.*
- Begin Process of Updating TransAction 2030
 - *Process underway. NVTA discussed scope of work at November 2009 meeting.*
- Receive Periodic Briefings on Major Regional Transportation Studies and Projects, including
 - Projects to Address the Base Realignment and Closure Commission (BRAC) Recommendations
 - *No specific BRAC briefing scheduled during 2009*
 - I-95/395 HOT Lanes Project
 - *Update provided at each meeting.*
 - I-495 (Beltway) HOT Lanes Program
 - *No specific briefing scheduled during 2009*
 - Idea-66 Study & I-66 Multimodal Study
 - *Update provided at each meeting.*
 - I-66/Route 29 (Gainesville) Interchange Program
 - *No specific briefing scheduled during 2009*

- VRE Extension to Haymarket
 - *No specific briefing scheduled during 2009*
- 14th Street Bridget Project
 - *No specific briefing scheduled during 2009*
- VTrans 2035
 - *Briefing provided on November 12, 2009.*
- Statewide Rail Plan
 - *To be incorporated into the Surface Transportation Plan and VTrans 2035*
- Discuss TPB/MWAQC/MWCOG Issues, as needed
 - *Received regular briefings on TPB/MWAQC/MWCOG Issues*
 - *Monthly conference call established*

5.F.

Jurisdiction and Agency Coordinating Committee Northern Virginia Transportation Authority

MEMORANDUM

TO: Martin E. Nohe, Chairman
Northern Virginia Transportation Authority

Members
Northern Virginia Transportation Authority

FROM: Tom Biesiadny, Chairman
Jurisdiction and Agency Coordinating Committee
Northern Virginia Transportation Authority

SUBJECT: Endorsement of Testimony for the Commonwealth Transportation Board's
Regarding Changes to the FY 2010 to FY 2015 Six Year Program (Agenda Item
5.F.)

DATE: January 4, 2010

Recommendation:

The Jurisdiction and Agency Coordinating Committee recommends that the Authority endorse the attached testimony on the FY 2010 to FY 2015 Six Year Program that was previously circulated to the NVTA members for comment and submitted to the Commonwealth Transportation Board on NVTA's behalf.

Background:

During the Fall of 2009, the Commonwealth Transportation Board (CTB) revised the FY 2010 to FY 2015 Six Year Program that was adopted in June 2009. As a result of the significant decline in state and federal transportation revenues, the CTB was required to make a mid-year adjustment to the program to cut \$900 million in projects and services from the program. A revised program was released for public review following the CTB meeting on November 19, 2009. A public hearing was held on December 1, 2009, in Richmond, and written comments were accepted until December 11, 2009.

Since the CTB had not released draft FY 2010 to FY 2015 Six Year Program cuts prior to the November 12, 2009, NVTA meeting, the JACC members were not able to prepare proposed testimony for NVTA's consideration at that meeting. As a result, the NVTA authorized its Chairman to work with the JACC to prepare and finalize testimony on NVTA's behalf following circulation to the NVTA members for input. The attached letter reflects the input from individual NVTA members. It was submitted to the Chairman of the Commonwealth Transportation Board on December 10, 2009.

Chairman Martin E. Nohe
Members, Northern Virginia Transportation Authority
January 8, 2010
Page Two

The CTB subsequently adopted a revised FY 2010 to FY 2015 Six Year Program. The CTB was able to address some of NVTa comments, including making sure that previously funded transportation projects generally continued to progress as scheduled.

JACC members and I will be available at the January 14, 2010, NVTa meeting to answer questions.

Cc: Members, NVTa Jurisdiction and Agency Coordinating Committee



The Northern Virginia Transportation Authority

December 10, 2009

The Honorable Pierce Homer
Secretary of Transportation
Commonwealth of Virginia
Patrick Henry Building, 3rd Floor
1111 East Broad Street
Richmond, Virginia 23219

Reference: Comments on Draft Revisions to the FY 2010 to FY 2015 Six Year Program

Dear Secretary Homer:

Thank you for the opportunity to comment on the draft revisions to the FY 2010 to FY 2015. As Chairman of the NVTa, I am submitting the attached comments on behalf of the Authority. Clearly, the continued reductions in transportation funding in the Commonwealth are not sustainable. New transportation investments are necessary to ensure the economic viability of not only Northern Virginia, but the Commonwealth.

Until such investment is secured; hopefully, our attached comments will guide you and the Commonwealth Transportation Board in the difficult task of balancing scarce transportation dollars with very significant transportation needs.

If you have any questions or would like to discuss in more detail. Please call me at (703) 792-4620.

Sincerely,

Martin E. Nohe
Chairman

Cc: Members, Northern Virginia Transportation Authority
J. Douglas Koelemay, Northern Virginia District Member, Commonwealth Transportation Board

Northern Virginia Transportation Authority
Comments on Revised
FY 2010 to FY 2015 Six Year Program
December 10, 2009

NVTA's comments on the Revised FY 2010 to FY 2105 are as follows:

- We appreciate the Kaine Administration, VDOT and the CTB working with NVTA to allocate the regional American Recovery and Reinvestment Act (ARRA) funding. Nearly all of the projects funded with this source are moving forward. Without this federal funding, it would not be possible for these projects to proceed at this time.
- We appreciate that the CTB retained NVTA's historical role in the decision process for regional surface transportation program (RSTP) funds, allowing NVTA to prioritize funding for the critical transportation needs of our region.
- Given the serious transportation problems in our region, we emphasize that construction projects that were previously funded must be implemented as originally scheduled.
- While we understand the difficult position that the CTB is faces due to the lack of revenue, we are deeply concerned about the total elimination of secondary and urban construction funding. Not only will this mean that no new significant capacity improvements (widening and interchanges) will be initiated unless locally funded, but simple, cost effective projects like signalizing new intersections, adding turn lanes and implementing pedestrian improvements will also be eliminated. Effectively secondary and urban road improvements are at a stand still. This is unsustainable for urban areas like Northern Virginia. If not addressed, this situation will seriously impact our economy and also compromise the movement of people and goods to and from Northern Virginia and other parts of the Commonwealth.

It is also worth noting that the term "secondary road" includes such major arteries as Braddock Road in Fairfax County and the Prince William County Parkway. These arteries function like primary roads.

- On the transit side, this is the second year in a row that the CTB has reduced funding in current year contracts. Since local government budgets and tax rates have already been set for FY 2010, reducing the state assistance contracts may result in mid-year service cuts and fare increases. At a time when transit usage has increased, and the region is relying on transit to reduce congestion, making such cuts is counter-productive.

In the future, we urge DRPT and the CTB to use conservative funding estimates or identify a way to cover mid-year shortfalls, so that mid-year reductions will not be necessary.

- With the declining revenues, we are disappointed to see that VDOT is quickly becoming a maintenance-only agency. As a result, the infrastructure necessary to serve our residents and businesses into the future is falling dramatically behind to the detriment of our economy and our quality of life.

- NVTa is hopeful that new revenue sources for transportation will be implemented, consistent with NVTa's Eight Principles for Transportation Funding adopted in April 2008, attached. These principles are still valid, including the need for stable, reliable, on-going regional and statewide transportation funds. As cuts to the Six Year Program illustrate, the Commonwealth cannot afford to wait for Congress to act on a new transportation authorization bill. The current ARRA funds are the only new federal monies, and they are temporary. New State revenues are needed, as soon as possible. Failure to build infrastructure now will only cause the costs to the public to increase much more in the future.
- In addition to addressing the foregoing major issues, NVTa requests that:
 - the CTB treat transit operating expenses like VDOT maintenance expenses and make these expenses a higher priority than new capital projects;
 - funding for VRE's track leases continue to be provided from federal funds;
 - environmental reviews for locally administered projects be simplified and shortened;
 - VDOT, DRPT and the CTB address Northern Virginia's concerns with the I-95/395 High Occupancy Toll project (documented in multiple correspondence from NVTa, the Northern Virginia Transportation Commission, the Potomac and Rappahannock Transportation Commission and the local jurisdictions) as the project moves forward to a comprehensive agreement and financial close.
 - the CTB expedite the transfer of the Columbia Pike right-of-way within Arlington to local control at its earliest possibility, so Arlington and Fairfax Counties can move forward with plans for multi-modal plan improvements and installation of the streetcar system.
 - the CTB consider retaining revenue sharing program, since it is a cost effective way for VDOT and the local jurisdictions to implement projects.

THE EIGHT PRINCIPLES

The Northern Virginia Transportation Authority (NVTa) appreciates the significant efforts made by the Governor and the General Assembly in their 2007 provision of a dedicated funding source for Northern Virginia (HB 3202). Unfortunately, on February 29, 2008, the Virginia Supreme Court ruled that the General Assembly did not have a constitutional basis for delegating taxing authority to the NVTa. As a result, Northern Virginia is unable to address its worsening congestion. The implications for the region's and the state's economies is potentially disastrous. In addressing this challenge, the NVTa will use the following principles to guide it in assessing proposed solutions:

1. Transportation is fundamentally a state responsibility; therefore, enactment of new Northern Virginia transportation revenue sources must include a substantial state financial commitment. Any regional/local funding effort should include a broad array of options for choosing among a number of revenue sources;
2. NVTa is comfortable with the seven taxes and fees previously approved for Northern Virginia; however, NVTa is willing to consider alternatives. Any changes in the regional funding packages for Northern Virginia and Hampton Roads should be coordinated with both regions;
3. Northern Virginia's adopted *TransAction 2030* long-range transportation plan requires approximately \$700 million annually in new funding to achieve the 2030 goals. Therefore, exclusive Northern Virginia revenues in the range of \$300 million annually, as well as Northern Virginia's portion of additional statewide revenues, are needed.
4. Any legislation must provide significant increases in transportation funding for all modes from a stable, reliable, and permanent source (s).
5. NVTa appreciates the importance of "buy-in" from all jurisdictions – large and small – to achieve regionally agreed goals. With that in mind, any Northern Virginia transportation revenue package should include both a regional and a local component to allow local jurisdictions to achieve transportation improvements of their choosing (many of which will contribute to overall regional goals).
6. If a statewide package is also enacted, Northern Virginia should receive at least the share that it receives under existing formulas.
7. Continue to match federal interstate and primary road earmarks with state funds, not shift this responsibility to Northern Virginia regional funds.
8. Provide an on-going revenue stream of capital funding for the Washington Metropolitan Area Transit Authority (WMATA) with no sunset, and no federal match requirement. This will provide flexibility beyond matching federal funds, and will ensure that WMATA's on-going capital needs will be funded.

The NVTa stands ready to assist with the development of a meaningful, responsive transportation funding package that will aggressively move the region forward in implementing its transportation plan.

5.G.

Jurisdictional and Agency Coordinating Committee Northern Virginia Transportation Authority

MEMORANDUM

TO: Martin E. Nohe, Chairman
Northern Virginia Transportation Authority

Members
Northern Virginia Transportation Authority

FROM: Tom Biesiadny, Chairman
Jurisdictional and Agency Coordinating Committee
Northern Virginia Transportation Authority

SUBJECT: Approval of Amendment NVTAs Bylaws – Second Reading (Agenda Item 5.G.)

DATE: January 8, 2010

Recommendation:

The Jurisdictional and Agency Coordinating Committee (JACC) recommends that the Authority approve the attached amendment to NVTAs Bylaws.

Background:

At its meeting on May 14, 2009, Leesburg Mayor Kristin Umstadtdt asked that NVTAs approve Herndon Mayor Steve DeBenedittis as the Town representative on NVTAs. As part of the discussion of the request, NVTAs members noted that the NVTAs Bylaws are silent as to how frequently the Town representative should rotate. The NVTAs asked the JACC and the Council of Counsels to recommend a change to the Bylaws that would clarify that the Town representative should rotate annually. The JACC/Council of Counsels language was presented at the November 12, 2009, NVTAs meeting.

The current Bylaws require two readings of any amendments before they can be amended. Since NVTAs is not meeting monthly, the NVTAs also requested that the JACC and the Council of Counsel propose a change to the Bylaws to allow amendment after one reading. The JACC and the Council of Counsels recommended 10 days advance written notice of a proposed change to the Bylaws. However, on November 12, 2009, the NVTAs amended the JACC/Council of Counsels recommendation to change the notification period to 30 days. This change has been incorporated into Article IX of the attachment.

Chairman Martin E. Nohe
Members, Northern Virginia Transportation Authority
January 8, 2010
Page Two

Jurisdiction and Agency Coordination Committee members, the Council of Counsels and I will attend the January 14, 2010, NVTa meeting to answer questions.

Attachments: a/s

Cc: Members, Jurisdiction and Agency Coordinating Committee
Members, Council of Counsels

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. Notice shall be posted on the NVTa website and at the NVTa office site.

- 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 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 § 2.2-3707Va 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.

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Deleted: but shall not be acted on by the Authority

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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.

5.H.

Jurisdictional and Agency Coordinating Committee Northern Virginia Transportation Authority

MEMORANDUM

TO: Martin E. Nohe, Chairman
Northern Virginia Transportation Authority

Members
Northern Virginia Transportation Authority

FROM: Tom Biesiadny, Chairman
Jurisdictional and Agency Coordinating Committee
Northern Virginia Transportation Authority

SUBJECT: Approval to Reallocate Regional Surface Transportation Program Funds for Prince William County (Agenda Item 5.H.)

DATE: January 8, 2010

Recommendation:

The Jurisdictional and Agency Coordinating Committee (JACC) recommends that the Authority approve the attached letter to VDOT's Northern Virginia District Administrator Morteza Salehi endorsing Prince William County's requests to reallocate Regional Surface Transportation Program (RTSP) funds.

Background:

Attached is a letter from Thomas Blaser, Director, Prince William County Department of Transportation, requesting reallocation of the following RSTP funds:

- Reallocate \$190,194 in RSTP grant funding from the Balls Ford Road widening project (UPC 80347) to the Lucasville Road drainage project (UPC 57416). The Balls Ford Road project has been placed on hold, due to funding shortages in the FY 2010 Secondary Six Year Program (SSYP). Due to this project's indefinite status, all expenditures have been cleared and charges have been closed out. The remaining balance of \$190,194 is available to transfer to the Lucasville Road project which currently has a deficit, due to SSYP cuts.

This request was discussed at the JACC meeting on December 17, 2009, and no objections were raised. Prince William County staff, JACC Members and I will be available at the Authority meeting on January 14, 2010, to answer questions. Since the Lucasville Road project has not been previously approved by NVTa, Authority action is needed for this transfer.

Cc: Members, NVTa Jurisdictional and Agency Coordinating Committee

Northern Virginia Transportation Authority

4031 University Drive, Suite 200
Fairfax, Virginia 22030

January 15, 2009

Mr. Morteza Salehi
District Administrator
Virginia Department of Transportation
14685 Avion Parkway
Chantilly, Virginia 20151-1104

Reference: Request to Reallocate RSTP Funds for Prince William County.

Dear Mr. Salehi:

On January 14, 2010, the Northern Virginia Transportation Authority endorsed the attached request from Prince William County to reallocate the following Regional Surface Transportation Program (RSTP) funds:

- Reallocate \$190,194 in RSTP grant funding from the Balls Ford Road widening project (UPC 80347) to the Lucasville Road drainage project (UPC 57416). The Balls Ford Road project has been placed on hold, due to funding shortages in the FY 2010 Secondary Six Year Program (SSYP). Due to this project's indefinite status, all expenditures have been cleared and charges have been closed out. The remaining balance of \$190,194 is available to transfer to the Lucasville Road project which currently has a deficit, due to SSYP cuts.

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,

Martin E. Nohe
Chairman

Cc: Robert McDonald, Transportation Planning Section, VDOT
Randy Hodgson, Transportation Planning Section, VDOT
Tom Blaser, Director, Prince William County Department of Transportation
Monica Backmon, Prince William County Department of Transportation



COUNTY OF PRINCE WILLIAM

5 County Complex Court, Suite 290, Prince William, Virginia 22192-9201
(703) 792-6825 Metro (703) 631-1703 Fax (703) 792-7159

DEPARTMENT OF
TRANSPORTATION

Thomas Blaser
Director

December 8, 2009

Martin E Nohe, Chairman
Northern Virginia Transportation Authority
4031 University Drive, Suite 200
Fairfax, VA 22030

Dear Chairman Nohe:

Prince William County seeks the approval of the Northern Virginia Transportation Authority (NVTa) to reallocate one-hundred ninety-thousand one hundred ninety-four dollars (\$190,194) of previously approved Regional Surface Transportation Program (RSTP) funds from the Balls Ford Road widening project (UPC 80347) to the Lucasville Road drainage project (UPC 57416). The Balls Ford Road project has been placed on hold due to funding shortages identified in the FY 2010 Secondary Six Year Plan (SSYP). Because of this indefinite status, all expenditures have been cleared and charges closed out. The remaining balance of \$190,194 in RSTP funds is available for transfer to the Lucasville Road drainage project, which currently has a deficit due to cuts in the secondary allocation program. The Lucasville Road drainage project is programmed in the current FY 2010-2015 Transportation Improvement Program (TIP) as well as the FY10 SSYP. The reallocation of these funds will help expedite the completion of the project.

If you have any questions or comments on this request, please contact Monica Backmon at (703) 792-6273.

Sincerely,

Thomas Blaser
Director of Transportation

cc: Brentsville District Supervisor
Gainesville District Supervisor
Rick Canizales, Transportation Planning Manager, Prince William County
Maria Sinner, Prince William Preliminary Engineering Manager, VDOT
Randy Hodgson, Transportation Planning Manager, VDOT
Linda Obis, Transportation Planning, VDOT

**Jurisdiction and Agency Coordinating Committee
Northern Virginia Transportation Authority**

MEMORANDUM

TO: Martin E. Nohe, Chairman
Northern Virginia Transportation Authority

Members
Northern Virginia Transportation Authority

FROM: Tom Biesiadny, Chairman
Jurisdiction and Agency Coordinating Committee
Northern Virginia Transportation Authority

SUBJECT: Update on I-95/395 HOT Lanes Project (Agenda Item 6.A.)

DATE: January 8, 2010

Since the November 12, 2009, NVTa meeting, the I-95/395 High Occupancy Toll (HOT) Lanes team has continued to review the scope of the project to identify efficiencies.

Meanwhile, the Transit Operators Group associated with the project has continued to meet to evaluate the bus rapid transit operational components of the recommendations included in the Transit/TDM Study in more detail. VDOT is in the process for addressing comments received from committee members.

Jurisdiction and Agency Coordination Committee members and I will be available at the January 14, 2010, NVTa meeting to answer questions.

Attachment: a/s

Cc: Members, NVTa Jurisdiction and Agency Coordinating Committee

**Jurisdiction and Agency Coordinating Committee
Northern Virginia Transportation Authority**

MEMORANDUM

TO: Martin E. Nohe, Chairman
Northern Virginia Transportation Authority

Members
Northern Virginia Transportation Authority

FROM: Tom Biesiadny, Chairman
Jurisdiction and Agency Coordinating Committee
Northern Virginia Transportation Authority

SUBJECT: Update on I-66 Projects and Studies (Agenda Item 6.B.)

DATE: January 8, 2010

The following is a summary of several I-66 projects and studies.

I-66 Transit/Transportation Demand Management (TDM) Study

The I-66 Transit/TDM Study is essentially complete. The final edits were being incorporated into the report during the week of January 4, 2010. The final report will likely be available on the Department of Rail and Public Transportation website (www.drpt.virginia.gov) prior to the NVTa meeting on January 14, 2010. The study contains information about improvements that can be implemented immediately and recommendations for future bus service in the corridor. These recommendations include a mix of enhanced point-to-point service, line-haul service that will run the length of the corridor and express bus service on Routes 29 and 50. The report also includes recommendations for transit stations and park-and-ride lots. Finally, it provides cost estimates for these improvements. The recommendations from the report will become inputs into the I-66 Multimodal Study.

I-66 Multimodal Study

I-66 Multimodal Study activities are underway. VDOT staff is working with its consultants to refresh data that was previously collected for the study, explore issues, and define the modeling needed for the study. Based on the conclusions of the earlier Major Investment Study, it is anticipated that no one project will solve the congestion in the corridor, but a suite of multimodal projects will be needed. The study will conceivably produce a variety of different recommendations with different timelines, funding sources and sponsors. The draft National Environmental Policy Act (NEPA) documents are due in 2011.

Martin E. Nohe, Chairman
Members, Northern Virginia Transportation Authority
January 8, 2010
Page Two

I-66 Westbound Spot Improvements

The design for the westbound spot improvements between Glebe Road and Sycamore Street is nearly complete, and the construction project is expected to be advertised in January 2010. The other two spot improvements (Route 29 to Glebe Road and Westmoreland Street to the Dulles Toll Road Connector) are not yet funded.

I-66 Pavement Reconstruction

On December 17, 2009, the Commonwealth Transportation Board approved \$70 million in American Recovery and Reinvestment Act funds for reconstruction of the pavement on I-66 between the Beltway (I-495) and Route 50.

Jurisdiction and Agency Coordination Committee members and I will be available at the January 14, 2010, NVTa meeting to answer questions.

Cc: Members, NVTa Jurisdiction and Agency Coordinating Committee

6.C.

Jurisdiction and Agency Coordinating Committee Northern Virginia Transportation Authority

MEMORANDUM

TO: Martin E. Nohe, Chairman
Northern Virginia Transportation Authority

Members
Northern Virginia Transportation Authority

FROM: Tom Biesiadny, Chairman
Jurisdiction and Agency Coordinating Committee
Northern Virginia Transportation Authority

SUBJECT: Update on Constrained Long Range Plan (CLRP) and Transportation Improvement Program (TIP) Development (Agenda Item 6.C.)

DATE: January 8, 2010

The Transportation Planning Board (TPB) is beginning the process of developing the FY 2011-2016 TIP and 2010 CLRP. The TPB reviewed and approved the Call for Projects document at its November 18, 2009, meeting. Due to on-going fiscal difficulties transportation agencies are experiencing, particularly in Virginia, the submission deadline for projects has been deferred from January 8, 2010 to March 1, 2010. Adoption of the TIP and CLRP is scheduled for October 20, 2010.

In addition, as part of this update to the CLRP, TPB is required to update the financial analysis that supports the CLRP. This analysis is an estimate of the amount of transportation funds that are reasonable expected to be available to the region between 2010 and 2040. This analysis is conducted every four years, and ultimately determines the amount of transportation projects and services the region can include in its long-range plan. Staff for TPB, and state, regional and local transportation and transit agencies have been working on this analysis for several months. Unfortunately, the changing transportation revenue picture, particularly in Virginia, has delayed the completion on the analysis. Virginia revenue estimates are expected the first week of January 2010. These estimates will allow the local governments to complete their financial analyses. Additional information regarding Virginia's portion of the regional analysis will be presented at the February 2010 NVTA meeting or when a most comprehensive summary analysis is available.

JACC members and I will be available at the January 14, 2010, NVTA meeting to provide updated information and answer questions.

Cc: Members, NVTA Jurisdiction and Agency Coordinating Committee

6.D.

**Jurisdiction and Agency Coordinating Committee
Northern Virginia Transportation Authority**

MEMORANDUM

TO: Martin E. Nohe, Chairman
Northern Virginia Transportation Authority

Members
Northern Virginia Transportation Authority

FROM: Tom Biesiadny, Chairman
Jurisdiction and Agency Coordinating Committee
Northern Virginia Transportation Authority

SUBJECT: Update on TIP Amendments (Agenda Item 6.D.)

DATE: January 8, 2010

VDOT submitted an FY 2010-2015 Transportation Improvement Program (TIP) amendment to the Transportation Planning Board (TPB) for approval in January (attached). The amendment contains two projects which are summarized below. The TPB will consider this TIP amendment on January 20, 2010.

I-66 (Capital Beltway to Route 50). The amendment adds \$70 million in American Recovery and Reinvestment Act (ARRA) funding for the reconstruction and paving of I-66. Funding for surveys and concept development for this project was previously included in the approved FY 2010 TIP. The statewide ARRA funds for this amendment were allocated by the Commonwealth Transportation Board (CTB) on December 17, 2009, as part of its approval of the Revised FY 2010 to FY 2015 Six Year Improvement Program.

Fairfax County Parkway Interchange at Fair Lakes Parkway. The amendment adds \$11.659 million (\$11.109 million in ARRA funding and \$0.549 million in other funding) to complete funding for the construction phase of this project. This amendment also reflects the CTB's action on December 17, 2009.

Jurisdiction and Agency Coordinating Committee members and I will be available at the January 14, 2010, NVTa meeting to answer questions.

Cc: Members, NVTa Jurisdiction and Agency Coordinating Committee



COMMONWEALTH of VIRGINIA

DAVID S. EKERN, P.E.
COMMISSIONER

DEPARTMENT OF TRANSPORTATION

14685 Avion Parkway
Chantilly, VA 20151
(703) 383-VDOT (8368)

January 8, 2010

National Capital Region: FY 2010-2015
Transportation Improvement Program Amendment (ARRA)

The Honorable David Snyder
Chairman, National Capital Region
Transportation Planning Board
Metropolitan Washington Council of Governments
777 North Capitol Street, N.E.; Suite 300
Washington, DC 20002-4201

Dear Chairman Snyder:

On behalf of Fairfax County and itself, VDOT's Northern Virginia District Office requests amending the FY 2010-2015 Transportation Improvement Program (TIP) / 2009 CLRP to add additional statewide American Recovery and Reinvestment Act (ARRA) funding for the following two projects. Reconstruction and Paving of I-66, between the Capital Beltway and US 50 (UPC T8807) and the Fairfax County Parkway and Fair Lakes Parkway Interchange project (UPC 93528). While the I-66 Pavement project is exempt from regional air quality consideration, the Fairfax County Parkway interchange project was included in the earlier approved air quality conformity analyses.

The proposed amendment will obligate \$70M in statewide ARRA funds for the construction phase of the I-66 Pavement Reconstruction and Paving project. Funding for surveys and concept development for this project was previously included in the approved FY 2010 TIP (UPC 84743) under the Safety/ITS/Operational Improvements group of projects.

The proposed amendment will obligate a total of \$11.659M (\$11.109M in statewide ARRA, \$0.549M in other funds) for the construction phase of Fairfax County Parkway and Fair Lakes Parkway interchange project. The funding in the proposed amendment will compliment earlier

obligations, including ARRA funds, and fully fund the construction phase of the project at the revised project cost estimate level.


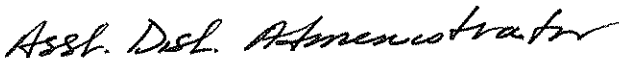
The additional funding proposed in this amendment was allocated by the Commonwealth's Transportation Board at its December 17, 2009 meeting as part of its approval of the Revised FY 2010-2015 Six Year Improvement Program.

The attached table presents the two projects' funding with a new Agency Project ID (to assist in tracking ARRA funds) for the FY 2010-2015 TIP document.

VDOT requests that this amendment be considered and approved by the Transportation Planning Board at its January 20, 2010 meeting. VDOT's representative will be in attendance at the meeting to answer any questions that the TPB may have. Upon approval of this amendment, please furnish copies of the approval to Ms. Jo Anne Sorenson (VDOT's Northern Virginia office) and to Mr. Chad Tucker in VDOT's Transportation and Mobility Planning Division in Richmond.

Thank you for your consideration of and action on this request.

Sincerely,

 *for*  *Asst. Dist. Administrator*

Morteza Salehi
District Administrator
VDOT – Northern Virginia District

**NORTHERN VIRGINIA
TRANSPORTATION IMPROVEMENT PROGRAM
CAPITAL COSTS (in \$1,000)**

TIP AMENDMENT 1/20/2010

FY 2010- 2015 TIP

Agency Project ID	Facility, Location, Description	Phase	Previous Funding	FY10	FY11	FY12	FY13	FY14	FY15	Program Total FY 10-15	Funding Source	Funding Shares			
Grouping: Safety/ITS/Operational Imp.															
T8807	Title: ARRA Resurfacing I-66 Facility: I-66 From: I-495 (Capital Beltway) To: Rte. 50 Jurisdiction: Fairfax County	P.E.	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$70,000	ARRA	100%	0%	0%	
		ROW	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0					
		Const	\$0	\$70,000	\$0	\$0	\$0	\$0	\$0	\$0					
		Reconstruction/Resurfacing of I-66 between I-495 and Rte 50. Project is progression from another project, Agency Project ID: 84743. Reason for Amendment: To add \$70,000,000 in ARRA funds to construction phase in FY 10 Air Quality: Project does not impact air quality conformity.													
VDOT - Secondary															
93528	Title:ARRA-Fairfax Co. Pkwy/Fair Lakes Interchange Facility:Rte 7000 Fairfax County Parkway From: To: Jurisdiction: Fairfax County	P.E.	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$49,490	ARRA	100%	0%	0%	
		ROW	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$35,519	Fed-RSTP	80%	20%	0%	
		Const	\$0	\$92,386	\$0	\$0	\$0	\$0	\$0	\$0	\$6,615	Fed-Other	100%	0%	0%
		\$1,318 Fed -MG 80% 20% 0%													
Jurisdiction: Fairfax County		Construct grade separated Interchange at Fairfax County Parkway & Fair Lakes Parkway													
Description:		To obligate \$11,109M in ARRA funds and non-ARRA funds of \$34,400 RSTP and \$515,211 Other Funds for CN ph. FFY10. Includes UPC95549 which is child UPC of parent UPC 93528 to track non-ARRA funds on project.													
Reason for Amendment		The project is included in the approved air quality conformity analysis for 2008 CLRP/FY2009 TIP.													
Air Quality															

Jurisdiction and Agency Coordinating Committee Northern Virginia Transportation Authority

MEMORANDUM

TO: Martin E. Nohe, Chairman
Northern Virginia Transportation Authority

Members
Northern Virginia Transportation Authority

FROM: Tom Biesiadny, Chairman
Jurisdiction and Agency Coordinating Committee
Northern Virginia Transportation Authority

SUBJECT: Update on Regional Air Quality (Agenda Item 6.E.)

DATE: January 8, 2010

This memorandum is intending to provide the NVTa with a brief update on regional air quality activities.

- Metropolitan Washington Air Quality Committee (MWAQC) recently commented on the proposed primary National Ambient Air Quality Standard for Nitrogen Dioxide. In its letter, MWAQC supported the proposal to establish a new short-term hourly NO₂ standard and urged the EPA to establish the new standard based on sound science. MWAQC indicated that the proposed short term standard will limit peak concentrations and reduce the public health risk to respiratory systems. MWAQC also generally supported efforts to monitor roadside concentrations of NO₂, because these concentrations can be higher than average concentrations found at the community scale. It noted that there are uncertainties and challenges related to implementing a roadside monitoring program, and urged the EPA to undertake additional research to ensure the effectiveness of this program. It also raised concerns about the cost to establish and operate a roadside monitoring network, particularly in urban areas, and urged the EPA to provide the resources necessary to state and local air monitoring agencies for establishing the NO₂ monitoring network. Finally, it stated that without assistance, the requirement for roadside monitoring network is unacceptable.
- The Council of Governments established a Climate, Energy, and Environment Policy Committee (CEEPC) to advise it on climate related issues. In particular, this committee will be charged with implementing the recommendations of the COG's Climate Change Steering Committee to reduce the region's greenhouse gas emissions. The Committee has met twice and is in the process of developing a work program with specific tasks and schedules. The CEEPC will meet again on January 27, 2010. At this meeting the committee will review the transportation elements for its draft work program.

Martin E. Nohe, Chairman
Members, Northern Virginia Transportation Authority
January 8, 2010
Page Two

- MWAQC and Transportation Planning Board (TPB) staff are evaluating the Environmental Protection Agency's new mobile emission calculation model known as MOVES. This model is much more sophisticated than the current MOBILE 6 model. Recently, TPB staff replaced default data in the model with region specific data. While it will still be some time before the EPA requires air quality conformity to be conducted using the MOVES model, some initial model runs have indicated that the test version of the MOVES model calculates significantly higher mobile emissions than MOBILE 6. The use of regional data versus the default data reduced the projected emissions levels somewhat. TPB staff is continuing to incorporate adjustments into the model.

JACC members and I will be available at the Authority meeting on January 14, 2010, to answer questions.

Cc: Members, NVTJ Jurisdiction and Agency Coordinating Committee