



**REVISED**

**Northern Virginia Transportation Authority**  
*The Authority for Transportation in Northern Virginia*

**Thursday, September 11, 2014**

**7:00 pm**

**3060 Williams Drive (Ste 510), Fairfax, VA 22031**

**AGENDA**

- I. Call to Order** Chairman Nohe
- II. Roll Call** Ms. Speer, Clerk
- III. Minutes of the July 24, 2014 Meeting**  
*Recommended action: Approval [with abstentions  
from those who were not present]*

**Presentation**

- IV. House Bill 2 (2014) Implementation** Deputy Secretary Donohue

**Action Items**

- V. Project Agreement for Prince William County – Regional Funding Project  
153-14-012-2-03 (Route 28 from Linton Hall Road to Fitzwater Drive)**  
Ms. Backmon, Executive Director  
*Recommended action: Approval of project agreement*
- VI. Approval of Participation in the Virginia Retirement System and Group Life  
Insurance Program** Chairman York, Chair, Finance Committee  
*Recommended action: Recommend Approval of Resolution*
- VII. Approval of Participation for Social Security Administration Related to  
NVTA Joining the Virginia Retirement System**  
Chairman York, Chair, Finance Committee  
*Recommended action: Recommend Approval of Resolution*
- VIII. Approval of Participation in the Virginia Retirement System Health  
Insurance Credit Program for Local Government Employees**  
Chairman York, Chair, Finance Committee  
*Recommended action: Recommend Approval of Resolution*
- IX. Approval of CMAQ Reallocation Requests for the City of Alexandria and  
Town of Vienna**  
Ms. Dominguez, Chair, JACC  
*Recommended action: Approval of CMAQ Reallocations*

## **Discussion/Information**

- X.      **TransAction 2040 Update-Listening Session**  
Chair Mr. Malouff, 2040 Update Subcommittee
- XI.     **Finance Committee Report**                      Chairman York, Chair, Finance Committee
- XII.    **Update on Financing of Activities and Schedule**                      Mr. Longhi, CFO
- XIII.   **FY2015/16 Regional Revenue Report**                      Mr. Longhi, CFO
- XIV.    **Purchase of General Ledger System**                      Mr. Longhi, CFO
- XV.     **NVTA Revenue Receipts Report**                      Mr. Longhi, CFO
- XVI.    **NVTA Operating Budget Report**                      Mr. Longhi, CFO
- XVII.   **Financial Working Group**                                      Chair Euille
- XVIII. **Project Implementation Working Group**                      Chair Nohe
- XIX.    **Executive Director's Report**                      Ms. Backmon, Executive Director
- XX.     **Chairman's Comments**

## **Closed Session**

- XXI.    **Adjournment**

## **Correspondence**

- NVTA's Planning Coordination Advisory Committee Kick-Off Meeting Letter
- I-66 Corridor Improvements Tier 2 Environment Assessment Agency Scoping/Coordination Request for Written Comment
- Commonwealth Transportation Board 2014 Public Hearing on FY2015-2020 Six Year Improvement Program

**Next Meeting: October 9, 2014 – 7:00 pm**  
***TransAction 2040 Update- Listening Session at 5:00pm***  
Fairfax City Hall  
10455 Armstrong Street  
Fairfax, Virginia 22030

Northern Virginia Transportation Authority  
3060 Williams Drive (Suite 510)  
Fairfax, VA 22031  
[www.TheNovaAuthority.org](http://www.TheNovaAuthority.org)



# NORTHERN VIRGINIA TRANSPORTATION AUTHORITY

*The Authority for Transportation in Northern Virginia*

Thursday, July 24, 2014

7:00 pm

3060 Williams Drive (Ste 510), Fairfax, VA 22031

## **MEETING MINUTES**

### **I. Call to Order**

Chairman Nohe

- Chairman Nohe called the meeting to order at 7:02pm.

### **II. Roll Call**

Ms. Speer, Clerk

- Voting Members: Chairman Nohe; Mayor Euille (arrived 7:10pm); Board Member Hynes; Supervisor Letourneau; Chairman Bulova; Mayor Parrish; Mayor Silverthorne (arrived 7:05pm); Council Member Rishell; Council Member Duncan; Senator Ebbin (arrived 7:06pm); Delegate Rust; Delegate Minchew; Miss Bushue.
- Non-Voting Members: Mayor Umstattd, Mrs. Cuervo; Ms. Mitchell.
- Staff: Monica Backmon (Executive Director); Michael Longhi (CFO); Denise Harris (Program Coordinator); Keith Jasper (Program Coordinator); Camela Speer (Clerk); Peggy Teal (Accountant); various jurisdictional staff.

### **III. Minutes of the May 8, 2014 Meeting**

- Mayor Parrish moved approval of the May 8, 2014 minutes; seconded by Board Member Hynes. Motion passed with seven (7) yeas and three (3) abstentions [with Delegate Rust, Council Member Duncan and Supervisor Letourneau abstaining as they were not at the May meeting].

## **Presentation**

### **IV. VDOT HB 599 Ratings & Evaluation Study**

Mr. Srikanth, VDOT

- Mr. Srikanth presented the VDOT HB 599 Ratings & Evaluation Study preliminary findings.

*(Mayor Silverthorne, Senator Ebbin and Mayor Euille arrived.)*

- Mayor Umstattd asked for clarification that if a project, particularly in the outer jurisdictions, slipped from a high to a low rating from 2020 to 2040, is that because the assumption is that so much growth has occurred that more vehicles are on that facility. If this is the case, wouldn't congestion be even worse if that facility had not been improved? Mr. Srikanth responded absolutely. These ratings are based on the difference between the projected

congestion in 2040 without the project and with the project. All the projects have a positive difference, they are all reducing congestion. Study is capturing how bad it would be without the project and with the project what is the difference. When measuring the difference between 2020 and 2040, not just the growth in population happens, but also many more transportation improvement projects are scheduled to be done and may dampen the impact on congestion relief of the original project.

- Delegate Minchew stated that in HB 599 VDOT was charged to create an objective quantitative evaluation and study. He suggested VDOT did not need to take the extra step to create a three part qualitative analysis and that this is outside the ambit of the statute. Mr. Srikanth responded that VDOT was complying with the mandates of HB 599 and that the rating published in December will be a quantitative score. In January, VDOT presented the Project Evaluation Framework to the Authority and that work is continuing. The reason VDOT chose to take the quantitative scores and produce qualitative ratings was to enable NVTAs programming activity. If this was the end product, VDOT would be done with the HB 599 study. Because this is an intermediate step that uses results from a basic level that is not complete, VDOT did not want to have two sets of rating numbers for the same project. That would give a sense of false position or may give a false-positive as to whether to project is good or bad. Also, if the rating numbers were to change significantly, VDOT could technically explain the reason, but that may not add any value to the process.
- Delegate Minchew stated that the finished product will therefore be a number, not a word. Chairman Nohe explained that this is the first and last time that VDOT will do a preliminary rating through this process. The next time that the study is done, the only score that will come to the Authority is the final score. The unique circumstance this year is that we are currently in FY2015 and collecting FY2015 revenues. NVTAs needs to figure out how to properly allocate those revenues. It was decided that a preliminary score would provide some information for the staff to start working with, to save some time once the HB 599 rating is complete, to bring a strawman Two-Year, and ultimately a Six-Year, Plan to the Authority. We want to avoid getting to May and have not had a conversation about how to spend FY2015 money. This helps us get further down the road. The next time there will be a longer gap between the HB 599 process and the fiscal year for which we are considering expending revenues. This was a one-time tool so that PIWG can have something to start working on prior to the final rating results.
- Chairman Bulova asked for further clarification about a facility getting a high rating in 2020 and a lower rating in 2040. Mr. Srikanth responded that if there are other network improvements around that facility that impact the traffic and travel flow, then there may not be the same volume to capacity ratio. Also, there might be a larger growth population or employment in an adjacent travel district that would change the travel patterns and traffic distribution. Additionally, in the qualitative ranking, you start with the highest ranked project. From there one-third of the projects are ranked high, one-third

medium and one-third low. In 2040, the top performing project was a different project than in 2020, this might impact the ranking of all the projects.

- Chairman Bulova clarified that the lower ranking might be dependent on building other projects and other changes. If these projections did not happen, there might be a different score. Mr. Srikanth responded affirmatively. He noted that if the project being evaluated were not built and other projects in the area were built, if that scenario were run through the model it would show how bad things would be without that improvement. He added that this rating should not undermine the importance of the contribution of the project, just how the project rates relative to the contribution of other the other projects in the study. Mr. Srikanth stated that this thinking was a little counterintuitive even for VDOT, so they had to dig a little deeper to understand the results.
- Chairman Bulova asked for confirmation that this formula will not be used for the final ratings. Mr. Srikanth confirmed it will not.
- Delegate Rust asked what the definition of capacity is in the “PMT for capacity”. He asked if VDOT was using a standards like 2000 vehicles at 55mph per lane. Mr. Srikanth responded affirmatively, that VDOT is looking at link-by-link capacity. He added that if it is a roadway project that is adding a lane over two miles we would use that measure. If it is an intersection improvement, then through the intersection analysis – how many vehicles are getting through a green cycle – you use that difference. Delegate Rust asked for clarification that VDOT is using “standards” for this analysis. Mr. Srikanth responded affirmatively.
- Mayor Parrish expressed concern about the high, medium and low ratings. He added that he is appreciative that NVTA and VDOT worked together to create this preliminary set of ratings and that there is a next step in December. However, he is concerned about the public perception of this VDOT document showing the ratings and that public questions may arise as to why NVTA is funding a project with a low ranking. He asked that if members of the Authority hear concerns from the public like this, that they clarify the study rankings and next steps. He suggested that the Delegates may have a bigger challenge if their colleagues make statements to this effect.
- Chairman Nohe clarified that this is a planning tool, that the decision tool will be a numeric score and that numeric score is not the only decision tool NVTA will be using. There are other pieces of legislation that effect how we make decisions.
- Board Member Hynes suggested that some level of explanation about the preliminary rankings might be necessary wherever the document is presented or posted for the public. Mr. Srikanth agreed and responded that VDOT will be happy to work with NVTA staff to prepare an explanation that conveys the restraints and parameters for the use of these results and puts them in context with the on-going work. VDOT and NVTA can post the explanation on their websites.
- General public (Delegate LeMunyon) noted that all the projects selected for the HB 599 study seemed to be roadway projects. He asked for confirmation that the model has the ability to handle transit projects as well. Mr. Srikanth

- responded that the model tool and the methodology are capable. He added that VDOT has not run the methodology developed, but he is sure they will.
- Council Member Rishell expressed concern that the project descriptions in the rating document lack specificity. Mr. Srikanth responded by presenting the detailed maps that will be available online for each project. Chairman Bulova asked for clarification that a map will be available on-line for each project and will include project details. Mr. Srikanth responded that is correct and suggested that the Authority could make suggestions as to other details that could be included in the maps.
  - Supervisor Letourneau suggested that the maps not show the high, medium and low ratings. There was general agreement with this. Mr. Srikanth responded that VDOT could do this.
  - Mr. Srikanth continued the presentation and explained the next steps in the study process.
  - Chairman Nohe stated that at the Authority meeting in September Deputy Secretary Nick Donohue will be in attendance. He suggested that one topic of discussion at that time should be the ability for the Authority and VDOT to have a lessons learned process after December to evaluate the HB 599 measurements and determine if there are other measurements that would be better. A second topic of conversation should be that these specific measures may not be effective to properly compare transit and highway. He added that the next version of this needs to integrate highway and transit.
  - Delegate Rust suggested that the CTB is beginning the same process under HB 2 which will rate everything in the state. Delegate Rust stated that he believes that the HB 599 system is already more detailed than the system for HB 2 will be. He suggested that NVTA may be at a disadvantage when Northern Virginia projects are ranked against projects in other parts of the state. Delegate Rust suggested that the Authority ask Mr. Donohue what the HB 2 system will look like compared to HB 599. He stated we are doing a good job of implementing HB 599 and he does not want it to become a disadvantage. There was general agreement with this.
  - Ms. Cuervo stated that she had asked Mr. Donohue if they were going to take HB 599 results to use in HB 2 for Northern Virginia. At that time, he stated that he did not intend to do that. That we would have a level playing field and be measured in a similar fashion to all projects in the HB 2 study. Ms. Cuervo stated that the intent is to use HB 2 to rank all projects statewide, including Northern Virginia.
  - Ms. Mitchell added that discussions have started about whether there should be a separate set of measures for urban vs. rural projects. This is more important for other districts that have urban centers and very rural areas. Another question is whether or not you can even impose a similar set of measures within a district.
  - Chairman Nohe added that ultimately the HB 2 process and HB 599 process could be the same or strictly parallel, but not quite different.

- Mr. Srikanth added that on the HB 599 performance measures in the detailed analysis have seven ratings and two of them are explicitly for transit. Transit crowding is one of the measures. He added the VDOT is eager to learn the results of the study in December and review lessons learned.
- Ms. Mitchell commended the work that VDOT and Mr. Srikanth have done and added that this issue of cross modal comparison of projects is not done anywhere. This is new and is in many ways very much on the cutting edge of project evaluation. Being able to see the first set of results is going to be very important. Agreed that there should be feedback and lessons learned before determining that this is the exact set of methodology we are going to use moving forward.
- Ms. Backmon added that this is one of the reasons that while the PIWG had decided to do the next call for projects in December, that date is not being presented in the schedule tonight. The PIWG feels that we need to have the lessons learned discussion and evaluate what worked and what did not work before starting the next call for projects.
- Chairman Nohe noted that Mr. Srikanth is starting a new position as Director of Transportation Planning for Metropolitan Washington COG. He added that he can think of no one better qualified for the job, but that the Authority will miss him in his role with HB 599 and thanked him for his service.
- Mr. Srikanth thanked the Authority for the education he has received working with the Authority since it was Transportation Coordinating Council. He will look forward to working with the Authority members on different boards in the future.

### **Consent Agenda**

- V. Project Agreement for VRE – Regional Funding Project 997-14-007-1-06 (VRE Gainesville – Haymarket Extension Project Development)**
  - VI. Project Agreement for Loudoun County– Regional Funding Project 107-14-008-2-01 (Leesburg Park and Ride)**
  - VII. Project Agreement for the Loudoun County – Regional Funding Project 107-14-009-3-03 (Route 28 Hot Spot Improvements – Loudoun Segment)**
  - VIII. Project Agreement for the Loudoun County – Regional Funding Project 107-14-010-1-01 (Loudoun County Transit Buses)**
  - IX. Project Agreement for Loudoun County – Regional Funding Project 107-14-011-1-02 (Belmont Ridge Road Route 659 North of Dulles Greenway Widening)**
- Ms. Backmon requested the Authority approve the items on the consent agenda.

- Mayor Parrish moved approval of the consent agenda to include the specific motions in items V - IX; seconded by Chairman Bulova. Motion carried unanimously.

### **Additional Action Items**

#### **X. Approval of Project Implementation Working Group FY15-16 Two Year Program Development Schedule**

Chair Nohe

- Ms. Backmon introduced Mr. Jasper as one of the Program Coordinators for the Authority and a new coordinator for the PIWG.
- Mr. Jasper stated that the PIWG had met and heard the more detailed version of the VDOT presentation. He introduced the draft FY15-16 Two Year Program Development Schedule that will help to develop the Authority's two year program. He noted this schedule is slightly more accelerated than the version discussed at the PIWG meeting as the money is available and the sooner this is done, the sooner we have an effect on congestion in Northern Virginia. He concluded that March 2015 is the target for approval of the Two Year Program.
- Chairman Nohe clarified that this is an aggressive schedule. He noted that the goal is to have the plan for approval in March, but that the schedule could slip. Ms. Backmon confirmed this and explained the steps necessary to get through this process.
- Board Member Hynes moved approval of the proposed FY2015-16 Two Year Program Development Schedule; seconded by Chairman Bulova. Motion carried unanimously.
- Board Member Hynes asked for the next meeting date for the PIWG. Chairman Nohe answered it is August 18.

#### **XI. Approval of MOA Between NVTa, VDOT and DRPT**

Chair Euille, Financial Working Group

- Mayor Euille stated that it is the recommendation of the FWG that the Authority approve the MOA between the NVTa, VDOT and DRPT related to the use of the three regional transportation revenues. He explained the purpose of the MOA is to establish procedures and expectation, and define each agencies roles and responsibilities. The MOA is designed to accommodate changes if this situation were to change.
- Mayor Euille moved approval, in substantial form, the Memorandum of Agreement (MOA) between the Authority, the Virginia Department of Transportation (VDOT) and the Department of Rail and Public Transportation



(DRPT) related to the collection and use of the regional transportation revenues.

- Miss Bushue asked about the meaning of the statement in the memo “VDOT and DRPT will include a request for appropriation of the funding in the NVTAF in the Commonwealth’s budgeting process and use their best efforts to secure General Assembly approval.” Ms. Backmon responded that HB 2313 revenues have to be budgeted and appropriated. This language is included that we work with VDOT to be sure those monies are included in the budget. Miss Bushue clarified that HB 2313 monies are appropriated. Chairman Nohe confirmed that monies are appropriated and that is why funding any SPAs was held up until the budget was approved.
- Board Member Hynes seconded the motion. Motion carried unanimously.

**XII. Approval of Jurisdiction and Agency Coordinating Committee Chair**

Ms. Backmon, Executive Director

- Ms. Backmon stated that Ms. Dominguez of Fairfax County served as the Vice-Chair of the JACC and does legislative work with the Authority. She added that the JACC has recommended that Ms. Dominguez be elevated to the position of Chair of the JACC.
- Chairman Nohe asked for confirmation that the Authority does not need to approve the Vice-Chair of the JACC. Ms. Backmon confirmed that was true.
- Mayor Euille moved approval of Ms. Noelle Dominguez of Fairfax County as the Chairman of the Jurisdictional and Agency Coordinating Committee (JACC); seconded by Delegate Rust. Motion carried unanimously.

**XIII. Approval of Technical Advisory Committee Member**

Ms. Backmon, Executive Director

- Chairman Nohe stated that this item would be discussed in closed session.

**XIV. Approval of RSTP Reallocation Requests for Prince William County**

Ms. Dominguez, Vice-Chair, JACC

- Ms. Dominguez requested the Authority approve Prince William County’s RSTP reallocation request and Alexandria’s CMAQ reallocation request.
- Chairman Nohe moved approval of the Reallocation of Regional Surface Transportation Program funds for Prince William County; seconded by Senator Ebbin. Motion carried unanimously.

**XV. Approval of CMAQ Reallocation Requests for the City of Alexandria**

Ms. Dominguez, Vice-Chair, JACC

- Mayor Euille moved approval of the reallocation of Congestion Mitigation and Air Quality funds for the City of Alexandria; seconded by Board Member Hynes. Motion carried unanimously.

### **Discussion/Information**

- |               |   |                                 |
|---------------|---|---------------------------------|
| <b>XVI.</b>   | <b>Finance Committee Report</b>   | Vice-Chair Hynes                |
|               | <ul style="list-style-type: none"> <li>• No verbal report.</li> </ul>           |                                 |
| <b>XVII.</b>  | <b>Technical Advisory Committee Report</b>                                      | Ms. Judy, TAC                   |
|               | <ul style="list-style-type: none"> <li>• No verbal report.</li> </ul>           |                                 |
| <b>XVIII.</b> | <b>JACC Approval of Reallocation of RSTP Funds for the City of Falls Church</b> | Ms. Dominguez, Vice-Chair, JACC |
|               | <ul style="list-style-type: none"> <li>• No verbal report.</li> </ul>           |                                 |
| <b>XIX.</b>   | <b>JACC Approval of Reallocation of CMAQ Funds for the City of Alexandria</b>   | Ms. Dominguez, Vice-Chair, JACC |
|               | <ul style="list-style-type: none"> <li>• No verbal report.</li> </ul>           |                                 |
| <b>XX.</b>    | <b>NVTA Revenue Receipts Report</b>   | Mr. Longhi, CFO                 |
|               | <ul style="list-style-type: none"> <li>• No verbal report.</li> </ul>           |                                 |
| <b>XXI.</b>   | <b>NVTA Operating Budget Report</b>   | Mr. Longhi, CFO                 |
|               | <ul style="list-style-type: none"> <li>• No verbal report.</li> </ul>           |                                 |
| <b>XXII.</b>  | <b>Financial Working Group Report</b>   | Chair Euille                    |
|               | <ul style="list-style-type: none"> <li>• No verbal report.</li> </ul>           |                                 |
| <b>XXIII.</b> | <b>Project Implementation Working Group Report</b>                              | Chair Nohe                      |
|               | <ul style="list-style-type: none"> <li>• No report.</li> </ul>                  |                                 |
| <b>XXIV.</b>  | <b>Executive Director's Report</b>  | Ms. Backmon, Executive Director |
|               | <ul style="list-style-type: none"> <li>• No verbal report.</li> </ul>           |                                 |
| <b>XXV.</b>   | <b>Chairman's Comments</b>  | Chair Nohe                      |

- Chairman Bulova moved that the Northern Virginia Transportation Authority convene a closed meeting, as authorized by Virginia Code section 2.2-3711.A.1, for the purpose of discussing two personnel matters; seconded by Supervisor Letourneau. Motion carried unanimously.
- The Authority entered into closed session at 8:15pm.

### **Closed Session**

#### **XXVI. Closed Session**

- The Authority returned to open session at 9:21pm.
- Chairman Bulova moved that the members of the Northern Virginia Transportation Authority certify: (1) that only public business matters lawfully exempted from open meeting requirements under Chapter 37, Title 2.2 of the Code of Virginia; and (2) only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed or considered by the Authority; seconded by Mayor Parrish. Motion carried unanimously.
- Chairman Bulova moved to approve Armand Ciccarelli of Arlington County as a member of the Technical Advisory Committee (TAC); seconded by Delegate Rust. Motion carried unanimously.

### **Adjournment**

#### **XXVII. Adjournment**

- The meeting adjourned at 9:28pm.



## NORTHERN VIRGINIA TRANSPORTATION AUTHORITY

### MEMORANDUM

**FOR:** Chairman Martin E. Nohe and Members  
Northern Virginia Transportation Authority

**FROM:** Monica Backmon, Executive Director

**DATE:** September 11, 2014

**SUBJECT:** Regional Funding Project 153-14-012-2-03 (Route 28 from Linton Hall Road to Fitzwater Drive)

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1. **Recommendation.** Approval of attached Standard Project Agreement (SPA) 153-14-012-2-03.
2. **Suggested motion.** *I move approval of the proposed Standard Project Agreement 153-14-012-2-03 (Route 28 from Linton Hall Road to Fitzwater Drive), in accordance with NVTAs approved Project Description Sheets for each project to be funded as appended to the Standard Project Agreements; and that the Executive Director sign it on behalf of the Authority.*
3. **Background.**
  - a. The Authority previously approved this project for funding using FY 2014 70% regional funds on July 24, 2013.
  - b. FY2014 Bond funding was also approved on July 24, 2013 and is available for the project.
  - c. The attached SPA presented by Prince William County is consistent with the project previously approved by the Authority.
  - d. The attached SPA has been reviewed by the Council of Counsels, noting that there were no legal issues.

**Attachment:** SPA for NVTAs Project Number 153-14-012-2-03

**Coordination:** Council of Counsels

**Standard Project Agreement for Funding and Administration  
between  
Northern Virginia Transportation Authority  
and  
Prince William County  
(Recipient Entity)**

NVTA Project Number: 153-14-012-2-03

This Standard Project Agreement for Funding and Administration ("this Agreement") is made and executed in duplicate on this \_\_\_\_ day of \_\_\_\_\_, 20\_\_, as between the Northern Virginia Transportation Authority ("NVTA") and Prince William County \_\_\_\_\_ ("Recipient Entity").

**WITNESSETH**

WHEREAS, NVTA is a political subdivision of the Commonwealth of Virginia created by the Northern Virginia Transportation Authority Act ("the NVTA Act"), Chapter 48.2 of Title 15.2 of the Code of Virginia, as amended;

WHEREAS, Section 15.2-4830(4) of the Code of Virginia authorizes NVTA to enter into project agreements with certain statutorily designated entities for the provision of transportation facilities and services to the area embraced by NVTA;

WHEREAS, Section 15.2-4838.01 of the Code of Virginia authorizes NVTA to use funds from a fund established pursuant to that Code section (the "NVTA Fund") in order to assist in the financing, in whole or in part, of certain regional transportation projects in accordance with Code Section 15.2- 4838.1;

WHEREAS, the NVTA Fund provides for the deposit therein of certain dedicated revenues and other funds appropriated by the Virginia General Assembly;

WHEREAS, Section 15.2-4838.1 of the Code of Virginia authorizes the use of funds from the NVTA Fund and the use of proceeds from NVTA debt issuances ("NVTA Bond Proceeds") to be used by NVTA solely for transportation purposes benefitting those counties and cities embraced by NVTA;

WHEREAS, the Project set forth and described on Appendix A to this Agreement ("the Project") satisfies the requirements of Virginia Code Section 15.2-4838.1;

WHEREAS, the Project is to be financed, as described in Appendix B, in whole or in part, by funds from the NVTA Fund and/or from NVTA Bond Proceeds, is located within a locality embraced by NVTA's geographical borders, or is located in an adjacent locality, but only to the extent that any such extension is an insubstantial part of the Project and is essential to the viability of the Project within the localities embraced by NVTA;

WHEREAS, Prince William County formally requested that NVTA provide funding to the Project by timely submitting an application for NVTA funding in response to NVTA's call for projects;

WHEREAS, NVTA has reviewed Prince William County's application for funding and has approved Prince William County's administration and performance of the Project's described scope of work;

WHEREAS, based on the information provided by Prince William County, NVTA has determined that the Project complies with all requirements of the NVTA Act related to the use of moneys identified in Virginia Code Sections 15.2-4838.1.A,C.1 and all other applicable legal requirements;

WHEREAS, the funds to be provided by NVTA described in Appendix B have been duly authorized and directed by Prince William County to finance the Project;

WHEREAS, NVTA agrees that Prince William County will design and/or construct the Project or perform such other specific work for the Project and Prince William County agrees that it will perform such work on the terms and conditions set forth in this Agreement and the Appendices appended thereto;

WHEREAS, both parties have concurred in the Prince William County's administration, performance, and completion of the Project on the terms and conditions set forth in this Agreement and its Appendices and in accordance with all applicable federal, state, and local laws and regulations; and

WHEREAS, NVTA's governing body and Prince William County's governing body have each authorized that their respective designee(s) execute this agreement on their respective behalf(s) as evinced by copies of each such entity's clerk's minutes which are appended hereto as Appendix E;.

NOW THEREFORE, in consideration of the promises made mutual covenants, and agreements contained herein, the parties hereto agree as follows:

A. Recipient Entity's Obligations

Prince William County shall:

1. Complete or perform all said work as described in Appendix A, advancing such work diligently and ensuring that all work is completed in accordance with all applicable federal, state, and local laws and regulations, and all terms and conditions of this Agreement.
2. Ensure that all work performed or to be performed under this Agreement is in accordance with the Project Description Sheets attached to Appendix A and complies with Va. Code Ann. Sections 15.2-4838.1(A) and C(1).
3. Perform or have performed, and remit all payment requisitions and other requests for funding for design and engineering, including all environmental work, right-of-way acquisition, construction, contract administration, testing services, inspection services, or capital asset acquisitions for the Project, as is required by this Agreement and that may be necessary for completion of the Project.
4. Not use the NVTAF funds specified on Appendix B to pay any Project cost if the NVTAF Act does not permit such Project cost to be paid with NVTAF funds.
5. Recognize that, if the Project contains "multiple phases" (as such "multiple phases" are defined for the Project on Appendix A), for which NVTAF will provide funding for such multiple phases (as set forth on Appendix B), NVTAF may not provide funding to Prince William County to advance the Project to the next phase until the current phase is completed. In any circumstance where Prince William County seeks to advance a Project to the next phase using NVTAF funds, Prince William County shall submit a written request to NVTAF's Executive Director explaining the need for NVTAF's funding of an advanced phase. NVTAF's Executive Director will thereafter review the circumstances underlying the request in conjunction with Appendix B and NVTAF's current and projected cash flow position and make a recommendation to NVTAF whether to authorize the requested advance phase funding. Nothing herein, however, shall prohibit Prince William County from providing its own funds to

advance a future phase of the Project and from requesting reimbursement from NVTa for having advance funded a future phase of the Project. However, Prince William County further recognizes that NVTa's reimbursement to Prince William County for having advance funded a Project phase will be dependent upon NVTa's cash flow position at the time such a request for reimbursement is submitted and to the extent that any such advanced funding is consistent with Appendix B.

6. Acknowledge that NVTa's Executive Director will periodically update NVTa's project cash flow estimates with the objective toward keeping those estimates accurate throughout the life of the Project. Prince William County shall provide all information required by NVTa so as to ensure and facilitate accurate cash flow estimates and accurate updates to those cash flow estimates throughout the life of the Project as described in Appendix B.
7. Provide to NVTa requests for payment consistent with Appendix B and the most recently approved NVTa cash flow estimates that include NVTa's standard payment requisition(s), containing detailed summaries of actual project costs incurred with supporting documentation as determined by NVTa and that certify all such costs were incurred in the performance of work for the Project as authorized by this Agreement. Each payment requisition shall be in substantially the same form as set forth in Appendix C of this Agreement. If approved by NVTa, Prince William County can expect to receive payment within twenty (20) days upon receipt by NVTa. Approved payments may be made by means of electronic transfer of funds from NVTa to or for the account of Prince William County.
8. Promptly notify NVTa's Executive Director of any additional project costs resulting from unanticipated circumstances and provide to NVTa detailed estimates of additional costs associated with those circumstances. Prince William County understands that it will be within NVTa's sole discretion whether to provide any additional funding to the Project in such circumstances and that NVTa will do so only in accordance with NVTa's approved Project Selection Process and upon formal action and approval by NVTa. Prince William County shall timely provide to NVTa a



complete and accurate update to Appendix B, if NVTa approves funding of any additional Project costs for the Project under this Paragraph.

9. Release or return any unexpended funds to NVTa no later than 90 days after final payment has been made to the contractors.
10. Review and acknowledge the requirements of NVTa Resolution No. 14-08 adopted January 23, 2014; to wit that, if applicable to Prince William County 's Project: a) Prior to any NVTa funds being released for a project that may be part of a larger project, projects, or system undertaken with an extra-territorial funding partner, all such extra-territorial funding partners must commit to pay their appropriate, respective proportionate share or shares of the larger project or system cost commensurate with the benefits to each on a basis agreed upon by the NVTa member localities; b) any such funds released by NVTa for such project will be in addition to the funds that the NVTa member locality is to receive from or be credited with by the extra-territorial funding partner for the project or system; and c) there shall be no funding made available by NVTa until such time as all extra-territorial funding partners for such project or system pay or officially commit to fund their appropriate, respective proportionate shares of such large project or system commensurate with the benefits to each on a basis agreed upon with NVTa.
11. Should Prince William County be required to provide matching funds in order to proceed or complete the funding necessary for the Project, Prince William County shall certify to NVTa that all such matching funds have been either authorized and/or appropriated by Prince William County s governing body or have been obtained through another, independent funding source;
12. Maintain complete and accurate financial records relative to the Project for all time periods as may be required by the Virginia Public Records Act and by all other applicable state or federal records retention laws or regulations, unless superseded by the laws that govern Prince William County and provide copies of any such financial records to NVTa, free of charge, upon request.

13. Maintain all original conceptual drawings and renderings, architectural and engineering plans, site plans, inspection records, testing records, and as built drawings for the Project for the time periods required by the Virginia Public Records Act and any other applicable records retention laws or regulations, unless superseded by the laws that govern Prince William County; and provide to NVTa copies of all such drawings and plans free of charge, upon request.
14. Reimburse NVTa for all NVTa funds (with interest earned at the rate earned by NVTa) that Prince William County misapplied or used in contravention of Sections 15.2-4829 *et. seq.* of the Virginia Code ("the NVTa Act") Chapter 766 of the 2013 Virginia Acts of Assembly ("Chapter 766"), or any term or condition of this Agreement.
15. Name NVTa and its Bond Trustee or require that all Prince William County's contractors name NVTa or its Bond Trustee as an additional insured on any insurance policy issued for the work to be performed by or on behalf of Prince William County for the Project and present NVTa with satisfactory evidence thereof before any work on the Project commences or continues.
16. Give notice to NVTa that Prince William County may use NVTa funds to pay outside legal counsel services (as opposed to utilizing the services of its own in-house counsel or NVTa's in-house legal counsel) in connection with the work performed under this Agreement Prince William County so as to ensure that no conflict of interest may arise from any such representation.
17. Provide certification to NVTa, that upon final payment to all contractors for the Project, Prince William County will use the Project for its intended purposes for the duration of the Project's useful life. Under no circumstances will NVTa be considered responsible or obligated to operate and/or maintain the Project after its completion.
18. Comply with all requirements of the Virginia Public Procurement Act and other applicable Virginia Code provisions, or local ordinances which govern the letting of public contracts, unless superseded by the laws that govern Prince William County.

19. Acknowledge that if the Project is being funded in whole or in part by NVTB Bond Proceeds, comply with the tax covenants attached as Appendix D.
20. Acknowledge that if Prince William County expects and/or intends that the Project is to be submitted for acceptance by the Commonwealth into its system that Prince William County agrees to comply with the Virginia Department of Transportation's ("VDOT's") "Standards, Requirements and Guidance."
21. Recognize that Prince William County is solely responsible for obtaining all permits and permissions necessary to construct and/or operate the Project, including but not limited to, obtaining all required VDOT and local land use permits, applications for zoning approvals, and regulatory approvals.
22. Recognize that if Prince William County is funding the Project, in whole or in part, with federal and/or state funds, in addition to NVTB funds and/or NVTB Bond Proceeds that Prince William County will need to comply with all federal and Commonwealth funding requirements, including but not limited to, the completion and execution of VDOT's Standard Project Administration Agreement and acknowledges that NVTB will not be a party or signatory to that Agreement; nor will NVTB have any obligation to comply with the requirements of that Agreement.
23. Provide a certification to NVTB no later than 90 days after final payment to the contractors that Prince William County adhered to all applicable laws and regulations and all requirements of this Agreement.

B. NVTB's Obligations

NVTB shall:

- I. Provide to Prince William County the funding authorized by NVTB for design work, engineering, including all environmental work, all right-of-way acquisition, inspection services, testing services, construction, and/or capital asset acquisition(s) on a reimbursement basis as set forth in this Agreement and as specified in the Project Budget and Cash Flow contained in

Appendix B to this Agreement or the most updated amendment thereto, as approved by NVTa.

2. Assign a Program Coordinator for the Project. NVTa's Program Coordinator will be responsible for monitoring the Project on behalf of NVTa so as to ensure compliance with this Agreement and all NVTa's requirements and with overseeing, managing, reviewing, and processing, in consultation with NVTa's Executive Director and its Chief Financial Officer ("CFO"), all payment requisitions submitted by Prince William County for the Project. NVTa's Program Coordinator will have no independent authority to direct changes or make additions, modifications, or revisions to the Project Scope of Work as set forth on Appendix A or to the Project Budget and Cash Flow as set forth on Appendix B.
3. Route to NVTa's assigned Program Coordinator all Prince William County's payment requisitions, containing detailed summaries of actual Project costs incurred which are in substantially the same form as shown on Appendix C submitted to NVTa for the Project. After submission to NVTa, NVTa's Program Coordinator will conduct an initial review of all payment requisitions and supporting documentation for the Project in order to determine the submission's legal and documentary sufficiency. NVTa's Program Coordinator will then make a recommendation to the NVTa's CFO and Executive Director whether to authorize payment, refuse payment, or seek additional information from Prince William County. If the payment requisition is sufficient as submitted, payment will be made within twenty (20) days from receipt. If the payment requisition is deemed insufficient, within twenty (20) days from receipt, NVTa's Program Coordinator will notify Prince William County in writing and set forth the reasons why the payment requisition was declined or why and what specific additional information is needed for processing the payment request. Payment will be withheld until all deficiencies identified by NVTa have been corrected. Under no circumstances will NVTa authorize payment for any work performed by or on behalf of Prince William County that is not in conformity with the requirements of the NVTa Act, Chapter 766, or this Agreement.

4. Route all Prince William County's supplemental requests for funding from NVTa under Paragraphs A.5 and A.8 of this Agreement to NVTa's Executive Director. NVTa's Executive Director will initially review those requests and all supporting documentation with NVTa's CFO. After such initial review, NVTa's Executive Director will make a recommendation to NVTa's Finance Committee for its independent consideration and review. NVTa's Finance Committee will thereafter make a recommendation on any such request to NVTa for final determination by NVTa.
5. Conduct periodic compliance reviews scheduled in advance for the Project so as to determine whether the work being performed remains within the scope of this Agreement, the NVTa Act, Chapter 766, and other applicable law. Such compliance reviews may entail review of Prince William County's financial records for the Project and on -site inspections.
6. Acknowledge that if, as a result of NVTa's review of any payment requisition or of any NVTa compliance review, NVTa staff determines that Prince William County has misused or misapplied any NVTa funds in derogation of this Agreement or in contravention of the NVTa Act, Chapter 766 or applicable law, NVTa staff will promptly advise NVTa's Executive Director and will advise Prince William County's designated representative in writing. Prince William County will thereafter have thirty (30) days to respond in writing to NVTa's initial findings. NVTa's staff will review Prince William County's response and make a recommendation to NVTa's Finance Committee. NVTa's Finance Committee will thereafter conduct its own review of all submissions and make a recommendation to NVTa. Pending final resolution of the matter, NVTa will withhold further funding on the Project. If NVTa makes a final determination that Prince William County has misused or misapplied funds in contravention of this Agreement, the NVTa Act, Chapter 766, or other applicable law, NVTa will cease further funding for the Project and will seek reimbursement from Prince William County of all funds previously remitted by NVTa (with interest earned at the rate earned by NVTa) which were misapplied or misused by Prince William County. Nothing herein shall, however, be construed as denying, restricting or limiting the pursuit of either party's legal rights or available legal remedies.

7. Make guidelines available to Prince William County to assist the parties in carrying out the terms of this Agreement in accordance with applicable law.
8. Upon recipient's final payment to all contractors, retain copies of all contracts, financial records, design, construction, and as-built project drawings and plans for the Project for the time periods required by the Virginia Public Records Act and as may be required by other applicable records retention laws and regulations.
9. Be the sole determinant of the amount and source of NVTAs funds to be provided and allocated to the Project and the amounts of any NVTAs funds to be provided in excess of the amounts specified in Appendix B.

C. Term

1. This Agreement shall be effective upon adoption and execution by both parties.
2. Prince William County may terminate this Agreement, for cause, in the event of a material breach by NVTAs of this Agreement. If so terminated, NVTAs shall pay for all Project costs incurred through the date of termination and all reasonable costs incurred by Prince William County to terminate all Project related contracts. The Virginia General Assembly's failure to appropriate funds to NVTAs as described in paragraph F of this Agreement or repeal of the legislation establishing the NVTAs fund created pursuant to Chapter 766 shall not be considered material breaches of this Agreement by NVTAs. Before initiating any proceedings to terminate under this Paragraph, Prince William County shall give NVTAs sixty (60) days written notice of any claimed material breach of this Agreement; thereby allowing NVTAs an opportunity to investigate and cure any such alleged breach.
3. NVTAs may terminate this Agreement, for cause, resulting from Prince William County's material breach of this Agreement. If so terminated, Prince William County shall refund to NVTAs all funds NVTAs provided to Prince William County for the Project (including interest earned at the rate earned by NVTAs). NVTAs will provide Prince William County with sixty (60) days written notice that NVTAs is exercising its rights to terminate this Agreement and the reasons for termination. Prior to termination, Prince William County may

request that NVTA excuse Prince William County from refunding all funds NVTA provided to Prince William County for the Project based upon Prince William County's substantial completion of the Project or severable portions thereof; and NVTA may, in its sole discretion, excuse Prince William County from refunding all or a portion of the funds NVTA provided to Prince William County for the Project. No such request to be excused from refunding will be allowed where Prince William County has either misused or misapplied NVTA funds in contravention of applicable law.

4. Upon termination and payment of all eligible expenses as set forth in Paragraph C.3 above, Prince William County will release or return to NVTA all unexpended NVTA funds with interest earned at the rate earned by NVTA no later than sixty (60) days after the date of termination.

D. Dispute

In the event of a dispute under this Agreement, the parties agree to meet and confer in order to ascertain if the dispute can be resolved informally without the need of a third party or judicial intervention. NVTA's Executive Director and Prince William County's Chief Executive Officer or Chief Administrative Officer shall be authorized to conduct negotiations on behalf of their respective entities. If a resolution of the dispute is reached via a meet and confer dispute resolution method, it shall be presented to NVTA and to Prince William County's governing body for formal confirmation and approval. If no satisfactory resolution can be reached via the meet and confer method, either party is free to pursue whatever remedies it may have at law, including all judicial remedies.

E. NVTA's Financial Interest in Project Assets

Prince William County agrees to use the real property and appurtenances and fixtures thereto, capital assets, equipment and all other transportation facilities that are part of the Project and funded by NVTA under this Agreement ("Project Assets") for the designated transportation purposes of the Project under this Agreement and in accordance with applicable law throughout the useful life of each Project Asset. NVTA shall retain a financial interest in the value of each of the of the Project Assets, whether any such Project Asset may have depreciated or appreciated, throughout its respective useful life proportionate to the amount of the cost of the Project Asset funded by NVTA under this

Agreement. In the event that Prince William County fails to use any of the Project Assets funded under this Agreement for the transportation purposes as authorized by this Agreement or applicable law throughout its respective useful life, Prince William County shall refund to NVTA with interest at the rate earned by NVTA the amount attributable to NVTA's proportionate financial interest in the value of said Project Asset. If Prince William County refuses or fails to refund said monies to NVTA, NVTA may recover its proportionate financial interest from Prince William County by pursuit of any remedies available to NVTA, including but not limited to NVTA's withholding of commensurate amounts from future distributions of NVTA funds to Prince William County.

F. Appropriations Requirements

1. Nothing herein shall require or obligate any party to commit or obligate funds to the Project beyond those funds that have been duly authorized and appropriated by their respective governing bodies.
2. The parties acknowledge that all funding provided by NVTA pursuant to Chapter 766 is subject to appropriation by the Virginia General Assembly. The parties further acknowledge that: (i) the moneys allocated to the NVTA Fund pursuant to Va. Code Ann. Sections 58.1-638, 58.1-802.2, and 58.1-1742 and any other moneys that the General Assembly appropriates for deposit into the NVTA Fund are subject to appropriation by the General Assembly and (ii) NVTA's obligations under this Agreement are subject to such moneys being appropriated for deposit in the NVTA Fund by the General Assembly.

G. Notices

All notices under this Agreement to either party shall be in writing and forwarded to the other party by U.S. mail, care of the following authorized representatives:

- 1) to: NVTA, to the attention of its Executive Director;  
3060 Williams Drive, Suite 510  
Fairfax, VA 22031
- 2) to Prince William County, to the attention of Thomas Blaser  
5 County Complex Court, #290  
Prince William, VA 22192 (address)



H. Assignment

This Agreement shall not be assigned by either party unless express written consent is given by the other party.

I. Modification or Amendment

This Agreement may be modified, in writing, upon mutual agreement of both parties.

J. No Personal Liability or Creation of Third Party Rights

This Agreement shall not be construed as creating any personal liability on the part of any officer, employee, or agent of the parties; nor shall it be construed as giving any rights or benefits to anyone other than the parties hereto.

K. No Agency

Prince William County represents that it is not acting as a partner or agent of NVTA; and nothing in this Agreement shall be construed as making any party a partner or agent with any other party.

L. Sovereign Immunity

This Agreement shall not be construed as a waiver of either party's sovereign immunity rights.

M. Incorporation of Recitals

The recitals to this Agreement are hereby incorporated into this Agreement and are expressly made a part hereof. The parties to this Agreement acknowledge and agree that such recitals are true and correct.

N. Mutual Preparation and Fair Meaning

The parties acknowledge that this Agreement has been prepared on behalf of all parties thereto and shall be construed in accordance with its fair meaning and not strictly construed for or against either party.

O. Governing Law

This Agreement is governed by the laws of the Commonwealth of Virginia.

IN WITNESS WHEREOF, each party hereto has caused this Agreement to be executed as of the day, month, and year first herein written by their duly authorized representatives.

Northern Virginia Transportation Authority

By: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
Prince William County (Name of Recipient Entity)

By: Thm BQ

Date: 8/28/14

## **Appendix A –Narrative Description of Project**

### ***Attach- Approved NVTA Project Description Sheet***

NVTA Project Title: Route 28 from Linton Hall Road to Fitzwater Drive

Recipient Entity: Prince William County

Recipient Entity/Project Manager Contact Information: Thomas Blaser

NVTA Program Coordinator Contact information:

<b>Project Scope</b>
<b>Only Complete if Different from the Approved NVTA Project Description Sheet</b>

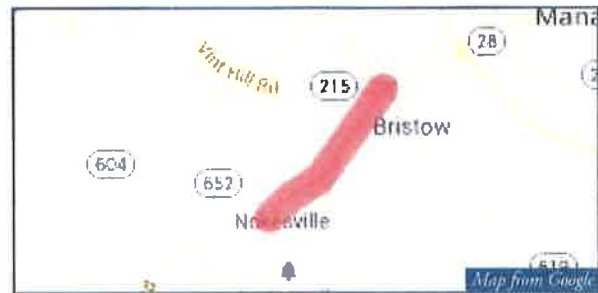
<b>Detailed Scope of Services</b>
<b>Only Complete if Different from the Approved NVTA Project Description Sheet</b>



# Project Description Form — 3G

## Basic Project Information

1. **Submitting Agency:**  
Prince William County
2. **Project Title:** Route 28 from Linton Hall Road to Fitzwater Drive
3. **Project Type:**  
☒ Roadway ☐ Multimodal ☐ Transit
4. **Project Description/Scope:** : Widen from a 2 lane undivided roadway to a 4 lane divided roadway. This project also includes relocation and re-alignment of Route 215 (Vint Hill Road) and construction of a multi-use trail on the south side and a sidewalk on the north side. NVTa project funds will eliminate the need to phase project construction.
5. **Route (if applicable)/Corridor:**  
Route 28 / Corridor 3
6. **Total Project Cost:** \$56,000,000
7. **Total Funds Required:** \$25,000,000
8. **Phase/s of Project Covered by Funding:** Construction



### 9. Project Milestones (by phase, include all phases):

- ROW Acquisition: May 2013
- Design Start: Complete
- Design Complete: Complete
- Construction Start: FY 2014
- Construction Complete: 2015

### 10. In TransAction 2040 plan?

☒ Yes ☐ No

### 11. In CLRP, TIP or Air Quality Neutral?

Yes. CLRP, ID # 2045

### 12. Leverages Sources:

- ☒ Local ☒ State ☒ Federal  
☐ Other (please explain)

\*Total Funds Required: Increased from \$25,000,000 to \$28,000,000 per a requested amendment and motion that carried during the meeting held on July 24, 2013. NVTa Resolution 07-24-13-A.

## PROJECT ANALYSIS

**Tier I** ☒ Pass ☐ Fail

**Tier II** 7 out of 8 points

**Tier III Congestion Reduction Relative to Cost:**

**Plan** ☒ CLRP ☐ TA2040 only **Rating** ☒ High ☐ Med ☐ Low

## Stated Benefits

---

1. **What regional benefit/s does this project offer?** This project completes an additional segment of Route 28 (Nokesville Road). It alleviates traffic on a regionally congested corridor and allows for better connectivity from the Bristow/Nokesville Area in Prince William County to the City of Manassas, the City of Manassas Park and ultimately into Fairfax and Loudoun Counties through the Route 28 corridor.
2. **How does the project reduce congestion?** This project reduces existing congestion by adding additional capacity to a Virginia Department of Transportation (VDOT) primary arterial road that currently exist as a two-lane undivided road and improving it to a four-lane divided roadway. Also, this project will relocate Route 215 (Vint Hill Road) about a quarter mile south from its existing location to allow for proper spacing between the Linton Hall Road and Vint Hill Road intersections on Route 28. This separation will also add capacity and will relieve existing congestion at those intersections, which currently back up Route 28 in the peak periods.
3. **How does the project increase capacity?** (*Mass transit projects only*) N/A
4. **How does the project improve auto and pedestrian safety?** This project addresses improved auto safety by widening a high speed road and allowing for a median to be constructed. The project also includes intersection improvements at all the intersection within the project limits including additional signals, separation of intersections, and pedestrian improvements at signalized intersections.

This project also improves pedestrian safety by constructing a trail and sidewalk, where one does not exist today. Pedestrian facilities will be provided throughout the entire project including on the Vint Hill Road. As mentioned above, pedestrian improvements will also be made at all signalized intersections.

5. **List internet address/link to any additional information or documentation in support of project benefits.** (*Optional*)

<http://www.pwcgov.org/government/dept/dot/Pages/Current-Road-Projects.aspx>

[http://eservice.pwcgov.org/planning/documents/19\\_Transportation.pdf](http://eservice.pwcgov.org/planning/documents/19_Transportation.pdf) (pg. TRANS 24)

6. **Project Picture/Illustratives**



# APPENDIX B-PROJECT BUDGET & CASH FLOW

## PROJECT IDENTIFICATION AND PROPOSED FUNDING

NVTA Project Title: Route 28 from Linton Hall to Fitzwater Drive  
 Recipient Entity: Prince William County  
 Project Contact Information: 703-792-6825

## PROJECT COSTS & FUNDING SOURCE

Project Cost Category	Total Project Costs	NVTA PayGo Funds	NVTA Financed Funds	Description Other Sources of Funds	Amount Other Sources of Funds	Recipient Entity Funds
Design Work	\$ -	\$ -	\$ -		\$ -	\$ -
Engineering	\$ 200,000.00		\$ 200,000.00			
Environmental Work						
Right-of-Way Acquisition	\$ 9,800,000.00		\$ 9,800,000.00			
Construction	\$ 18,000,000.00		\$ 18,000,000.00			
Contract Administration						
Testing Services						
Inspection Services						
Capital Asset Acquisitions						
Other						
<b>Total Estimated Cost</b>	<b>\$ 28,000,000.00</b>	<b>\$ -</b>	<b>\$ 28,000,000.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

## FISCAL YEAR ANNUAL PROJECT CASH FLOW

Project Phase	Total Fiscal Year 2015		Total Fiscal Year 2016		Total Fiscal Year 2017		Total Fiscal Year 2018		Total Fiscal Year 2019	
	PayGo	Financed	PayGo	Financed	PayGo	Financed	PayGo	Financed	PayGo	Financed
Design Work										
Engineering		200,000.00								
Environmental Work										
Right-of-Way Acquisition		9,800,000.00								
Construction		18,000,000.00								
Contract Administration										
Testing Services										
Inspection Services										
Capital Asset Acquisitions										
Other										
<b>Total Estimated Cost</b>		<b>\$ 28,000,000.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

Please Note: If additional years are needed, please submit a separate form with additional columns

## FISCAL YEAR ESTIMATED PROJECT CASH FLOW

	FY 15 Mthly Cash Flow		FY 16 Mthly Cash Flow		FY 17 Qtrly Cash Flow		FY 18 Qtrly Cash Flow		FY 19 Qtrly Cash Flow	
	PayGo	Financed	PayGo	Financed	PayGo	Financed	PayGo	Financed	PayGo	Financed
July				\$ 2,000,000.00						
August				\$ 2,000,000.00						
September				\$ 2,000,000.00						
October				\$ 2,000,000.00						
November		\$ 1,000,000.00								
December		\$ 2,000,000.00								
January		\$ 2,000,000.00								
February		\$ 3,000,000.00								
March		\$ 3,000,000.00								
April		\$ 3,000,000.00								
May		\$ 3,000,000.00								
June		\$ 3,000,000.00								
<b>Total per Fiscal Year</b>	<b>\$ -</b>	<b>\$ 20,000,000.00</b>	<b>\$ -</b>	<b>\$ 8,000,000.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

Please Note: If additional years are needed, please submit a separate form with additional columns

This attachment is certified and made an official attachment to the Standard Project Agreement document by the parties of this agreement.

Recipient Entity Official

Signature  
 Transportation Director  
 Title  
 8/28/2014  
 Date  
 Thomas Blaser  
 Print name of person signing

Northern Virginia Transportation Authority

Signature  
 NVTA Executive Director  
 Title  
 Date  
 Print name of person signing

## **APPENDIX D**

### **TAX COVENANTS**

The Recipient Entity will not permit more than five percent of the total amount of NVTA Bond Proceeds or the Financed Property to be used directly or indirectly (i) for a Private Business Use or (ii) to make or finance loans to Nongovernmental Persons. Any transaction that is generally characterized as a loan for federal income tax purposes is a "loan" for purposes of this paragraph. In addition, a loan may arise from the direct lending of NVTA Bond Proceeds or may arise from transactions in which indirect benefits that are the economic equivalent of a loan are conveyed, including any contractual arrangement which in substance transfers tax ownership and/or significant burdens and benefits of ownership.

The Recipient Entity agrees not to requisition or spend NVTA Bond Proceeds for any Project Cost not constituting a Capital Expenditure.

Except as may be described in Appendix B, the Recipient Entity neither has on the date of this Agreement nor expects to have after this date any funds that are restricted, segregated, legally required or otherwise intended to be used, directly or indirectly, for the purposes for which the Recipient Entity is receiving NVTA Bond Proceeds.

The Recipient Entity acknowledges that it may have to provide detailed information about the investment of the amount of any requisition unless (i) payments are remitted directly by NVTA to the contractors/vendors or (ii) the Recipient Entity remits payment to the contractors/vendors within five banking days after the date on which NVTA advances the amount of the requisition. NVTA may request the detailed information in order to compute the rebate liability to the U.S. Treasury on NVTA's bonds or other debt financing pursuant to Section 148 of the Internal Revenue Code of 1986, as amended (the "Code").

"Capital Expenditure" means any cost of a type that is properly chargeable to capital account (or would be so chargeable with (or but for) a proper election or the application of the definition of "placed in service" under Treas. Reg. § 1.150-2(c)) under general federal income tax principles, determined at the time the expenditure is paid.

"Federal Government" means the government of the United States and its agencies or instrumentalities.

"Financed Property" means the property financed by the NVTA Bond Proceeds.

"General Public Use" means use of Financed Property by a Nongovernmental Person as a member of the general public. Use of Financed Property by a Nongovernmental Person in a Trade or Business is treated as General Public Use only if the Financed Property is intended to be available and in fact is reasonably available for use on the same basis by natural persons not

engaged in a Trade or Business. Use under arrangements that convey priority rights or other preferential benefits is not use on the same basis as the general public.

"Governmental Person" means any Person that is a state or local governmental unit within the meaning of Section 141 of the Code (or any instrumentality thereof).

"NVTB Bond Proceeds" means, as used herein, the sale proceeds of any NVTB bonds or other debt instrument and the investment earnings on such proceeds, collectively.

"Nongovernmental Person" mean any Person other than a Governmental Person. For the purposes hereof, the Federal Government is a Nongovernmental Person.

"Person" means any natural person, firm, joint venture, association, partnership, business trust, corporation, limited liability company, corporation or partnership or any other entity (including the Federal Government and a Governmental Person).

"Private Business Use" means a use of the NVTB Bond Proceeds directly or indirectly in a Trade or Business carried on by a Nongovernmental Person other than General Public Use. For all purposes hereof, a Private Business Use of any Financed Property is treated as a Private Business Use of NVTB Bond Proceeds. Both actual and beneficial use by a Nongovernmental Person may be treated as Private Business Use under Section 141 of the Code. In most cases, however, Private Business Use results from a Nongovernmental Person having special legal entitlements to use the Financed Property under an arrangement with the Recipient Entity. Examples of the types of special legal entitlements resulting in Private Business Use of Proceeds include (i) ownership for federal tax purposes of Financed Property by a Nongovernmental Person and (ii) actual or beneficial use of Financed Property by a Nongovernmental Person pursuant to a lease, a Service Contract, an incentive payment contract or certain other arrangements such as a take-or-pay or other output-type contract. Private Business Use of the Financed Property may also be established on the basis of a special economic benefit to one or more Nongovernmental Persons even if such Nongovernmental Persons do not have a special legal entitlement to the use of the Financed Property. Any arrangement that is properly characterized as a lease for federal income tax purposes is treated as a lease for purposes of the Private Business Use analysis. An arrangement that is referred to as a management or Service Contract may nevertheless be treated as a lease, and in determining whether a management or service contract is properly characterized as a lease, it is necessary to consider all of the facts and circumstances, including (i) the degree of control over the property that is exercised by a Nongovernmental Person, and (ii) whether a Nongovernmental Person bears risk of loss of the Financed Property. Private Business Use of Financed Property that is not available for General Public Use may also be established on the basis of a special economic benefit to one or more Nongovernmental Persons even if such Nongovernmental Persons do not have a special legal entitlement to the use of the Financed Property. In determining whether special economic benefit gives rise to Private Business Use, it is necessary to consider all of the facts and circumstances, including one or more of the following factors: (i) whether the Financed Property is functionally related or physically proximate to property used in the Trade or Business of a Nongovernmental Person, (ii) whether only a small number of Nongovernmental Persons receive the economic benefit, and



(iii) whether the cost of the Financed Property is treated as depreciable by the Nongovernmental Person.

"Service Contract" means a contract under which a Nongovernmental Person will provide services involving all, a portion or any function of any Financed Property. For example, a Service Contract includes a contract for the provision of management services for all or any portion of Financed Property. Contracts for services that are solely incidental to the primary governmental function or functions of Financed Property (for example, contracts for janitorial, office equipment repair, billing, or similar services) are not included in this definition. Additional contracts not included in this definition are (i) a contract to provide for services by a Nongovernmental Person in compliance with Revenue Procedure 97-13, 1997-1 C.B. 632, as modified by Revenue Procedure 2001-39, I.R.B. 2001-28, (ii) a contract to provide for services by a Nongovernmental Person if the only compensation is the reimbursement of the Nongovernmental Person for actual and direct expenses paid by the Nongovernmental Person to unrelated parties and (iii) a contract to provide for the operations by a Nongovernmental Person of a facility or system of facilities that consists predominately of public utility property (within the meaning of Section 168(i)(10) of the Code), if the only compensation is the reimbursement of actual and direct expenses of the Nongovernmental Person and reasonable administrative overhead expenses of the Nongovernmental Person.

"Trade or Business" has the meaning set forth in Section 141(b)(6)(B) of the Code, and includes, with respect to any Nongovernmental Person other than a natural person, any activity carried on by such Nongovernmental Person. "Trade or Business" for a natural person means any activity carried on by such natural person that constitutes a "trade or business" within the meaning of Section 162 of the Code.

**APPENDIX E –Authorization of designee(s)**

*If applicable, replace this page with recipient governing body's authorization for their respective designee(s) to execute this agreement on their behalf(s) as evinced by entity's clerk's minutes.*

**MOTION: COVINGTON**

**September 9, 2014  
Regular Meeting  
Res. No. 14-538**

**SECOND: JENKINS**

**RE: AUTHORIZE EXECUTION OF A STANDARD PROJECT AGREEMENT BETWEEN PRINCE WILLIAM COUNTY AND THE NORTHERN VIRGINIA TRANSPORTATION AUTHORITY FOR LOCAL ADMINISTRATION OF THE ROUTE 28 (REALIGNED VINT HILL ROAD TO FITZWATER DRIVE) PROJECT; AND BUDGET AND APPROPRIATE \$28,000,000 IN FUNDS FOR THE ROUTE 28 (REALIGNED VINT HILL ROAD TO FITZWATER DRIVE) PROJECT TO BE REIMBURSED WITH FISCAL YEAR 2014 70% HB2313 REVENUES – BRENTSVILLE MAGISTERIAL DISTRICT**

**ACTION: APPROVED**

**WHEREAS**, in April 2013, the General Assembly and Governor approved a new transportation funding bill (HB2313) with all taxes and fees imposed by the General Assembly; and

**WHEREAS**, seventy percent (70%) of HB2313 revenues will be provided to the Northern Virginia Transportation Authority (NVTa) for regional projects included in TransAction 2040 or future updates that have also been evaluated by the Virginia Department of Transportation for reducing congestion, or mass transit capital projects that increase capacity; and

**WHEREAS**, the NVTa approved a list of 34 projects to be funded with FY2014 HB2313 funds; and

**WHEREAS**, the NVTa approved a Standard Project Agreement (SPA) for the local administration of a project and for implementing jurisdictions and agencies to enter into a formal agreement with the Authority to receive the HB2313 70% funds on a reimbursement basis; and

**WHEREAS**, the Route 28 (Realigned Vint Hill Road to Fitzwater Drive) Project was approved by the NVTa for \$28,000,000 for construction work as part of the FY2014 approved project list; and

**WHEREAS**, the County will need to budget and appropriate \$28,000,000 in funds and use this funding to pay for the construction work; and

**WHEREAS**, the County will be reimbursed for these costs through the provisions outlined in the NVTa SPA;

September 9, 2014  
Regular Meeting  
Res. No. 14-538  
Page Two

**NOW, THEREFORE, BE IT RESOLVED** that the Prince William Board of County Supervisors does hereby authorize the Standard Project Agreement and associated documents between Prince William County and the Northern Virginia Transportation Authority for local administration of the Route 28 (Realigned Vint Hill Road to Fitzwater Drive) Project;

**BE IT FURTHER RESOLVED** that the \$28,000,000 in funds for the Route 28 (Realigned Vint Hill Road to Fitzwater Drive) Project designated for reimbursement of the Fiscal Year 2014 70% HB2313 revenues be budgeted and appropriated as follows:

**Budget & Appropriate (Revenue):**

<u>OCA</u>	<u>OL3</u>	<u>Amount</u>
TBD – Route 28 (Realigned Vint Hill to Fitzwater Drive)	1292 – NVTa 70% Regional Funding	\$28,000,000

**Budget & Appropriate (Expenditure):**

<u>OCA</u>	<u>OL3</u>	<u>Amount</u>
TBD – Route 28 (Realigned Vint Hill to Fitzwater Drive)	3260 – Construction	\$28,000,000

**BE IT FURTHER RESOLVED** that the Prince William Board of County Supervisors does hereby authorize the Transportation Director to execute such documents necessary to effect the intent to this resolution.

ATTACHMENT: Standard Project Agreement for Funding and Administration

**Votes:**

**Ayes:** Caddigan, Candland, Covington, Jenkins, Nohe, Principi, Stewart

**Nays:** None

**Absent from Vote:** None


**Absent from Meeting:** None

**Abstained from Vote:** May


**For Information:**

Transportation Director

ATTEST:

  
Clerk to the Board

A TRUE COPY ATTEST:

  
Phillip J. Campbell  
Clerk to the Board of County Supervisors  
Prince William County, Virginia  
September 10, 2014

(seal)

## NORTHERN VIRGINIA TRANSPORTATION AUTHORITY

MEMORANDUM

**TO:** Chairman Martin E. Nohe and Members  
Northern Virginia Transportation Authority

**FROM:** Scott York, Chair Finance Committee

**DATE:** September 6, 2014

**SUBJECT:** Participation in the Virginia Retirement System and Group Life Insurance Program

---

1. **Recommendation.** Approval of Authority participation in the Virginia Retirement System (VRS) as approved and recommended by the NVTa Finance Committee.
2. **Suggested motion.** *I move approval of participation in the Virginia Retirement System and Group Life Insurance Program through the adoption of resolution 15-01 (Attachment A).*
3. **Background.** The Authority directed staff to examine employee retirement and life insurance options consistent with the programs offered by member jurisdictions. Additionally, staff was requested to investigate the possibility of joining existing member jurisdiction retirement programs.
  - a. Three member jurisdictions have single employer defined benefit retirement programs (Arlington County, Fairfax County and the City of Falls Church).
  - b. Six member jurisdictions participate in VRS.
  - c. Joining the Arlington County or Fairfax County retirement programs was examined. The legal, fiduciary and administrative hurdles and costs related to joining these or any other single employer plan are too high to make this a practical solution for the Authority.
  - d. The Authority is able to join the VRS system as a political subdivision, as such it will have its own actuarially determined rates for its participation in the system.
  - e. Participation in the VRS system substantially reduces the administrative overhead costs of establishing and maintaining a retirement plan.
  - f. Of the six Authority employees, four have existing service credits with VRS.
  - g. It is likely the Authority will continue to find prospective employees for future vacancies with VRS service credits. Joining VRS increases employee retirement portability across age groups.
  - h. Based on prior VRS service credits the Authority will have employees in all three of the VRS retirement plans. Three employees will be in Plan 1, one employee in Plan 2 and two employees in the Hybrid Plan.

- i. Any future NVTAs employees that do not have prior VRS service credits will be enrolled in the Hybrid Plan.
- j. Working with VRS, an actuarial study was completed by an independent firm to determine the Authority cost as a percent of salary. This study was completed in June 2014. The cost rate determined by the actuary is 11.79% of active employee payroll. (Attachment B.)
- k. The number of employees with prior service credits and other factors considered in the actuarial study have resulted in the FY2015 cost of VRS participation being approximately \$17,000 less than budgeted.
- l. Included in the actuarial study is credit for employee service from their individual date of hire to the start date of VRS plan participation. This is a one-time provision due to the time between an employee being hired and the start of the retirement plan.
- m. Participation in a Group Life Insurance program is an option when joining VRS. Establishing this program through VRS substantially reduces the administrative costs and increases product access through the VRS purchasing scale.
- n. Group Life is proposed to be offered to employees at a benefit rate of two times salary, at no cost to employees.
- o. Employees may purchase additional life insurance coverage for themselves, spouses and children through the VRS Group Life Program at no cost to the Authority (completely employee paid).
- p. If approved at the September 11 Authority meeting, VRS membership will become effective on October 1.
- q. Joining VRS is an irrevocable decision.

**4. Fiscal Impact.** The cost of participating in VRS and Group Life Insurance is within the adopted FY2015 operating budget for the Authority. However, several transactions are required to execute the participation agreement.

a. Budget Transfer

- i. Budget Transfer from Benefits to Salaries (FT/PT) – The full cost estimate for retirement was budgeted in Benefits. VRS requires an employee contribution of 5% of salary. Member jurisdictions participating in VRS transferred their prior budgeted benefit expenses to salaries to adjust employee compensation for this requirement.
- ii. One employee, as a condition of employment, has an agreement for the Authority to pay the cost of consolidating prior retirement plan service into the Authority's plan. That employee has agreed to execute a Plan to Plan asset transfer from the Fairfax County retirement system to VRS to defray the Authority cost of the transfer.

b. Group Life Insurance

- i. Participation in VRS allows the participation in a Group Life Insurance Program. The cost of this participation is \$568.24 higher than originally projected for the FY2015 budget. However, even with the transfer noted above and other known costs the total Benefits budget will not be exceeded.

- 5. Next Steps.** The election to join VRS completes the majority of the Authority employee benefits package. Still in process is the establishment of a 457/401(a) savings plans as well as short and long term disability programs and a Flexible Spending Program.

**Attachments:**

- A. Resolution 15-01 Election to Participate in the Virginia Retirement System and Group Life Insurance Program
- B. Actuarial Study – Cavanaugh Macdonald Consulting, LLC

**Coordination:**

Finance Committee  
Council of Counsels

## NORTHERN VIRGINIA TRANSPORTATION AUTHORITY

### RESOLUTION 15-01

#### ELECTION TO PARTICIPATE IN THE VIRGINIA RETIREMENT SYSTEM AND GROUP LIFE INSURANCE PROGRAM

**BE IT HEREBY RESOLVED** that the Northern Virginia Transportation Authority (“NVTA”), a political subdivision of the Commonwealth of Virginia, acting by and through the Authority Board (name of governing body) does hereby elect to have those of its employees who are regularly employed full time on a salaried basis and whose tenure is not restricted as to temporary or provisional appointment to become eligible to participate in the Virginia Retirement System, effective October 1, 2014, as set out in Title 51.1, Chapter 1, Section 51.1-100 and following, and in the Group Life Insurance program as set out in Title 51.1, Chapter 5, Section 51.1-500 and following, of the Code of Virginia, as amended; and

**BE IT FURTHER RESOLVED** that the NVTA agrees that its employees who are Virginia Retirement System members shall be required to contribute five percent of their creditable compensation by salary reduction pursuant to Internal Revenue Code § 414(h) on a pre-tax basis; and

**BE IT FURTHER RESOLVED** that the NVTA agrees to pay the required employer cost for participation of its employees in the Retirement System for all (see below) \* service for the NVTA prior to the effective date, for which credit is authorized and established on forms prescribed by the Retirement System, and for membership service in the System after such date, and also to deduct from the employees' wages the amounts required by law; and

**BE IT FURTHER RESOLVED** that the NVTA further agrees to pay the required employer cost for its eligible employees in the Group Life Insurance program and to deduct from the employees' portion to the extent that such employees' portion is not paid by the NVTA.

**NOW, THEREFORE,** Martin Nohe, Chairman of the NVTA, and Monica Backmon, Executive Director, are hereby authorized and directed in the name of the NVTA to execute any required contract in order that the employees of the NVTA become eligible to participate in the Virginia Retirement System and in the Group Life Insurance program as provided in the Code of Virginia. In execution of any contract which may be required, the seal of the NVTA shall be affixed and attested by the Clerk, and the officers of the NVTA are hereby authorized and directed to take any other action necessary in



the lawful conclusion of this matter and in conformity with law. The Chief Financial Officer of the NVTa is hereby authorized and directed to pay from time to time such sums as are due to be paid by the NVTa and its employees for this purpose.

**BY:** \_\_\_\_\_  
Chairman

### **CERTIFICATE**

I, Camela Speer, Clerk of the NVTa, certify that the foregoing is a true and correct copy of the resolution passed at a lawfully organized meeting of the NVTa held at 3060 Williams Drive, Fairfax, Virginia, at 7:00 o'clock p.m. on September 11, 2014. Given under my hand and seal of the NVTa this 11th day of September, 2014.

**ATTEST:** \_\_\_\_\_  
Clerk



## Cavanaugh Macdonald

CONSULTING, LLC

*The experience and dedication you deserve*

June 5, 2014

Mr. Michael Longhi  
Chief Financial Officer  
Northern Virginia Transportation Authority  
3060 Williams Drive, Suite 510  
Fairfax, VA 22031

**Northern Virginia Transportation Authority - Cost Study for New Location**

Dear Mr. Longhi:

As requested, we have estimated the cost of providing retirement benefits for eligible employees of the Northern Virginia Transportation Authority under subsection A of § 51.1-130 of the Code of Virginia (Virginia Retirement System--VRS). Our understanding of the proposal is the Authority will be a new employer having no assets; employees will be granted vesting and eligibility service for all prior employment with VRS and will accrue credited service for all future employment.

In the attached exhibit, we present a summary comparing the current benefits. Members vested as of January 1, 2013 are in Plan 1, and members not vested as of January 1, 2013 or joining the plan on January 1, 2013 until January 1, 2014 are in Plan 2. Members joining the plan on or after January 1, 2014 are in the hybrid plan.

Our study is based on the data and actuarial assumptions and methods used in the June 30, 2013 actuarial valuation for the Virginia Retirement System. VRS provided us with data identifying 6 employees eligible for VRS benefits with the new employer, and all 6 have been included in the study. Two members were hired after December 31, 2013 and we have included them as new members in the Hybrid plan. Below is a summary of the data used in the study.

Data Summary	
Active Members	
Plan 1 General	3
Plan 2 General	1
Hybrid	2
Total Members	6

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Mr. Michael Longhi  
June 5, 2014  
Page 2

In the table below, we present the estimated cost to provide the proposed benefits outlined on the previous page for all employees. Additionally, we also present the cost to the Authority of Mr. Longhi purchasing 41 months of service. The assets attributed to the Authority in the second scenario are the amount Mr. Longhi would pay to purchase the service.

	(1)	(2)
	Estimated Costs with No Service Purchased by Michael Longhi	Estimated Costs with 41 Months of Service Purchased by Michael Longhi
Number of Actives	6	6
Total Payroll	\$589,000	\$589,000
Actuarial Accrued Liability	\$0	\$62,294
Actuarial Value of Assets	\$0	\$25,112
Unfunded Actuarial Accrued Liability	\$0	\$37,182
Gross Normal Cost	\$68,297	\$67,390
Gross Normal Cost Rate	11.60%	11.44%
Unfunded Accrued Liability Rate	0.00%	0.35%
Gross Estimated Cost Rate	11.60%	11.79%

*Please note the contribution amounts and rates presented above are in total (employer plus employee). The net employer total cost rate would be the gross total cost rate shown above minus the member contribution rate. There will be an additional employer cost for the 1% mandatory and any matching contributions to the defined contribution portion of the hybrid plan.*

The contribution rates presented in the table above are a percentage of the total payroll for active members included in the study.

The estimated costs shown above are based on the Northern Virginia Transportation Authority plan census data as of April 2014 with no assets (except for the amount to purchase service shown in the second scenario). Please note that the costs will fluctuate in the future as the plan's data and financial conditions change. If the calculation is redone in the future with different data, plan assets and/or measurement date, the results will change. It is important to keep in mind that future plan experience (e.g., pay increases, turnover and retirement patterns, and the addition of new members) will not match the actuarial assumptions exactly. The deviations of actual from expected plan experience will produce actuarial experience gains and losses which will impact the total employer contribution rate and the cost estimate presented above.



Mr. Michael Longhi  
June 5, 2014  
Page 3

The undersigned is a member of the American Academy of Actuaries and meets the Qualification Standards of the American Academy of Actuaries to render the actuarial opinion contained herein.

Please let us know if you have any questions.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Jose I. Fernandez', with a long, sweeping horizontal line extending to the right.

Jose I. Fernandez ASA, FCA, MAAA, EA  
Principal and Consulting Actuary

Copies to:      Rory Badura (VRS)  
                     Cynthia Comer (VRS)  
                     Andrew Feagans (VRS)  
                     ZaeAnne Sferra (VRS)



## **VIRGINIA RETIREMENT SYSTEM**

### **SUMMARY OF BENEFIT PROVISIONS**

	Non-Hazardous Duty Employees (Non-LEOs)			Hazardous Duty Employees (LEOs)	
	Plan 1 (Vested as of 1/1/2013)	Plan 2 (Non-Vested as of 1/1/2013 and new members after that date until 1/1/2014)	Hybrid (Hired on or after 1/1/2014 or by member election)	Plan 1 (Vested as of 1/1/2013)	Plan 2 (Non-Vested as of 1/1/2013 and new members after that date)
Normal retirement eligibility	Age 65 with at least 5 years of service	Normal Social Security Retirement Age with at least 5 years of service	Normal Social Security Retirement Age with at least 5 years of service	Age 60 with at least 5 years of service	Age 60 with at least 5 years of service
Early retirement eligibility	Age 50 with at least 10 years of service, or age 55 with at least 5 years of service	Age 60 with at least 5 years of service	Age 60 with at least 5 years of service	Age 50 with at least 5 years of service	Age 50 with at least 5 years of service
Early retirement reduction	Benefit reduced for each year retirement age is before age 65 or for each year service at retirement is less than 30, whichever provides greater benefit	Benefit reduced for each year retirement age is before Normal Social Security Retirement Age	Benefit reduced for each year retirement age is before Normal Social Security Retirement Age	Benefit reduced for each year retirement age is before age 60 or for each year service at retirement is less than 25, whichever provides greater benefit	Benefit reduced for each year retirement age is before age 60 or for each year service at retirement is less than 25, whichever provides greater benefit
Unreduced Early Retirement	Age 50 with at least 30 years of service	Age plus service equals 90 points	Age plus service equals 90 points	Age 50 with at least 25 years of service	Age 50 with at least 25 years of service
Final Average Compensation	Average of the employee's 36 highest consecutive months of creditable compensation	Average of the employee's 60 highest consecutive months of creditable compensation	Average of the employee's 60 highest consecutive months of creditable compensation	Average of the employee's 36 highest consecutive months of creditable compensation	Average of the employee's 60 highest consecutive months of creditable compensation
Benefit Multiplier	1.70%	1.65% (1.70% for service before 1/1/2013)	1.00%	1.70% or 1.85%	1.70% or 1.85%
Cost-of-Living-Adjustment (COLA)	COLA increase on July 1 of the second calendar year after retirement. Automatic COLA increase is calculated as the first 3% of the CPI plus half of each percent from 3% to 7%, maximum COLA of 5%	COLA increase on July 1 of the second calendar year after retirement. Automatic COLA increase is calculated as the first 2% of the CPI plus half of each percent from 2% to 10%, maximum COLA of 6%	COLA increase on July 1 of the second calendar year after retirement. Automatic COLA increase is calculated as the first 2% of the CPI plus half of each percent from 2% to 10%, maximum COLA of 6%	COLA increase on July 1 of the second calendar year after retirement. Automatic COLA increase is calculated as the first 3% of the CPI plus half of each percent from 3% to 7%, maximum COLA of 5%	COLA increase on July 1 of the second calendar year after retirement. Automatic COLA increase is calculated as the first 2% of the CPI plus half of each percent from 2% to 10%, maximum COLA of 6%
Employee Contributions	5% to DB plan	5% to DB plan	4% to DB plan and 1% to DC plan. Can contribute up to 5% to DC plan.	5% to DB plan	5% to DB plan
Annual supplement from date of retirement to Social Security normal retirement age	No	No	No	Yes	Yes

## NORTHERN VIRGINIA TRANSPORTATION AUTHORITY

MEMORANDUM

**TO:** Chairman Martin E. Nohe and Members  
Northern Virginia Transportation Authority

**FROM:** Scott York, Chair Finance Committee

**DATE:** September 6, 2014

**SUBJECT:** Resolution for Social Security Administration Related to Joining the Virginia Retirement system

---

- 1. Recommendation.** Approval of Virginia Retirement System (VRS) required resolution related to participating in the Social Security Program as approved and recommended by the NVTa Finance Committee. This resolution is required to allow VRS to maintain its 'qualified plan' status with the Social Security Administration.
- 2. Suggested motion.** *I move approval of Resolution 15-02 for Obtaining Social Security Coverage for Employees of Political Subdivisions of The Commonwealth of Virginia. (Attachment)*
- 3. Background.**
  - a. VRS has qualified plan status under Social Security Administration. Such status requires that employers who participate in VRS also provide Old Age, Survivors, Disability and Hospital Insurance (Social Security) coverage.
  - b. The Authority is already participating in Social Security. However, the attached resolution is required by VRS because it is required by the Social Security Administration.
  - c. The resolution requires the Authority to continue to participate in Social Security.
  - d. There are no changes in expenditures by the Authority.
  - e. There are no practical changes for how the Authority administers its obligations to the Social Security Administration.

**Attachment:**

Resolution 15-02 for Obtaining Social Security Coverage for Employees of Political Subdivisions of the Commonwealth of Virginia

**Coordination:**

Finance Committee  
Council of Counsels

**NORTHERN VIRGINIA TRANSPORTATION AUTHORITY**

**RESOLUTION 15-02**

**OBTAINING SOCIAL SECURITY COVERAGE FOR EMPLOYEES  
OF POLITICAL SUBDIVISIONS OF THE COMMONWEALTH OF VIRGINIA**

**WHEREAS**, Old Age, Survivors, Disability and Hospital Insurance (Social Security) coverage is available to public employees through Section 218 of the Social Security Act and Title 51.1, Chapter 7 of the Code of Virginia, as amended; and

**WHEREAS**, it is deemed to be desirable that the **Northern Virginia Transportation Authority** obtain said Social Security coverage for its employees;

**NOW, THEREFORE, BE IT RESOLVED** by the Board of the **Northern Virginia Transportation Authority** that this Resolution and attached Plan and Agreement be approved and that **Northern Virginia Transportation Authority** be, and hereby is authorized to execute on behalf of the **Northern Virginia Transportation Authority** the following Social Security coverage contract, or Plan and Agreement, with the Virginia Retirement System, Virginia's agency responsible for the administration of Social Security coverage under the Commonwealth of Virginia's Section 218 Agreement.

**BE IT FURTHER RESOLVED**, that the proper fiscal officers be, and they are, hereby authorized to establish such systems of payroll deductions, under said Social Security coverage, from the wages of employees and officers and to report and pay such deductions to the Internal Revenue Service in such amounts and at such times as required by applicable state and federal statutes and regulations.

**IT IS FURTHER RESOLVED**, that the following services or positions are hereby designated as those which are to be excluded from Social Security coverage:

**No Exclusions Applicable**

This Resolution shall be in full force and effect upon passage and approval, for all intents and purposes, except that active coverage shall be effective as of **September 30, 2014**.

I, Martin Nohe, of the **Northern Virginia Transportation Authority** do hereby certify that the foregoing was adopted and recorded on September 11, 2014.

**BY:** \_\_\_\_\_  
Martin Nohe, Chairman

**DATE:** \_\_\_\_\_

**ATTEST:** \_\_\_\_\_  
Clerk

# PLAN AND AGREEMENT FOR OBTAINING SOCIAL SECURITY COVERAGE FOR OF POLITICAL SUBDIVISIONS OF THE COMMONWEALTH OF VIRGINIA

**Northern Virginia Transportation Authority**  
**3060 Williams Drive, Suite 510**  
**Fairfax, VA 22031**

The **Northern Virginia Transportation Authority** does hereby apply to the Board of Trustees of the Virginia Retirement System of the Commonwealth of Virginia, hereinafter called "State Agency", pursuant to the provisions of Title 51.1, Chapter 7 of the Code of Virginia, as amended, to extend the insurance system established by Title II of the Social Security Act to services performed by individuals as employees of the **Northern Virginia Transportation Authority**.

The **Northern Virginia Transportation Authority** submits for the State Agency's approval this Plan and Agreement to become effective on the date hereinafter stated.

## I. Definitions

For the purpose of this Plan and Agreement:

(a) The term "employee" means an employee as defined in Section 210(j) of the Social Security Act, Section 3121(d) of the Internal Revenue Code and Section 51.1-700 of the Code of Virginia, as amended; and shall include an officer of the **Northern Virginia Transportation Authority**.

b) The term "wages" means all remuneration for employment as defined in Section 51.1-700 of the Code of Virginia, as amended, and Section 3121(a) of the Internal Revenue Code.

(c) The term "employment" means any service performed by an employee as defined in Section 51.1-700 of the Code of Virginia, as amended, and Section 3121(b) of the Internal Revenue Code.

(d) The term "services" includes all services performed by individuals as employees of the **Northern Virginia Transportation Authority**, except:

(1) Any service performed by an employee in a position covered by a retirement system on the date this agreement is made applicable to the employee's coverage group, unless and until the conditions prescribed under Section 218(d) of the Social Security Act have been met.

(2) Service performed by an individual, who is employed to relieve such individual from unemployment.

(3) Service performed in a hospital, home or other institution by a patient or inmate thereof.

(4) Covered transportation service (as defined in Section 210(k) of the Social Security Act).

(5) Service (other than agricultural labor or service performed by a student) excluded from employment by any provisions of Section 210(a) of the Social Security Act, other than paragraph (7) of such section.

(6) Service performed by an individual as an employee serving on a temporary basis in case of fire, storm, snow, earthquake, flood, or other similar emergency.



## II. Services Covered

This Plan and Agreement includes all services which constitute employment and are performed in the employ of the **Northern Virginia Transportation Authority** by employees thereof except:

### **No Exclusions Applicable**

## III. Administration of the Plan

The **Northern Virginia Transportation Authority** agrees and has heretofore authorized and directed the appropriate officers and employees to do and perform all things found necessary by the State Agency to the proper and efficient administration of the Plan, including but not limited to the maintenance of employment records relating to both services and salaries, required contributions by both the **Northern Virginia Transportation Authority** and its employees and other data required by the State Agency or the Commissioner of Social Security, to make such reports in such form and containing such information as the State Agency may from time to time require, and to comply with such provisions as the State Agency or the Commissioner of Social Security may from time to time find necessary to assure the correctness and verification of such reports.

## IV. Contributions

(a) The **Northern Virginia Transportation Authority** shall pay to the Internal Revenue Service, with respect to wages as defined in Section 51.1-700 of the Code of Virginia, as amended, and Section 3121(a) of the Internal Revenue Code, contributions equivalent to the sum of the taxes which would be imposed by Section 3101 and 3111 of the Internal Revenue Code if the services covered by this Plan and Agreement constituted employment as defined in Section 3121(b) of such Code. The **Northern Virginia Transportation Authority** agrees to insure the source and the payment of such contributions imposed by this Plan and Agreement and to specifically provide for the payment of such contributions in the **Northern Virginia Transportation Authority** budget for each and every year this Plan and Agreement is in place.

(b) The **Northern Virginia Transportation Authority** agrees that it shall impose upon each of its employees, as to services which are covered by this Plan and Agreement, a contribution with respect to wages, not exceeding the amount of the tax which would be imposed by Section 3101 of the Internal Revenue Code if such services constituted employment within the meaning of such Code, and to deduct the amount of such contribution from wages as and when paid. It is further understood that the contributions so collected shall be paid in partial discharge of the liability of the **Northern Virginia Transportation Authority**, but that failure to make such deduction shall not relieve the employee or the **Northern Virginia Transportation Authority** from liability therefore.

## V. Modification

The Plan and Agreement is irrevocable but may be modified, at the request of the **Northern Virginia Transportation Authority**, to include coverage groups or services in addition to those not included by this Plan. Such modification must be consistent with Title 51.1, Chapter 7 of the Code of Virginia, as amended, and the provisions of Section 218 of the Social Security Act.

## VI. Effective Date:

This Plan and Agreement shall be effective as of September 30, 2014.

This Plan and Agreement is entered and submitted by the **Northern Virginia Transportation Authority** on September 11, 2014

BY: ✓ \_\_\_\_\_  
(Signed)

Martin Nohe, Chairman  
**Northern Virginia Transportation Authority**

**WITNESS:**

✓ \_\_\_\_\_  
(Signed)

✓ \_\_\_\_\_  
(Name and Title)

---

***To Be Completed by the Commonwealth of Virginia State Social Security Administrator***

*The foregoing Plan and Agreement is approved and accepted.*

**DATE:** \_\_\_\_\_, \_\_\_\_\_

**BY:** \_\_\_\_\_  
(Signed)

Robert P. Schultze, Director  
Virginia Retirement System  
Commonwealth of Virginia

**WITNESS:**

\_\_\_\_\_  
(Signed)

Barry C. Faison  
Chief financial Officer  
Virginia Retirement System  
Commonwealth of Virginia

## NORTHERN VIRGINIA TRANSPORTATION AUTHORITY

MEMORANDUM

**TO:** Chairman Martin E. Nohe and Members  
Northern Virginia Transportation Authority

**FROM:** Scott York, Chair Finance Committee

**DATE:** September 6, 2014

**SUBJECT:** Participation in the Virginia Retirement System Health Insurance Credit Program  
for Local Government Employees

---

1. **Recommendation.** Approval of Authority participation in the Virginia Retirement System (VRS) Health Insurance Credit Program for Local Government Employees as approved and recommended by the NVTa Finance Committee.
2. **Suggested motion.** *I move approval of Resolution 15-03 Health Insurance Credit Program for Local Government Employees. (Attachment)*
3. **Background.**
  - a. VRS has established a program to help retirees pay for health insurance.
  - b. Authority participation in this program will increase the portability of the VRS benefits for employees between VRS employers.
4. **Fiscal Impact.** The FY2015 cost for participation in this program is \$466.92. There is adequate FY2015 Benefits budget capacity for this expense.

**Attachment:**

Resolution 15-03 Health Insurance Credit Program for Local Government Employees

**Coordination:**

Finance Committee  
Council of Counsels

**NORTHERN VIRGINIA TRANSPORTATION AUTHORITY**

**RESOLUTION 15-03**

**HEALTH INSURANCE CREDIT PROGRAM FOR LOCAL GOVERNMENT  
EMPLOYEES**

**BE IT RESOLVED** that the Northern Virginia Transportation Authority (“NVTa”) does hereby elect to provide the Health Insurance Credit Program as provided in the Code of Virginia Section 51.1-1402 for its eligible current and future retirees as defined in Article 5, Chapter 1 of Title 51.1 of the Code of Virginia.

**BE IT ALSO RESOLVED** that the NVTa agrees to accept all liability for any current or future additional employer contributions and any increases in current or future employer contribution rates resulting from its election to provide the benefits of the Program to its retirees.

**BE IT FURTHER RESOLVED** that the NVTa elects to allow its eligible retirees to receive the benefits under the Program effective October 1, 2014.

**NOW, THEREFORE**, Martin Nohe, Chairman of the NVTa, and Monica Backmon, Executive Director of the NVTa, are hereby authorized and directed in the name of the NVTa to execute any required contract in order that said eligible retirees of the NVTa may participate in the Health Insurance Credit Program as provided for in the Code of Virginia. In execution of any contract which may be required, the seal of the NVTa shall be affixed and attested by the Clerk, and said officers of the NVTa are authorized and directed to pay over to the Treasurer of Virginia from time to time such sums as are due to be paid by the NVTa for this purpose.

**BY:** \_\_\_\_\_  
Chairman

**CERTIFICATE**

I, Camela Speer, Clerk of the NVTa, certify that the foregoing is a true and correct copy of a resolution passed at a lawfully organized meeting of the NVTa held at 3060 Williams Drive, Fairfax, Virginia, at 7:00 o'clock p.m. on September 11, 2014. Given under my hand and seal of the NVTa this 11th day of September, 2014.

**ATTEST:** \_\_\_\_\_  
Clerk

**NORTHERN VIRGINIA TRANSPORTATION AUTHORITY**  
**MEMORANDUM**

**TO:** Chairman Martin E. Nohe and Members  
 Northern Virginia Transportation Authority

**FROM:** Noelle Dominguez, Chairman, Jurisdiction and Agency Coordination Committee

**SUBJECT:** Approval of the Reallocation of Congestion Mitigation and Air Quality (CMAQ) funds for the City of Alexandria and the Town of Vienna

**DATE:** September 4, 2014

---

1. **Purpose.** To seek Authority approval of the City of Alexandria's and Town of Vienna's Congestion Mitigation and Air Quality (CMAQ) reallocation requests for new projects.
2. **Suggested Motion:** *I move approval of the reallocation of Congestion Mitigation and Air Quality funds for the City of Alexandria and Town of Vienna.*
3. **Background:** On September 11, 2008, the Authority delegated the authority to approve requests to reallocate Congestion Mitigation and Air Quality (CMAQ) and Regional Surface Transportation Program (RSTP) funding between projects that were previously approved by the NVTa to the Jurisdiction and Agency Coordinating Committee (JACC). However, the Authority will need to approve the transfer requests for new projects before any funds can be reallocated.

On July 11, 2014, the Town of Vienna requested the following CMAQ reallocation:

- \$95,000 from UPC 100489 (Traffic Signal Reconstruction) for a new project to fund the award of a traffic engineering contract to optimize signal timing and phasing along the Maple Avenue (Route 123) corridor within the Town limits.

On August 25, 2014, the City of Alexandria requested the following CMAQ reallocations, noting that the city has decided to limit the use of CMAQ funds for DASH vehicles and requesting these funds be transferred to the new projects:

- FY2015
  - \$236,969 FROM UPC 96725 (Bike Racks on Buses) to UPC 104023 (Automatic Vehicle Location System for DASH Buses)
  - \$2,050,000 of CMAQ funds transferred from UPC 103935 (DASH Bus Replacement) to ITS Integration Phase III and Phase IV (VDOT establishing new UPCs for future phases)

- \$500,000 of CMAQ funds transferred from UPC 100421 (Braddock Road Multimodal Connections) to ITS Integration Phase III and Phase IV (VDOT establishing new UPCs for future phases)
- FY 2016
  - \$1,975,000 of CMAQ funds transferred from UPC 103935 (DASH Bus Replacement) to ITS Integration Phase III and Phase IV (VDOT establishing new UPCs for future phases)

The JACC recommended approval of the above projects on August 28, 2014.

**Attachment(s):** Letters to VDOT NOVA District Administrator Cuervo, transfer request  
Request Letters and Attachments from the City of Alexandria and Town of Vienna

**Coordination:** Jurisdiction and Agency Coordinating Committee



## Northern Virginia Transportation Authority

*The Authority for Transportation in Northern Virginia*

September 11, 2014

Ms. Helen Cuervo  
 District Administrator  
 Virginia Department of Transportation  
 4975 Alliance Dr. Suite 4E-342  
 Fairfax, Virginia 22030

Reference: Request to Reallocate Congestion Mitigation and Air Quality (CMAQ) Funds for the City of Alexandria and Town of Vienna

Dear Ms. Cuervo:

On September 11, 2008, the Northern Virginia Transportation Authority (NVTA) delegated the authority to approve requests to reallocate Congestion Mitigation and Air Quality (CMAQ) and Regional Surface Transportation Program (RSTP) funding between projects that were previously approved by the NVTA to the Jurisdiction and Agency Coordinating Committee (JACC). However, since the receiving project is new, the Authority needs to approve the transfer requests before any funds can be reallocated.

On July 11, 2014, the Town of Vienna requested the following CMAQ reallocation:

- \$95,000 from UPC 100489 (Traffic Signal Reconstruction) for a new project to fund the award of a traffic engineering contract to optimize signal timing and phasing along the Maple Avenue (Route 123) corridor within the Town limits.

On August 25, 2014, the City of Alexandria requested the following CMAQ reallocations:

- FY2015
  - \$236,969 FROM UPC 96725 (Bike Racks on Buses) to UPC 104023 (Automatic Vehicle Location System for DASH Buses)
  - \$2,050,000 of CMAQ funds transferred from UPC 103935 (DASH Bus Replacement) to ITS Integration Phase III and Phase IV (VDOT establishing new UPCs for future phases)
  - \$500,000 of CMAQ funds transferred from UPC 100421 (Braddock Road Multimodal Connections) to ITS Integration Phase III and Phase IV (VDOT establishing new UPCs for future phases)
- FY 2016
  - \$1,975,000 of CMAQ funds transferred from UPC 103935 (DASH Bus Replacement) to ITS Integration Phase III and Phase IV (VDOT establishing new UPCs for future phases)

Ms. Helen Cuervo  
September 11, 2014  
Page Two

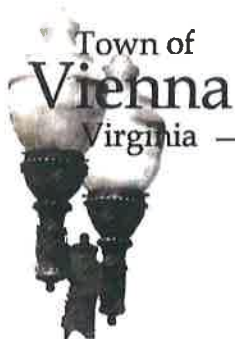
On September 11, 2014, the Authority approved the request noted above. Please take the necessary steps to reallocate these funds in the Transportation Improvement Program and the State Transportation Improvement Program. Thank you very much.

Sincerely,

Martin E. Nohe  
Chairman

Cc: Jan Vaughn, Transportation Planning Section, VDOT  
Yon Lambert, Acting Director of Transportation and Environmental Services, City  
of Alexandria  
Dennis Johnson, PE, Director of Public Works, Town of Vienna





Department of Public Works

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Dennis Johnson, P.E.  
*Director*

July 11, 2014

Noelle Dominguez, Legislative Liaison  
Coordination and Funding Division  
Fairfax County Department of Transportation  
Northern Virginia Transportation Authority, JACC  
4050 Legato Road, 4<sup>th</sup> Floor  
Fairfax, VA 22030

RE: Reallocation of CMAQ funds from UPC 100489

Dear Ms. Dominguez,

The Town of Vienna requests NVTa JACC concurrence to move \$95,000 from UPC 100489 Traffic Signal Reconstruction for a new project to fund the award of a traffic engineering contract to optimize signal timing and phasing along the Maple Avenue (Route 123) corridor within the Town limits. We would like to award the contract this fall.

My contact information is 703-255-6386 or email at [djohnson@viennava.gov](mailto:djohnson@viennava.gov).

Sincerely,

Dennis Johnson, PE  
Public Works Director

cc: Jan Vaughan, VDOT Urban Program Manager



DEPARTMENT OF TRANSPORTATION  
AND ENVIRONMENTAL SERVICES

P.O. Box 178 - City Hall  
Alexandria, Virginia 22313  
703-746-4025

alexandriava.gov

August 25, 2014

Noelle Dominguez, Chairperson  
Jurisdiction and Agency Coordinating Committee (JACC)  
Northern Virginia Transportation Authority (NVTA)  
4031 University Drive  
Fairfax, Virginia 22030

Re: Request for NVTA JACC Approval to Reallocate Regional Surface Transportation Program (RSTP) & Congestion Mitigation and Air Quality (CMAQ) Funds

Dear Ms. Dominguez,

Because of new requirements associated with the use of CMAQ funds to purchase transit buses, the City of Alexandria has decided to limit the use of CMAQ funds for DASH buses and is requesting that VDOT transfer those funds to a new CMAQ project. In addition, the City is requesting the transfer of the balance for the Bike Racks on Buses project to a new RSTP project for an Automatic Vehicle Location system.

- FY2015
  - \$236,969 from UPC 96725 (Bike Racks on Buses) to UPC 104023 (Automatic Vehicle Location System for DASH Buses)
  - \$2,050,000 of CMAQ funds transferred from UPC 103935 (DASH Bus Replacement) to ITS Integration Phase III and Phase IV (VDOT establishing new UPCs for future phases)
  - \$500,000 of CMAQ funds transferred from UPC 100421 (Braddock Road Multimodal Connections) to ITS Integration Phase III and Phase IV (VDOT establishing new UPCs for future phases)
- FY2016
  - \$1,975,000 of CMAQ funds transferred from UPC 103935 (DASH Bus Replacement) to ITS Integration Phase III and Phase IV (VDOT establishing new UPCs for future phases)

Although ITS Integration Phase I and Phase II have received CMAQ funding in the past, ITS Integration Phase III and Phase IV have not. A project description of ITS Phase III and Phase IV

CMPAQ Request  
August 25, 2014  
Page 2

are attached and the air quality analyses has been submitted and reviewed by VDOT.  
If you have any questions, please contact Sandra Marks at 703.746.4025 or  
[sandra.marks@alexandriava.gov](mailto:sandra.marks@alexandriava.gov)

Sincerely,



Yon Lambert, AICP  
Acting Director

Cc: Sandra Marks, Deputy Director, T&ES  
Marti Ann Reinfeld, Division Chief of Transit Services, T&ES  
Monica Backmon, Executive Director, NVT  
Jan Vaughan, Prelim Engineering Section, VDOT

Enclosure: Attachment 1 – ITS Integration Phase III and Phase IV project descriptions  
Attachment 2 – Automatic Vehicle Location System for DASH Buses project  
description

### **ITS Integration Project Phases III and IV**

The project consists of design, deployment and upgrade of Intelligent Transportation Systems (ITS). Much of this work will focus on designing and constructing a broadband communications network, installing traffic cameras and other field devices such as weather stations, flood monitoring equipment, pavement temperature sensors, etc. The City is already implementing Phase I of the ITS Integration project which consists of the installation of traffic surveillance cameras, a fiber optic communications network, and a transportation management center. The engineering of Phase II has begun and scope consist of expanding the communications network and the installation of more cameras, building on Phase I.

Phase III is expected to begin in FY 2015-16 and will consist of upgrading the traffic signal system equipment field equipment and further expansion of the communications network.

Phase IV is expected to begin in FY 2016-17 and will consist of the installation of other devices, such as, weather stations, flood monitoring equipment, pavement temperature sensors, etc.

**Automatic Vehicle Location System for DASH Buses:** This project will implement an automatic vehicle location (AVL) system for Alexandria's local DASH bus system. The project includes both software and hardware powered by Clever Devices, which is in use throughout the region and country. The software will provide DASH with the capability to publish real-time information system and improve the customer experience. The project scope is being expanded to include Computer Aided Dispatch (CAD), which builds off the AVL system by giving dispatchers the ability to monitor, track, and communicate with vehicles based on their real-time location and status. In addition, the project will implement Automatic Voice Annunciation (AVA) software. This component is fully ADA-compliant and utilizes both audio (public address system) and visual (electronic message sign) technologies to communicate information to riders. The AVA system uses information from the AVL system and the AVA database to determine the appropriate wording and timing of both audio and visual announcements.

## NORTHERN VIRGINIA TRANSPORTATION AUTHORITY

MEMORANDUM

**FOR:** Chairman Martin E. Nohe and Members  
Northern Virginia Transportation Authority

**FROM:** Dan Malouff, Chair, TransAction 2040 Update Sub-Committee

**DATE:** September 11, 2014

**SUBJECT:** TransAction 2040 Update -Stakeholder Listening Session

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1. **Purpose.** To inform the Authority of the TransAction 2040 Update Sub-Committee's intent to host a Stakeholder Listening Session on October 9<sup>th</sup> at 5:00 pm at Fairfax City Hall, 10455 Armstrong St, Fairfax, Virginia 22030. The purpose of this Listening Session is to seek public input for consideration in the development of the scope of work for the update of TransAction 2040.
2. **Background.** NVTA normally updates its long range transportation plan every five years. TransAction 2030 was adopted in 2007 and TransAction 2040 was adopted in December 2012, thus triggering the need for the next update to be complete by 2017. Staff anticipates the full process to update TransAction will take two years, beginning in early 2015. As such, the TransAction 2040 Update Sub-Committee met several times in July and August to discuss appropriate first steps. Recognizing that NVTA places high importance on regional input throughout the planning process, the sub-committee believes it is prudent to engage the public and key stakeholders as early as possible. Therefore, it is the sub-committee's intent to host a listening session to seek public input on the scope of work for the plan update prior to it being developed.
3. **Listening Session Information.**

Invitations to the Stakeholder Listening Session will be issued in September to all key stakeholders within the NVTA database as well as to contacts submitted by sub-committee members. The NVTA Public Information Officer (PIO) will work with local jurisdictional PIO's to ensure outreach is comprehensive. Invitations will be encouraged to be shared with other interested parties.

The format of the Stakeholder Listening Session will be structured to create an environment to exchange ideas. The sub-committee will inform participants of the background of the NVTA's long range transportation plan as well as the process under which the plan update will occur. Then participants will be invited to provide their input on the scope of the plan update at the podium.

The framework of the sub-committee presentation is designed to open the Stakeholder Listening Session with the following information:

- Welcome and Opening Remarks *(To be provided by the NVTa Chair and/or Executive Director)*
- What is the Northern Virginia Transportation Authority? *(SB576, HB3202, and HB2313)*
- History of TransAction from 2030 – 2040
- Process for the Update of TransAction 2040
- Goals of the Stakeholder Listening Session
- Next Steps

Then attendees will be invited to give remarks at a podium. In an effort to help give guidance to potential participants on the type of comments the Listening Session is seeking to gather, the sub-committee developed three sample questions to be distributed with the invitations. Participants are invited to use the questions prior to the Listening Session as a means to develop their comments. However, the questions are only to serve as a guide. Comments are not restricted to the three questions.

The three questions are:

1. *What do you believe should be the guiding principles for the update of TransAction 2040?*
2. *What would you like to see included and/or addressed in the update of TransAction 2040? For example, the 2040 Performance Evaluation Criteria (PECs) goals include:*
  - *Provide an integrated, multimodal 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.*
3. *What methods, process, and/or topics are most important to you for inclusion in the update of TransAction 2040?*

Immediately after the Listening Session an online tool will be provided for up to two weeks to interested parties who were unable to attend but who would like to provide written comments. Following the closing period for online comments, a report will be developed by the sub-committee for the NVTa's information.

## NORTHERN VIRGINIA TRANSPORTATION AUTHORITY

MEMORANDUM

**FOR:** Chairman Martin E. Nohe and Members  
Northern Virginia Transportation Authority

**FROM:** Scott York, Chair - Finance Committee

**DATE:** September 6, 2014

**SUBJECT:** September 5, 2014 Finance Committee Report

---

1. **Purpose.** To provide a monthly report of the activities of the NVTa Finance Committee.
2. **Comments:** The Finance Committee last met on September 5, 2014. The next Committee meeting is October 3, 2014.
  - a. **There were three Action Items in September:** Participation in the Virginia Retirement System (VRS). The Committee received a presentation on the proposed election of Authority participation in VRS. All three action items relate to participation in VRS. As directed, NVTa staff looked at retirement systems consistent with those in the member jurisdictions. Three jurisdictions provide single employer defined benefit plans to their employees. Six jurisdictions participate in the VRS system. Legal, fiduciary and administrative concerns make joining one of the three non VRS plans impractical. Joining the VRS is consistent with the member jurisdiction offerings to their employees and an efficient option for the Authority. Three VRS mandated resolutions require Authority approval to participate in the system.
  - b. **The Following were Information/Discussion Items for the Committee:**
    - i. Review of Purchase of the General Ledger Accounting System. After expending efforts to agree to a contract with the first ranked firm, Authority staff with consultation of the Council of Counsels, moved forward with a contract and implementation with the next competitively ranked firm. Installation is expected in April 2015. Efforts are being made to speed up the implementation target date.
    - ii. NVTa Receipts Report through August 2014, including 30% distributions for FY2014 and FY2015. Authority receipts for FY 2014 are essentially complete. Receipts are 2.82% less than anticipated. However, this variance will not impact any FY2014 projects approved by the Authority. Four member jurisdictions have met the HB2313 requirements to receive FY2015 30% distributions. Authority



staff is in close contact with jurisdictions not receiving FY2015 30% distributions to assist in the completion of the certification process.

- iii. NVTA Operating Budget Report for July 2014. The FY 2014 Operating Budget concluded with a higher than expected positive operating balance of \$24,143, making the total positive variance \$290,143. The Committee received a report of July operational expenditures.
- iv. Preliminary FY2015/16 Regional Revenue Fund Summary. The Committee received a report on project regional revenue funds (70%) that will be available for the FY2015/16 project selection. The establishment of the Debt Policy required Working Capital Reserve (WCR) requires \$102 million from the Regional Revenue Fund in fiscal years 2015/16. This requirement is significant in FY2015/16 due to the initial funding of the reserve. The projected available balance for projects on a PayGo basis for FY2015/16 is \$373.7 million.
- v. Update on NVTA Financing Activities and Schedule. The Committee received a progress report on the Authority's financing plan related to the Series 2014 Bonds.
  - 1. An advisory team of debt managers from Arlington, Fairfax, Loudoun and Prince William Counties with finance officials from the City of Fairfax and the City of Manassas has been formed in accord with the Authority Debt Policy to examine Bond Underwriter proposals.
  - 2. Preparations for the Authority's initial rating agency presentations are underway with presentations expected at the end of September.
  - 3. The Series 2014 Bond official statement and draft bond resolution are also being prepared and are expected to be presented to the Finance Committee then Authority in October.
  - 4. Authority staff is working closely in these activities with our Financial Advisor (PFM) and Bond Counsel (McGuireWoods).
  - 5. Closing and receipt of proceeds is scheduled no later than November 26<sup>th</sup>.

## NORTHERN VIRGINIA TRANSPORTATION AUTHORITY

MEMORANDUM

**TO:** Chairman Martin E. Nohe and Members  
Northern Virginia Transportation Authority

**FROM:** Michael Longhi, Chief Financial Officer

**DATE:** September 7, 2014

**SUBJECT:** Update on NVTa Financing Activities and Schedule

---

1. **Purpose:** Provide a summary of upcoming activities related to the issuance and sale of the Series 2014 Bonds.
2. **Background:** The Authority is following its finance plan by preparing for the issuance and sale of Series 2014 Bonds. The Authority will refinance the line of credit established with the Bank of America through the issuance of the Series 2014 Bonds. The preliminary financing schedule for the Series 2014 Bonds contemplates closing prior to November 26, 2014.
3. **Upcoming 2014 Bond Activity:**
  - a. Selection Advisory Team Formed. In accordance with the Authority's Debt Policy, a Selection Advisory Team has been assembled to provide advice and input on the selection of the bond Underwriter and other issues related to the upcoming transaction. Debt Managers from Arlington, Fairfax, Loudoun and Prince William Counties along with finance officials from the City of Fairfax and City of Manassas comprise the team.
  - b. Underwriter, Trustee and Financial Printer request for proposals issued. Proposals were received on August 29<sup>th</sup>.
  - c. Rating agency presentation preparations will be occurring in September. The actual presentations are preliminarily scheduled for September 29<sup>th</sup> and 30<sup>th</sup>.
  - d. Draft Bond Resolution will be prepared for the finance committee review in October prior to presentation to the Authority at the October meeting.
  - e. Preliminary Official Statement distribution and marketing of bonds is scheduled for October.
  - f. Closing and receipt of proceeds is schedule no later than November 26<sup>th</sup>.

**Coordination:**

Finance Committee  
Financial Advisors (PFM)  
Bond Counsel (McGuireWoods)  
NVTa Section Advisory Team

## NORTHERN VIRGINIA TRANSPORTATION AUTHORITY

### MEMORANDUM

**TO:** Chairman Martin E. Nohe and Members  
Northern Virginia Transportation Authority

**FROM:** Michael Longhi, Chief Financial Officer

**SUBJECT:** Preliminary FY2015/16 Regional Revenue Fund Summary

**DATE:** September 7, 2014

---

- 1. Purpose:** Provide a summary of FY2015/16 Regional Revenue Fund estimated sources, uses and balance, prior to adoption of FY2015/16 projects.
- 2. Background:** The Authority has adopted revenue estimates for FY2015 and received projections for FY2016. These estimates combined with the carry forward of FY2014 funds provide the basis for the preliminary fund balance projection for the Regional Revenue Fund.
- 3. Regional Revenue Fund - Sources:** The Regional Revenue Fund is the 70% portion of sales, grantors and transient occupancy taxes.
  - a. Combined FY2015/16 revenue estimates for the Regional Revenue Fund are approximately \$410 million.
  - b. Upon issuance of the 2014 Bonds the matched reserve supporting the Line of Credit will be released. This will permit the carry forward of approximately \$76 million in FY2014 funds.
  - c. Total FY2015/16 fund balance available for use by the Authority is projected as \$486.5 million.
- 4. Regional Revenue Fund – Uses:** For the FY2015/16 time period, the most significant use of Regional Revenue, other than projects, is the establishment and funding of the Working Capital Reserve (WCR) as required in the adopted Debt Policy. The purpose of this reserve is to manage mismatches in the actual receipt of revenue and disbursement of funds for project construction to protect implementing entities. Mismatches may occur due to project timing and cash flow or interruptions in receipt of revenue from the Commonwealth.
  - a. Making level payments into the Working Capital Reserve (WCR) over 18 months will require 18 payments of \$5,643,456 totaling \$101,582,208. The 18 month period was used since the Debt Policy requires any withdrawals from the WCR to be returned within 18 months.
  - b. Revenues for FY2016 are expected to be higher than FY2015. The debt policy requires the WCR to hold 6 months of budgeted Regional Revenues. Therefore, \$1,875,000 is estimated to be needed to meet this requirement.

- c. The Series 2014 Bonds anticipated to be issued in November 2014 will require principal and interest payments of approximately \$9,300,000
- d. Non project uses of the Regional Revenue will be approximately \$112,757,000. Much of this use is the initial funding of the WCR.

**5. Regional Revenue Funds – Available for Projects:** Approximately \$373,753,000 of FY2015/16 Regional Revenue Funds will be available to the Authority for regional projects on a PayGo basis.

**Attachment:** Preliminary FY2015/16 Regional Revenue Fund Summary

**Coordination:**

Finance Committee

Financial Advisors (PFM)

Project Implementation Working Group

<b>Preliminary FY2015/16 Regional Revenue Fund Summary Sources and Uses</b>
---

<b>FY2015/FY2016 Revenue Sources</b>
--------------------------------------

<b>Regional Revenue Funds (70%)</b>	410,078,599
<b>Carry Forward 'FY2014' Funds</b>	76,431,787
<b>Fund Balance</b>	486,510,386

<b>FY2015/2016 Uses Other Than Projects</b>
---

<b>WCR* Initial Funding (18 Months)</b>	101,582,208
<b>WCR Incremental Chg.</b>	1,874,888
<b>Series 2014 Bond Principal</b>	4,000,000
<b>Series 2014 Bond Interest</b>	5,300,000
<b>Non Project Uses</b>	112,757,096
 <b>Available Balance Regional Funds</b>	 373,753,290

\*Working Capital Reserve

## NORTHERN VIRGINIA TRANSPORTATION AUTHORITY

### MEMORANDUM

**TO:** Chairman Martin E. Nohe and Members  
Northern Virginia Transportation Authority

**FROM:** Michael Longhi, Chief Financial Officer

**DATE:** September 6, 2014

**SUBJECT:** Review of Purchase of General Ledger Accounting System

---

1. **Purpose.** Update on the implementation of a general ledger accounting system.
2. **Background.**
  - a. In May 2014, the Finance Committee was presented with the selection of a general ledger accounting system from Blackbaud Inc.
  - b. The selection of Blackbaud occurred after a formal request for proposal process that ranked qualified applications.
  - c. Since that time, Authority staff with support from the Council of Counsels expended significant effort attempting to develop a contract for the software acquisition and installation.
  - d. These efforts have not resulted in an agreement acceptable to the Authority.
3. **Current Situation.**
  - a. Through the procurement selection process, started in January 2014, the Authority developed a ranking of potential general ledger systems.
  - b. The accounting system offered by Black Mountain Software was rated a close second during the proposal review process. The core accounting processes and functionality are the same for both systems.
  - c. The Authority is currently wrapping up contract and implementation planning for the installation of the Black Mountain system.
  - d. The cost of the Black Mountain system is comparable to the Blackbaud system and no budget changes are anticipated.

**Coordination:**

Finance Committee  
Council of Counsels

## NORTHERN VIRGINIA TRANSPORTATION AUTHORITY

MEMORANDUM

**TO:** Chairman Martin E. Nohe and Members  
Northern Virginia Transportation Authority

**FROM:** Michael Longhi, Chief Financial Officer

**DATE:** September 7, 2014

**SUBJECT:** Report of NVTA Receipts

---

1. **Purpose:** Update Authority receipts, revenue estimates and distributions.
2. **Background:** NVTA receives funding through sales tax, grantors tax and transient occupancy tax (TOT). Revenues are received monthly from the Commonwealth for transactions that occurred in proceeding months. The attached reports reflect funding received or in process through August 2014.
3. **Comments:**
  - a. FY2014 Revenue receipts (Attachment A)
    - i. The Authority has received approximately \$283.2 million through the transfers from the Commonwealth.
    - ii. Actual to estimate comparison for revenues through August show a 2.82% negative variance of \$8.2 million. This is driven by lower than projected sales tax and transient occupancy tax receipts.
    - iii. This report reflects 12 months of collections (accrual basis) for Sales Tax and Grantors Tax.
    - iv. Transient Occupancy Tax has almost completed a full 12 months of collections. Collections for two jurisdictions are still in accrual stages, due to routine differences in collection cycles.
    - v. Total revenue received will be supportive of all FY2014 projects approved by the Authority.
  - b. FY 2014 Distribution to localities (Attachment B)
    - i. Through the month of August the Authority was still receiving FY2014 Sales Tax and Transient Occupancy Tax revenues.
    - ii. Of the \$283.2 million received by the Authority for FY2014, approximately \$83.6 million in 30% local funds will have been transferred to member jurisdictions through the end of August.
    - iii. All jurisdictions are receiving FY2014 30% transfers.
  - c. FY 2015 Distribution to localities (Attachment C)
    - i. The Authority received FY2015 revenue for Grantors Tax in August.
    - ii. Approximately \$4.47 million was received of which \$1.34 million represents 30% funds for member jurisdictions.

- iii. As of the preparation of this report four jurisdictions had completed the HB2313 required annual certification process to receive FY2015 30% funds. Postponements of transfers have been discussed with jurisdictional staff where appropriate.

**Attachments:**

- A. Revenues Received By Tax Type, Compared to NVTAs Estimates, Through August 2014
- B. FY2014 30% Distribution by Jurisdiction
- C. FY2015 30% Distribution by Jurisdiction

**Coordination:**

Finance Committee



**NORTHERN VIRGINIA TRANSPORTATION AUTHORITY**  
**REVENUES RECEIVED, BY TAX TYPE AND JURISDICTION, COMPARED TO NVT A ESTIMATES**  
**Based on: Revenue Data Through August 2014**  
**FYE June 30, 2014**

<b>Grantors Tax</b>		<b>Received</b>		<b>FY 2014 Revenue</b>		<b>NVT A</b>		<b>Actual</b>		<b>Projected Variance</b>
<b>Transaction Months</b>	<b>12</b>	<b>To Date</b>		<b>With Accrual</b>		<b>Projection</b>		<b>To Projection</b>		
City of Alexandria		\$3,129,852		\$2,883,433	\$	3,391,565	\$	(261,713)		
Arlington County		\$4,313,922		\$4,395,457	\$	4,574,287	\$	(260,365)		
City of Fairfax		\$367,004		\$341,880	\$	289,079	\$	77,925		
Fairfax County		\$15,696,118		\$15,299,922	\$	15,169,980	\$	526,138		
City of Falls Church		\$268,842		\$269,595	\$	261,761	\$	7,081		
Loudoun County		\$8,551,256		\$8,483,252	\$	6,093,105	\$	2,458,151		
City of Manassas		\$465,593		\$478,381	\$	271,303	\$	194,290		
City of Manassas Park		\$226,746		\$236,314	\$	148,806	\$	77,940		
Prince William County		\$4,989,612		\$4,908,119	\$	4,476,903	\$	512,709		
<b>Total Grantors Tax Revenue</b>		<b>\$ 38,008,947</b>	<b>\$</b>	<b>37,296,355</b>	<b>\$</b>	<b>34,676,789</b>	<b>\$</b>	<b>3,332,158</b>		<b>9.61%</b>
<b>Regional Sales Tax*</b>		<b>Received</b>		<b>FY 2014 Revenue</b>		<b>FY 2014</b>		<b>Actual</b>		<b>Projected Variance</b>
<b>Transaction Months</b>	<b>12</b>	<b>To Date</b>		<b>With Accrual</b>		<b>Projection</b>		<b>To Projection</b>		
City of Alexandria		\$14,996,328		\$14,862,957	\$	15,806,507	\$	(810,179)		
Arlington County		\$23,312,124		\$23,101,489	\$	24,473,867	\$	(1,161,743)		
City of Fairfax		\$7,028,117		\$7,202,608	\$	6,462,525	\$	565,592		
Fairfax County		\$99,716,693		\$99,028,038	\$	104,977,104	\$	(5,260,411)		
City of Falls Church		\$2,141,292		\$2,119,982	\$	2,470,340	\$	(329,048)		
Loudoun County		\$38,262,893		\$37,990,760	\$	39,833,324	\$	(1,570,431)		
City of Manassas		\$4,617,569		\$4,592,819	\$	4,568,248	\$	49,321		
City of Manassas Park		\$1,084,249		\$1,064,969	\$	920,350	\$	163,899		
Prince William County		\$32,212,081		\$32,047,267	\$	32,943,958	\$	(731,877)		
<b>Total Sales Tax Revenue*</b>		<b>\$ 223,371,345</b>	<b>\$</b>	<b>222,010,889</b>	<b>\$</b>	<b>232,456,223</b>	<b>\$</b>	<b>(9,084,878)</b>		<b>-3.91%</b>
<b>Transient Occupancy Tax (TOT)</b>		<b>Received</b>		<b>FY 2014 Revenue</b>		<b>FY 2014</b>		<b>Annualized - Actual</b>		<b>Projected Variance</b>
<b>Transaction Months</b>	<b>11.58</b>	<b>To Date</b>		<b>With Accrual</b>		<b>Projection</b>		<b>To Projection</b>		
City of Alexandria	12.00	\$ 2,827,753.10		2,644,326	\$	3,570,388	\$	(742,635)		
Arlington County	12.00	\$ 8,371,491.04		7,898,562	\$	8,890,830	\$	(519,339)		
City of Fairfax**	9.00	\$ 205,520.55		274,027	\$	345,984	\$	(140,463)		
Fairfax County***	11.66	\$ 7,179,489.64		8,527,394	\$	9,984,936	\$	(2,805,446)		
City of Falls Church	12.00	\$ 75,115.90		66,106	\$	141,857	\$	(66,741)		
Loudoun County	12.00	\$ 2,014,504.69		1,944,628	\$	806,445	\$	1,208,060		
City of Manassas	12.00	\$ 55,123.06		51,904	\$	77,750	\$	(22,627)		
City of Manassas Park		\$ -		\$ -	\$	-	\$	-		
Prince William County	12.00	\$ 1,166,331.95		1,106,102	\$	530,452	\$	635,880		
<b>Total TOT Revenue</b>		<b>\$ 21,895,330</b>		<b>22,513,049</b>	<b>\$</b>	<b>24,348,642</b>		<b>(2,453,312)</b>		<b>-10.08%</b>
<b>Total Revenue Received</b>		<b>\$ 283,275,622</b>	<b>\$</b>	<b>281,820,293</b>	<b>\$</b>	<b>291,481,654</b>	<b>\$</b>	<b>(8,206,032)</b>		<b>-2.82%</b>

\*The Regional Sales Tax is reported net of the following fees:

October Receipt	\$	210,894
November Receipt	\$	160,884
December Receipt	\$	133,857
January Receipt	\$	113,412
February Receipt	\$	36,110
March Receipt	\$	42,723
April Receipt	\$	30,158
May Receipt	\$	41,208
June Receipt	\$	48,659
July Receipt	\$	3,589
August Receipt	\$	52,524
	<u>\$</u>	<u>874,019</u>

\*\* City of Fairfax remaining FY14 Accrual \$68,506  
 \*\*\*Fairfax County remaining FY14 Accrual \$996,362

[illegible]

## NORTHERN VIRGINIA TRANSPORTATION AUTHORITY FY 2015 30% DISTRIBUTION BY JURISDICTION

Based on: Receipts through August 2014

Jurisdiction	Grantor's Tax	Regional Sales Tax (1)	Transient Occupancy Tax (2)	Total	30% Funds	Accrued Interest (3)	Prior Distributions	Current Month Distribution	Total Funds Transferred
City of Alexandria	\$ 415,864.80	\$ -	\$ -	\$ 415,864.80	\$ 124,759.44	6.36	\$ -	\$ 124,765.80	
Arlington County	\$ 489,117.15	\$ -	\$ -	\$ 489,117.15	\$ 146,735.15	10.93	\$ -	\$ 146,746.08	\$ 146,746.08
City of Fairfax	\$ 34,486.35	\$ -	\$ -	\$ 34,486.35	\$ 10,345.91	2.31	\$ -	\$ 10,348.22	
Fairfax County	\$ 1,902,132.15	\$ -	\$ -	\$ 1,902,132.15	\$ 570,639.65	37.21	\$ -	\$ 570,676.86	\$ 570,676.86
City of Falls Church	\$ 34,192.40	\$ -	\$ -	\$ 34,192.40	\$ 10,257.72	0.75	\$ -	\$ 10,258.47	
Loudoun County	\$ 1,017,786.45	\$ -	\$ -	\$ 1,017,786.45	\$ 305,335.94	14.82	\$ -	\$ 305,350.76	\$ 305,350.76
City of Manassas	\$ 30,025.65	\$ -	\$ -	\$ 30,025.65	\$ 9,007.70	1.56	\$ -	\$ 9,009.26	
City of Manassas Park	\$ 36,507.75	\$ -	\$ -	\$ 36,507.75	\$ 10,952.33	0.40	\$ -	\$ 10,952.73	\$ 10,952.73
Prince William County	\$ 511,840.30	\$ -	\$ -	\$ 511,840.30	\$ 153,552.09	11.65	\$ -	\$ 153,563.74	
Total Revenue	\$ 4,471,953.00	\$ -	\$ -	\$ 4,471,953.00	\$ 1,341,585.93	\$ 85.99	\$ -	\$ 1,341,671.92	\$ 1,033,726.43

1 Net of Dept. of Taxation Fees

2 County TOT includes any town collections

3 Interest earned through 7/31/2014

## NORTHERN VIRGINIA TRANSPORTATION AUTHORITY

### MEMORANDUM

**TO:** Chairman Martin E. Nohe and Members  
Northern Virginia Transportation Authority

**FROM:** Michael Longhi, Chief Financial Officer

**SUBJECT:** NVTa Operating Budget

**DATE:** September 6, 2014

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1. **Purpose:** To update the Finance Committee on the NVTa Operating Budget for FY2015.
2. **Background:** The NVTa operating budget is funded through the participating jurisdictions. All jurisdictions have contributed their respective share of the FY2015 operating budget.
3. **Comments:** The Authority ended FY2014 with a greater than expected budget surplus. The surplus amount of \$24,143 (unaudited) is reflected in the income section of the attached report as a positive variance. One month into FY2015, expenditures are in line with the budget.

**Attachment:** FY2015 Operating Budget through July 31, 2014

**Coordination:**  
Finance Committee

# XVI.ATTACHMENT

Northern Virginia Transportation Authority FY 2015 Operating Budget July 31, 2014				
INCOME:	Approved Budget	Actual Receipts	Anticipated	Variance Budget to Actual
Budget Carryforward	\$ 270,000.00	\$ 294,143.00	\$ -	24,143.00
Interest (70% Regional Revenues) *				-
Billed to Member Jurisdictions	\$ 1,149,473.00	\$ 1,149,473.00		-
Misc. Income				-
Reimbursement -LOC Cost of Issuance				-
<b>Total Income</b>	<b>\$ 1,419,473.00</b>	<b>\$ 1,443,616.00</b>	<b>\$ -</b>	<b>24,143.00</b>
EXPENDITURES:	Approved Budget	Actual Expenditures	Committed	Variance Budget to Actual
<b>Personnel Expenditures</b>				
Salaries	\$ 611,290.00	\$ 68,328.11	\$ -	542,961.89
Benefits	\$ 180,350.00	\$ 15,402.96	\$ -	164,947.04
Taxes	\$ 48,100.00	\$ 3,233.43	\$ -	44,866.57
<b>Personnel Subtotal</b>	<b>\$ 839,740.00</b>	<b>\$ 86,964.50</b>	<b>\$ -</b>	<b>752,775.50</b>
<b>Professional Service</b>				
Audit/Accounting	\$ 27,500.00	\$ -		27,500.00
Banking Services	\$ 1,000.00	\$ -	\$ -	1,000.00
Insurance	\$ 3,700.00	\$ 3,689.00	\$ -	11.00
Payroll Services	\$ 2,000.00	\$ 70.38		1,929.62
Transaction Update Outreach	\$ 46,200.00	\$ -		46,200.00
Public Outreach	\$ 23,800.00	\$ -	\$ -	23,800.00
<b>Professional Subtotal</b>	<b>\$ 104,200.00</b>	<b>\$ 3,759.38</b>	<b>\$ -</b>	<b>100,440.62</b>
<b>Technology/Communication</b>				
Accounting & Financial Reporting System	\$ 25,000.00	\$ -	\$ -	25,000.00
Hardware Software & Peripherals Purchase	\$ 7,000.00	\$ -	\$ -	7,000.00
IT Support Services including Hosting	\$ 11,794.00	\$ 1,628.00	\$ -	10,166.00
Phone Service	\$ 7,060.00	\$ 607.67	\$ -	6,452.33
Web Development & Hosting	\$ 30,000.00	\$ 5.00	\$ -	29,995.00
<b>Subtotal Technology/Communication</b>	<b>\$ 80,854.00</b>	<b>\$ 2,240.67</b>	<b>\$ -</b>	<b>78,613.33</b>
<b>Administrative Expenses</b>				
Advertisements	\$ 6,000.00	\$ -		6,000.00
Dues & Subscriptions	\$ 2,500.00	\$ 410.00		2,090.00
Duplication/Printing	\$ 15,000.00	\$ -		15,000.00
Furniture/Fixtures	\$ 58,000.00	\$ 2,236.80		55,763.20
Meeting Expenses	\$ 3,600.00	\$ 176.16		3,423.84
Mileage/Transportation	\$ 7,200.00	\$ 300.00		6,900.00
Miscellaneous Expense (moving expense)	\$ 5,000.00	\$ -		5,000.00
Office Lease	\$ 50,000.00	\$ 3,690.00		46,310.00
Office Supplies	\$ 5,200.00	\$ 485.22		4,714.78
Postage/Delivery	\$ 600.00	\$ -		600.00
Professional Development/Training	\$ 5,000.00	\$ 310.00		4,690.00
<b>Subtotal Administrative Expenses</b>	<b>\$ 158,100.00</b>	<b>\$ 7,608.18</b>		<b>150,491.82</b>
<b>Expenditure Subtotal</b>	<b>\$ 1,182,894.00</b>	<b>\$ 100,572.73</b>	<b>\$ -</b>	<b>\$ 1,082,321.27</b>
<b>Operating Reserve (20%)</b>	<b>\$ 236,579.00</b>	<b>\$ -</b>		<b>\$ 236,579.00</b>
<b>Total Expenditures</b>	<b>\$ 1,419,473.00</b>	<b>\$ 100,572.73</b>	<b>\$ -</b>	<b>\$ 1,318,900.27</b>
<b>Increase (Decrease) in Net Position</b>	<b>\$ -</b>	<b>\$ 1,343,043.27</b>	<b>\$ -</b>	<b>\$ 1,343,043.27</b>
<b>Member Jurisdiction Support</b>				
<b>Jurisdiction</b>	<b>2010 Population</b>	<b>FY 2015 Support Amounts</b>		
City of Alexandria	6.30%	\$ 72,417		
Arlington County	9.40%	\$ 108,050		
City of Fairfax	1.00%	\$ 11,495		
Fairfax County	48.00%	\$ 551,747		
City of Falls Church	0.60%	\$ 6,897		
Loudoun County	14.20%	\$ 163,225		
City of Manassas	1.70%	\$ 19,541		
City of Manassas Park	0.60%	\$ 6,897		
Prince William County	18.20%	\$ 209,204		
		\$ 1,149,472		

## NORTHERN VIRGINIA TRANSPORTATION AUTHORITY

### MEMORANDUM

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

**FROM:** William Eulle, Chair - Financial Working Group

**SUBJECT:** Report of the Financial Working Group

**DATE:** September 5, 2014

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Since the July 24, 2014, Authority meeting, the Financial Working Group has continued its efforts to implement the financial aspects of HB 2313. Several subcommittee meetings were also held during this period. The working group's significant activities are discussed below.

#### Agreements

A joint subcommittee of the Financial Working Group and the Council of Counsels prepared four agreements for the Authority's consideration. With the Authority's action on July 24, each of the four agreements has been approved. However, there is one agreement that requires revision. Following the Authority's adoption of the Standard Project Agreement for projects funded with the 70 percent funding that the Authority is retaining, several issues with the agreement surfaced specifically as it affects projects that will be implemented directly by VDOT. The subcommittee and VDOT staff are working to resolve several inconsistencies between the requirements the General Assembly placed on the Authority and VDOT's statutory and policy requirements. The parties continued to meet during the summer and are close to resolving all of the remaining items. The Financial Working Group anticipates bringing a proposed solution to the Authority for consideration later this fall.

#### Line of Credit and Initial Bond Issuance

A subcommittee of the Financial Working Group worked with the Authority's staff, financial advisor, bond counsel and Council of Counsels to support efforts to secure a line of credit for the Authority and ultimately to issue bonds. The subcommittee continues to work with the Authority's financial team on the selection process for an underwriter, a trustee, and a financial printer associated with the initial bond issuance.

## Revenue Collections

Through August 2014, the Commonwealth has transferred \$283.2 million in FY 2014 revenues to the Authority. Revenues from FY 2014 will continue to be received in September. The Authority has received \$4.47 million in FY 2015 revenues through the end of August.

## Measurement of Long-Term Benefit

HB 2313 requires that each jurisdiction's long-term benefit from the implementation of the regional projects supported by the 70 percent of funding that the Authority will retain be proportional to the its share of the revenues collected. To better measure "long-term benefit," the Working Group has established a subcommittee to discuss alternatives. The subcommittee continued discussing alternative ways to measure benefit for both highway and transit projects, and is preparing a draft set of recommendations. These draft recommendations will be discussed with the Authority's Technical Advisory Committee on September 17. Ultimately, the Financial Working Group and the Council of Counsels will prepare a recommendation for the Authority's consideration as part of its work session on October 24.

Members of the Financial Working Group, the Council of Counsels and I will be available at the NVTa meeting on September 11, 2014, to answer questions.

Cc: Members, NVTa Jurisdiction and Agency Coordinating Committee

Members, NVTa Financial Working Group

Members, NVTa Council of Counsels

Monica Backmon, Executive Director

Michael Longhi, Chief Financial Officer

## NORTHERN VIRGINIA TRANSPORTATION AUTHORITY

### PROJECT IMPLEMENTATION WORKING GROUP

#### MEMORANDUM

**FOR:** Members, Northern Virginia Transportation Authority

**FROM:** Chairman Martin E. Nohe, NVTA

**DATE:** September 3, 2014

**SUBJECT:** NVTA FY2015-16 Two Year Program Development

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- 1. Purpose.** To update Authority members on the status of the FY2015-16 Two Year Program Development.
- 2. Background.** At its meeting on July 24, 2014, the Authority approved a schedule to develop and adopt the FY2015-16 Two Year Program. Consistent with this approved schedule, the Project Implementation Working Group (PIWG) met on August 18, 2014 to commence development of project selection criteria. When finalized, these criteria will be used to support the process of selecting which projects will be funded using the Authority's regional funds for FY2015 and FY2016.

NVTA staff estimates that approximately \$373 million will be available from regional revenues thru FY2016 to fund regional projects, assuming PayGo funding only. Four counties, three cities, four towns, and three transit agencies responded to the Authority's December 2013 call for projects. Approximately \$770 million was requested to fund 33 highway and 19 mass transit projects. Some of these projects were previously approved for FY2014 regional funding.

- 3. Status.** The overall approach to project selection is expected to be similar to the methodology used for selecting regional projects that were funded with FY2014 funds. PIWG members had a robust discussion on criteria types (pass/fail, quantitative, and qualitative), individual criteria, scoring methodology, and relative weightings. This included a discussion on how to incorporate the detailed final ratings for highway projects from the HB599 Project Evaluation and Rating Study, and how to address the fact that the current rating study will not provide ratings for mass transit projects.
- 4. Next Steps.** NVTA staff, on behalf of the PIWG, will present the draft project selection criteria to the Technical Advisory Committee, Planning Coordination Advisory Committee, and the Jurisdiction and Agency Coordination Committee at their respective scheduled meetings during September 2014. The PIWG will review the feedback from these



committees at its next meeting on October 2, 2014, and will present its recommendations for project selection criteria to the Authority at its next meeting on October 9, 2014.

PIWG members and NVTA staff will be available at the September 11, 2014, NVTA meeting to answer questions.

**Coordination:** Members, NVTA Project Implementation Working Group

**NORTHERN VIRGINIA TRANSPORTATION AUTHORITY**  
**MEMORANDUM**

**FOR:** Chairman Martin E. Nohe and Members  
Northern Virginia Transportation Authority

**FROM:** Monica Backmon, Executive Director

**DATE:** September 8, 2014

**SUBJECT:** Executive Director's Report

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- 1. Purpose:** To inform Authority of items of interest not addressed in other agenda items.
- 2. FY14 Projects:** As of the NVTA action this evening, the Authority has approved 12 Standard Project Agreements (SPA) for FY14 projects on the approved project list. The attached handout details the status of the projects with approved SPAs. Also of note, NVTA has officially completed its first project! The Potomac and Rappahannock Transportation Commission (PRTC) submitted their reimbursement request for a bus to provide new service from Gainesville to Haymarket. The Authority completed reimbursement to PRTC on September 2<sup>nd</sup> and the purchase was \$20,000 less than the approved funding amount. Per the SPA, unused 70% regional dollars are returned to the regional revenue fund to be used for other projects.
- 3. Mapping:** NVTA staff is in the process of developing an interactive map of the FY14 approved projects using Google Earth. The map will be an important visual tool for the public and anyone interested in monitoring the progress of NVTA funded projects. The map will show which corridor the project is located (per the corridors identified in TransAction 2040), the locality in which the project is located, project type, project description and NVTA approved funding for the project.
- 4. Planning Coordination Advisory Committee (PCAC):** The PCAC kick-off meeting will be held on Monday, September 22<sup>nd</sup> at 9:30am, at the NVTA offices. The PCAC will discuss organizational structure (nominate a chairman and set meeting schedule) and review the draft project selection criteria for NVTA's Two-Year Program.
- 5. Joint Commission on Transportation Accountability (JCTA):** The state budget requires the Authority to prepare a report on the usage of the Northern Virginia Transportation Authority Fund, pursuant to the provisions on HB 2313. This report is due to the JCTA by November 15<sup>th</sup>. Upon review by Chairman Nohe and Delegate Rust (Chair of the JCTA), a draft of the report will be distributed in the mail out as an information item, for the October 9<sup>th</sup> meeting.

6. **NVTA Office Move:** The NVTA will move to the new office space located at 3040 Williams Drive, on Monday, October 6<sup>th</sup>. The Authority's new facilities will be outfitted with NVTA signage and colors that firmly establish the Authority's individual brand and identity.
7. **October 9<sup>th</sup> NVTA Meeting:** The October NVTA meeting will be held at the City of Fairfax City Hall. While the actual NVTA move will take place on October 6<sup>th</sup>, we need to allow the contractors adequate time to install and test the audio/visual equipment, etc. The change of venue is noted on your agenda and will be properly noticed per Open Meetings guidelines well in advance.
8. **Commonwealth Transportation Board Fall Transportation Meeting:** The CTB's fall public hearing is scheduled for Thursday, October 16<sup>th</sup> at the VDOT Alliance Drive office in Fairfax. The Authority has been invited to display presentation materials on our regional initiatives and priorities. NVTA staff will man the table and speak to NVTA initiatives. The Authority will be asked to approve the Testimony for this hearing at the October 9<sup>th</sup> meeting.
9. **NVTA Work-Session:** At the May 8, 2014 NVTA meeting, the Technical Advisory Committee (TAC) brought forth recommendations regarding how the Long Term Benefits provision per HB2313 should be assessed. After the discussion with the TAC, the Authority directed staff to bring forth a plan for NVTA consideration prior to the end of the calendar year. In order to meet this directive, a one-day Work-session with the Authority has been scheduled to vet principles and concepts resulting from recommendations of the Long Term Benefits Subcommittee and the TAC. The Work-session will be held on Friday, October 24<sup>th</sup>.

**Attachment:** FY 14 Transportation Projects Advancing as of September 11, 2014



# NVTA Projects Moving Forward!

## *FY 14 Transportation Projects Advancing as of September 11, 2014*

### LOUDOUN COUNTY

**Leesburg Park and Ride** – Funding of land acquisition for a second Leesburg Park and Ride Facility to accommodate a minimum of 300 spaces.

- **NVTA Funds:** \$1 million
- **Status:** Site selection complete and approved by the Board of Supervisors on 9/3/14.

**LC Transit Buses** – Procure two new transit buses to introduce Silver Line connecting service.

- **NVTA Funds:** \$880,000
- **Status:** In process of ordering buses.

**Belmont Ridge Road (North)** – Widening of Belmont Ridge between Gloucester Parkway and Hay Road Segment, including a grade separation structure to carry the W&OD trail over Belmont Ridge Road.

- **NVTA Funds:** \$20 million
- **Status:** Contractor selection in process for Design/Build. VDOT will issue an RFQ in the fall of 2014.

**Route 28 Hot Spot Improvements** – Loudoun segments of Route 28 improvements from Sterling Boulevard to the Dulles Toll Road.

- **NVTA Funds:** \$12.4 million
- **Status:** In process.

### PRINCE WILLIAM COUNTY

**Route 1 Widening from Featherstone Road to Marys Way** – Widen Route 1 from a 4 lane undivided highway to a 6 lane divided highway; including a multi-use trail on the west side and a sidewalk on the east side.

- **NVTA Funds:** \$3 million
- **Status:** Bids have been received from the RFP and staff is looking to secure the contract this fall.

## POTOMAC AND RAPPAHANNOCK TRANSPORTATION COMMISSION

**Gainesville New Service Bus** – Funding to acquire one commuter bus for new PRTC Gainesville Service.

- **NVTA Funds:** \$559,275
- **Status:** Project is complete! Bus was purchased and delivered to PRTC. NVTA reimbursed PRTC on September 2<sup>nd</sup>. Total cost was \$20,000 less than budgeted.

## VIRGINIA RAILWAY EXPRESS (VRE)

**Gainesville to Haymarket Extension** – Corridor study and preliminary development of an 11-mile VRE extension from Manassas to Gainesville-Haymarket.

- **NVTA Funds:** \$1.5 million
- **Status:** Target to issue an RFP in September, award in January 2015.

## NORTHERN VIRGINIA TRANSPORTATION COMMISSION

**Transit Alternatives Analysis of the Route 7 Corridor Fairfax County/Falls Church/Arlington County/Alexandria** – Corridor study to study transit options on Route 7.

- **NVTA funds** – \$838,000
- **Status** – Study underway, expected complete in summer 2015.

## TOWN OF HERNDON

**Intersection Improvements at Herndon Parkway/Sterling Road** – Funding for street capacity improvements for congestion relief and new sidewalk for pedestrians.

- **NVTA funds** – \$500,000
- **Status** – Highway construction complete, right of way acquisition and construction of pedestrian facilities expected complete in 2015.

**Intersection Improvements (Herndon Parkway/Van Buren Street)** -- Funding for street capacity improvements for congestion relief.

- **NVTA funds** – \$500,000
- **Status** – Procurement, award expected in October 2014.

**Access Improvements for the Silver Line Phase II Herndon Metrorail Station** – Funding for bus pull-off bays along Herndon Parkway and major intersection enhancements including ADA accessible streetscape, paver crosswalks, bike-pedestrian signalization, refuge medians and bus shelter/transit facilities.

- **NVTA funds** – \$1.1 million
- **Status** – Procurement, award expected in December 2014.

# **Correspondence Section**



# Northern Virginia Transportation Authority

*The Authority for Transportation in Northern Virginia*

3060 Williams Drive ♦ Suite 510 ♦ Fairfax, VA 22031

[www.TheNoVaAuthority.org](http://www.TheNoVaAuthority.org)

August 13, 2014

Reference: NVTa's Planning Coordination Advisory Committee Kick-Off Meeting

Dear PCAC Member:

Congratulations on your appointment to the Northern Virginia Transportation Authority's (NVTa) Planning Coordination Advisory Committee (PCAC).

The PCAC is primarily responsible for advising the NVTa on broad policy issues related to the periodic update of the NVTa's Long Range Transportation Plan (currently TransAction 2040), and the development of the NVTa's Six Year Program with special consideration to regional transportation, land use and growth issues.

As the Authority continues its work to implement HB 2313, the active involvement of the PCAC is essential in these efforts. PCAC participation by all identified counties, cities and towns ensures a more complete representation of all viewpoints across the region as the NVTa continues to assume its expanded role, as identified in HB 2313.

In September, the NVTa will release a vigorous work plan that requires the PCAC to meet on a monthly basis for the foreseeable future. In order to initiate the PCAC involvement, I'd like to schedule a meeting with the PCAC on Monday, September, 22nd at 9:30 a.m. in the Main Conference Room of the Northern Virginia Transportation Authority located at 3060 Williams Drive, Suite 510, Fairfax, Virginia. Please contact Camela Speer, the Authority's Clerk at [Camela.Speer@TheNovaAuthority.org](mailto:Camela.Speer@TheNovaAuthority.org), to confirm your attendance.

Please do not hesitate to contact me, or Monica Backmon, the Authority's Executive Director, if you have any questions or comments. Ms. Backmon can be reached at 703-642-4650 or [Monica.Backmon@TheNovaAuthority.org](mailto:Monica.Backmon@TheNovaAuthority.org).

For your reference, a complete description of this PCAC's charge and the jurisdictional appointees are attached.

Sincerely,

A handwritten signature in blue ink, appearing to read "M. Nohe".

Martin E. Nohe  
Chairman

# NORTHERN VIRGINIA TRANSPORTATION AUTHORITY

## Planning Coordination and Advisory Committee

### Role and Membership

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



# Northern Virginia Transportation Authority

## PCAC Member List

As of 7.23.14

<b>Jurisdiction</b>	<b>Name</b>	<b>Term*</b>
Alexandria	<b>Council Member Paul Smedberg</b>	2014
Arlington	<b>County Board Member Jay Fisette</b>	2014
Loudoun	<b>Supervisor Matthew Letourneau</b>	2014
Prince William	<b>Supervisor Peter Candland</b>	2014
Fairfax County	<b>Supervisor Jeff McKay</b>	2014
City of Fairfax	<b>Council Member David Meyer</b>	2014
City of Manassas	<b>Council Member Johnathan Way</b>	2014
Dumfries	<b>Mayor Jerry Foreman</b>	2014
Falls Church	<b>Vacant</b>	
Manassas Park	<b>Mayor Frank Jones</b>	2014
Herndon	<b>Mayor Lisa Merkel</b>	2014
Leesburg	<b>Council Member Kelly Burk</b>	2014
Purcellville	<b>Council Member Joan Lehr</b>	2014
Vienna	<b>Council Member Linda J. Colbert</b>	2014
<b><u>NVTA Staff Coordinator</u></b>		
Denise Harris		
<b><u>NVTA Executive Director</u></b>		
Monica Backmon		
<b>*Terms:</b>		
Appointed annually by their local governing bodies.		
<b>Quorum eight (8) members.</b>		

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## COMMONWEALTH of VIRGINIA

DEPARTMENT OF TRANSPORTATION  
4975 ALLIANCE DRIVE  
FAIRFAX, VIRGINIA 22030

Charles A. Kilpatrick, P.E.  
Commissioner

August 6, 2014

Mr. Martin Nohe, Chairman  
Northern Virginia Transportation Authority  
3040 Williams Drive  
Suite 200  
Fairfax, VA 22031

Project: **I-66 Corridor Improvements Tier 2 Environmental Assessment**  
Counties of Fairfax and Prince William  
VDOT Project Number: 0066-96A-297; UPC 105500  
**Agency Scoping/Coordination**

Dear Mr. Nohe,

The Virginia Department of Transportation (VDOT), in cooperation with the Federal Highway Administration (FHWA), has initiated a study of the I-66 Corridor from US Route 15 in Prince William County to the Capital Beltway (I-495) in Fairfax County (see attached corridor map). A Tier 1 Final Environmental Impact Statement (FEIS) was completed in November 2013 for the same I-66 corridor. FHWA issued a Record of Decision (ROD) on November 20, 2013 concurrently with publication of the Tier 1 FEIS. These documents are available on VDOT's project website: [http://virginiadot.org/projects/northernvirginia/i66\\_eis.asp](http://virginiadot.org/projects/northernvirginia/i66_eis.asp)

VDOT, in consultation with FHWA, has determined to move forward with Tier 2 studies for widening existing I-66 to result in two express lanes and three general purpose lanes in each direction from US 15 to I-495, a total distance of approximately 25 miles. To provide additional multimodal options in the corridor, infrastructure elements to support rapid bus service in the express lanes also would be studied. The proposed improvements would not preclude the addition of Metrorail, light rail, or bus rapid transit within the right of way on I-66 in the future.

The Tier 1 study focused on broad issues, such as purpose and need, general location of proposed improvements, and mode/technology choice. This Tier 2 Environmental Assessment will focus on site-specific details, including specific project impacts, costs, and mitigation.

As part of the study process, we would appreciate any comments and suggestions your agency may have regarding important issues that should be considered in this Tier 2 environmental study.

Please provide your agency's written comments or suggestions regarding issues of concern to our consultant at the following address:

Mr. Stuart Tyler, Project Manager  
Parsons Transportation Group  
100 M Street SE, Suite 1200  
Washington, DC 20003

If you prefer, you can e-mail your response to [Stuart.Tyler@Parsons.com](mailto:Stuart.Tyler@Parsons.com). Please reference "I-66 Tier 2 EA Agency Scoping" in the subject heading of your correspondence.

If you have questions or need additional information, please contact me by telephone at (703) 259-1215 or email at [John.Muse@VDOT.Virginia.gov](mailto:John.Muse@VDOT.Virginia.gov).

Sincerely,

A handwritten signature in black ink, appearing to read "John Muse", with a stylized, flowing script.

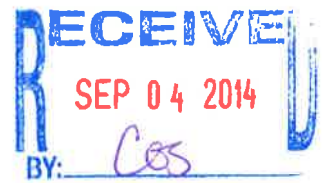
John Muse  
District Environmental Manager

Attachments: Project Corridor Map

cc: John Simkins, Federal Highway Administration

## VDOT Project Number: 0066-96A-297; UPC 105500





# COMMONWEALTH of VIRGINIA

## DEPARTMENT OF TRANSPORTATION

4975 Alliance Drive  
Fairfax, VA 22030

CHARLES A. KILPATRICK, P.E.  
COMMISSIONER

September 3, 2014

Ms. Monica Backmon  
Executive Director  
Northern Virginia Transportation Authority  
3060 Williams Drive, Suite 510  
Fairfax, VA 22031

Subject: 2014 Fall Transportation Meetings

Dear Ms. Backmon:

The Commonwealth Transportation Board (CTB) will conduct a joint public hearing and meeting on Thursday, October 16, 2014, at the Virginia Department of Transportation, Northern Virginia District Office, 4975 Alliance Drive, Fairfax, VA 22030, to give citizens the opportunity to review and provide comments on the working draft of the revised Fiscal Year 2015-2020 Six-Year Improvement Program (FY15-20 SYIP). The FY15-20 SYIP, adopted by the CTB in June 2014, reflects the revised revenue estimates and anticipated implementation of the statewide prioritization process.

These meetings will consist of an open house format from 5:30 p.m. to 6:30 p.m. where attendees can review materials produced by agency staff and discuss specific projects or issues. Following the open house, an opportunity will be provided for comments from the public and transportation stakeholders. Written comments may also be submitted during this informal session or they may be mailed or e-mailed afterwards. Meeting materials will be available on the web at <http://www.virginiadot.org/2014fallmeetings> starting September 23, 2014. The Fall Transportation Meeting Schedule is attached.

All Metropolitan Planning Organizations (MPOs) and Planning District Commissions (PDCs) are invited to participate in the meeting in their region. Space will be reserved at each meeting location for the respective MPO and PDC staff to display presentation materials regarding regional initiatives and priorities. **Please let us know if you will be attending and plan to display information for your region by Friday, September 26, 2014.** Please also provide a point of contact so that we can coordinate meeting logistics.

NVT A	
Action:	_____
File:	_____
Distribution:	NVT A
Comments:	_____



Ms. Monica Backmon  
September 3, 2014  
Page 2

Representatives from the Department of Transportation, Department of Rail and Public Transportation, and the Office of Intermodal Planning and Investment will be in attendance to provide information on current initiatives. You are encouraged to come and speak with our transportation agency representatives.

If you cannot attend the meetings, you may send your comments to Program Management Director, Virginia Department of Transportation, 1401 E. Broad Street, Richmond, VA 23219 or e-mail them to [Six-YearProgram@vdot.virginia.gov](mailto:Six-YearProgram@vdot.virginia.gov). Comments on rail and public transportation may be sent to DRPT Public Information Officer at 600 East Main Street, Suite 2102, Richmond, VA 23219 or e-mail them to [drptpr@drpt.virginia.gov](mailto:drptpr@drpt.virginia.gov). Comments will be received until October 30, 2014. The new revised FY15-20 SYIP will be presented to the CTB for adoption in November 2014. Comments will also be accepted for the FY16-21 SYIP and statewide prioritization.

If you have any questions prior to the meeting, please contact Ms. Maria J. Sinner, P.E., our Assistant District Administrator for Program and Investment Management, at (703) 259-2342 or [maria.sinner@vdot.virginia.gov](mailto:maria.sinner@vdot.virginia.gov).

Sincerely,

A handwritten signature in blue ink that reads "Helen L. Cuervo". The signature is fluid and cursive, with the first letters of each word being capitalized and prominent.

Helen L. Cuervo, P.E.  
District Administrator  
Northern Virginia District

Attachment

Copy: Maria J. Sinner, P.E.



## Driving Virginia's Economy

<http://www.virginiadot.org/2014fallmeetings>

### Fall Transportation Meeting Dates and Locations

**Tuesday, September 23, 2014**

Holiday Inn Downtown Lynchburg  
601 Main Street  
Lynchburg, VA 24504

**Thursday, September 25, 2014**

Hampton Roads Planning District  
Commission  
723 Woodlake Drive  
Chesapeake, VA 23320

**Wednesday, October 1, 2014**

VDOT Central Office Auditorium  
1221 E. Broad Street  
Richmond, VA 23219

**Thursday, October 2, 2014**

Germanna Community College  
Center for Workforce & Community  
Education  
10000 Germanna Point Drive  
Fredericksburg, VA 22408

**Wednesday, October 8, 2014**

Blue Ridge Community College  
Plecker Center for Continuing Education  
Box 80, One College Lane  
Weyers Cave, VA 24486

**Thursday, October 9, 2014**

Daniel Technology Center  
Germanna Community College  
18121 Technology Drive  
Culpeper, VA 22701

**Thursday, October 16, 2014**

VDOT Northern Virginia District  
Office  
Potomac Conference Room  
4975 Alliance Drive  
Fairfax, VA 22030

**Tuesday, October 21, 2014**

Northside High School  
6758 Northside High School Road  
Roanoke, VA 24019

**Wednesday, October 22, 2014**

Holiday Inn Bristol Conference  
Center  
3005 Linden Drive  
Bristol, VA 24202