

Northern Virginia Transportation Authority

703-642-0700; www.thenovaauthority.org

AGENDA

Thursday, January 10, 2008

6:00 p.m.

at

George Mason High School Auditorium
7124 Leesburg Pike
Falls Church, Virginia 22043

1. **Call to Order**.....Chairman Zimmerman
2. **Roll Call**
3. **Approval of the Minutes of the December 6, 2007, Meeting**
4. **Appointment of Executive Director**
5. **NVTA Six Year Program for FY 2008 to FY 2010**
 - A. Presentation
 - B. Public Hearing
 - C. NVTA Action on Six Year Program
6. **Other Action Items**
 - A. Approval of NVTA Debt Policy
 - B. Approval of Procedures for Allocating NVTA Revenues
 - C. Approval of an NVTA Finance Committee
 - D. Approval of CY 2008 Work Program and Meeting Schedule
 - E. Approval of Interim Procurement Policy
7. **Discussion Items**
 - A. Presentation on I-95/395 HOT Lanes Project and Transit/TDM Study
 - B. Update on Supreme Court Testimony – January 8, 2008
 - C. 2008 General Assembly Session
 - D. Other Business
8. **Information Items** *NVTA Staff and Juris. Agency Coord. Comm. members will be available to answer any questions*
 - A. Job Descriptions for Chief Financial Officer and Administrative Assistant
 - B. TPB Action on FAMPO Request for Allocation of Transit Funds
 - C. TIP/CLRP Development
 - D. Air Quality
9. **Adjournment**

NEXT MEETING: February 7, 2008

General Assembly Building – 5:30 p.m.
901 East Broad Street
Richmond, Virginia

Northern Virginia Transportation Authority

DRAFT Summary Minutes
DECEMBER 6, 2007

**Fairfax City Hall
City Council Work Session Room
10455 Armstrong Street, Room 111 A&B
Fairfax, Virginia 22030**

Members
(those present are highlighted)

William Euille
Christopher Zimmerman, NVTA Chairman
Robert Lederer
Gerald E. Connolly
Daniel Maller (for David Snyder)
Scott K. York
Harry J. "Hal" Parrish, II
Bryan Polk
Martin Nohe, NVTA Vice Chairman
Jeannemarie Devolites Davis
Vincent F. Callahan, Jr.
Jeff Frederick
Judy Connally
Margaret E. G. Vanderhye
Matthew Tucker
Morteza Salehi

Mayor, City of Alexandria
Arlington County Board;
Mayor, City of Fairfax
Chairman, Fairfax County Board of Supervisors
City Council Member, City of Falls Church
Chairman, Loudoun County Board of Supervisors
Vice Mayor, City of Manassas
Vice Mayor, City of Manassas Park
Vice Chairman, Prince William Board of County Supervisors
Virginia Senate, District 34
Virginia House of Delegates, District 34
Virginia House of Delegates, District 52
Governor's Appointee – CTB Member
Governor's Appointee
Director, VDRPT (non-voting member)
Director, No. Va. District, VDOT (non-voting member)

Staff Present

Pam Martin

Administrative Assistant

Call to Order

Chairman Zimmerman called the meeting to order at 9:20 a.m. Chairman Zimmerman moved:

I hereby move that NVTA recess and go into closed session for discussion and consideration of the matters enumerated by Virginia Code Section 2.2.-3711- A.1, A.3, and A.7 as

Personnel matters related to the discussion, consideration and/or interviews of prospective candidates for employment or appointment.

Moved by Chairman Zimmerman and seconded by Vice-Chairman Nohe and carried unanimously, the Authority recessed for closed session.

The Meeting reconvened at 12:42 p.m. at which time Chairman Zimmerman moved and seconded by Vice-Chairman Nohe. The Motion carried unanimously.

I hereby move that NVTA certify that, to the best of its knowledge, only public business matters lawfully exempted from Virginia's opening meetings requirements and only public business matters that were identified in the motion by which closed session was convened were heard, discussed, or considered by NVTA during closed session.

Roll Call

The roll was called and members present or absent were noted for the record.

Approval of Minutes

Chairman Zimmerman moved approval of the minutes of November 8, 2007 meeting. The minutes were seconded by Chairman Connolly and were approved unanimously.

Item 4

Information item

Item 4.A

Approval to Release Initial NVTA Six Year Program for Public Comment

Mr. Tom Biesiadny (Chairman, Jurisdiction and Agency Coordinating Committee) stated that at the September 27, 2007, meeting NVTA authorized a Call for Projects for the first two-half years of the six year program. The deadline was November 9, 2007. NVTA received a number of project submissions from the various jurisdictions. A list was compiled and ranked based on the criteria that NVTA previously approved. He referred to materials in the agenda package. Mr. Biesiadny introduced Betsy Massie (PRTC) who gave an overview of the list of projects and how they were ranked. The projects total \$93 million in 2009 and 2010. Ms. Massie requested approval to release the list on the website for public comment prior to a January 10, 2008 public hearing. The action requested is to release a program for public comment and hold a public hearing in January before acting on the project list.

The motion was carried.

Item 4.B

Approval of Job Description and Solicitation of Chief Financial Officer

Mr. Biesiadny stated that the job description for the Chief Financial Officer was attached to the memorandum. It is the desire of the financial working group to work with local human resource staffs from the local jurisdictions to finalize the job description and being the recruitment process.

Motion carried unanimously

Item 4.C

Approval of Contract for NVTA Office Space

Mr. Biesiadny introduced Tamara Ashby (Arlington County) from the Organizational Working Group to review the comparisons of the various options for office space. After some discussion, the members agreed to execute a sublease with the City of Fairfax's

Innovation Center for space for up to two years within the limits of the approved NVTa start-up costs. An amendment to increase office space at the appropriate time was also offered for approval.

The motion was carried with Delegate Frederick voting nay.

Item 4.D

Approval of Charge for the Planning Coordination Advisory Committee

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

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

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

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

The motion carried.

Item 4.E

Appointment of Members to the Technical Advisory Committee

Mr. Biesiadny stated that the Committee had received over 20 nominees. He also stated the requirements regarding the statute for this committee which consist of nine members, six of which will be appointed by NVTa and three appointed by the Secretary of Transportation. The Secretary of Transportation has requested that NVTa forward at least six names to him for his consideration.

Mr. Biesiadny distributed a recommendation that NVTa appoint:

Engin Artemel
Randy Boice
Jana Lynott
Christine Finnie
Robert Puentes
Christopher Tacinelli

as the six members of the Technical Advisory Committee.

After discussion, Chairman Connolly moved and Councilmember Maller seconded a motion to appoint the six recommended names to the Committee.

The motion to forward six names to the Secretary of Transportation was tabled.

Item 4.F

Approval of MOUs and Transient Occupancy Tax Collection Procedures in Certain Towns

Mr. Biesiadny requested that the authority approve the MOU requesting collection of the Transient Occupancy Tax in the towns in Loudoun and Prince William Counties. He stated that four towns collect their occupancy tax as oppose to the respective county collecting it for them. Financial Working Group staff sent agreements to those towns asking them to collect those taxes for NVTa. NVTa has not received any signed agreements. Mr. Biesiadny asked NVTa to authorize the form (attachment 1) of the MOU so if the towns choose to collect the tax the Chairman would be authorized to sign the MOU. For any town who has not executed the MOU by next week, staff sought authorization to proceed to collect the Transient Occupancy Tax (TOT) from the affected lodging establishments directly. (Motion for the approval of the MOU and to include correct language in paragraph 4).

The motion carried.

Mr. Biesiadny introduced Ellen Posner from the Council of Counsels to discuss TOT. She stated that all of the member jurisdictions have returned the MOU except for the Loudoun County. She requested that the Authority approve a motion authorizing NVTa to enter into an MOU with Loudoun County. The motion was:

I moved that NVTa approved and authorize the Chairman to execute a memorandum of understanding in a form substantially similar to the attached, and with such changes as may be approved by the Council of Counsels, with the Loudoun County Commissioner of the Revenue and the Loudoun County Treasurer to assess, bill, and collect NVTa's transient occupancy taxes in Loudoun County, and, in the alternative, in the event an acceptable memorandum of understanding cannot be agreed upon on or before December 14, 2007, then NVTa authorizes staff to implement measures to directly bill and collect the NVTa transient occupancy tax in Loudoun County.

The motion carried. Entered into the record is the e-mail from the Clerk, Loudoun County agreeing to collect TOT as of January 1, 2008.

Item 5A

Legislative Program

Mr. Biesiadny stated that the draft legislative program for 2008 is based on the concepts that were reviewed by the Authority in September and November. Chairman Connolly requested the Authority oppose any legislation that would block or complicate collection of NVTa revenues. The motion to approve the draft legislative program and the substitute motion by Chairman Connolly were approved.

Motion carried with Delegate Frederick and Ms. Connally abstaining.

Item 5B

Deferred until the January 2008 meeting

Items 7 and 8

Item 7A – Proposed Meeting Schedule for 2008

Chairman Zimmerman requested that the Authority be prepared to approve the schedule at the January meeting.

Item 8A –

Mr. Biesiadny noted an email from Morteza Salehi, VDOT's Northern Virginia District Administrator, explaining changes to the Turkeycock slipramp into the I-395 High Occupancy Vehicle lanes.

Moved by Mr. Parrish:

Insert Motion

Closed session legal matters

Second Chairman York

Motion carried.

Other Matters

Chairman Connolly directed several questions to the Counsel of Councils regarding the VRE allocation of funds and statute regarding NVTa's role in disbursement of funds. Counsel of Councils advised the Authority on the statutory requirements for NVTa's disbursement of funds. After this discussion Chairman Zimmerman recessed for closed session.

Recess at 1:58 p.m. for closed session.

Delegate Frederick announced that for the January and February and possibly the March meetings that he will be in Richmond at the General Assembly.

The meeting reconvened at 2:11 p.m.

Motion made by Chairman Zimmerman and seconded by Chairman Connolly on legal matters:

Insert Motion

Adjournment

Chairman Zimmerman adjourned the meeting at 2:15 p.m.

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

MEMORANDUM

TO: Christopher Zimmerman, Chairman
Northern Virginia Transportation Authority

Members
Northern Virginia Transportation Authority

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

SUBJECT: Approval of NVTA Executive Director Contract (Agenda Item 4.)

DATE: January 7, 2008

Recommendation

It is recommended that the NVTA approve the executive director employment contract with John Mason that was distributed confidentially on January 5, 2008.

Background

Following the NVTA meeting on December 6, 2007, NVTA's Chairman and Vice Chairman met with John Mason to discuss the executive director position. Following the discussion, direction was given to members of the Council of Counsels and the Organizational Working Group regarding the drafting of a contract. This contract was sent to all NVTA members confidentially on January 5, 2008. Staff of the Council of Counsels and the Organizational Working Group will be contacting each NVTA member prior to January 10, 2008, to discuss the specifics of the contract. Copies of the contract will be available to NVTA members on January 10, 2008.

Members of the Council of Counsels will be available at the January 10, 2008, NVTA meeting to answer questions.

Cc: Members, NVTA Jurisdiction and Agency Committee
Members, NVTA Working Groups
Members, Council of Counsels
John Mason, Executive Director

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

MEMORANDUM

TO: Christopher Zimmerman, Chairman
Northern Virginia Transportation Authority

Members
Northern Virginia Transportation Authority

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

SUBJECT: Approval of Initial NVTA Six Year Program, FY 2008 to FY 2010 (Agenda Item 5.C.)

DATE: January 4, 2008

Recommendation:

The Jurisdiction and Agency Coordinating Committee (JACC) recommends that following the public hearing, the NVTA approve the initial NVTA Six Year Program encompassing the balance of FY 2008, FY 2009 and FY 2010, as shown in Attachment I.

Background:

Since June 2007, the JACC has been working to develop a Six Year Program and process for NVTA. On September 27, 2007, the NVTA approved a Call for Projects (Attachment IV) for the initial two and one-half years of the program (balance of FY 2008, FY 2009 and FY 2010) and a schedule for developing the program. This schedule was revised to reflect the change in NVTA meeting dates, see Attachment II. Project applications were due on November 9, 2007. On November 8, 2007, the NVTA approved a more complete Six Year Program and project prioritization process using the criteria previously adopted by NVTA as part of TransAction 2030, Attachment III.

Based on the project submissions received from the jurisdictions and transportation agencies and the prioritization of these submissions, the JACC prepared the attached list of projects. In general, these projects represent the highest ranked projects submitted in the categories of highway, transit, bicycle and pedestrian and multimodal projects. They also generally include the highest ranked projects overall.

Mr. Christopher Zimmerman, Chairman
Members, Northern Virginia Transportation Authority
Page Two
January 4, 2008

Since HB 3202 requires that jurisdictions receive a benefit generally proportional to the funding raised in each jurisdiction, the JACC used estimates of receipts from each of the seven taxes and fees to determine proportional shares. These estimates total approximately \$280 million per year. If jurisdictions did not receive their proportional share of funding based on the prioritization, adjustments were made to achieve the appropriate regional balance. Since these projects allocations were based on estimates, adjustments will need to be made in future years to reflect actual receipts.

The projects on Attachment I reflect only the projects that will be funded using the 60 percent of revenue retained by NVTA, including the annual \$50 million earmark for Washington Metropolitan Area Transit Authority capital and \$25 million for Virginia Railway Express capital and operating expenses. No bond debt service payments are anticipated during this time period; however, it may be necessary to set aside funding for some bond related costs during this period. The actual amounts of these set asides will still need to be determined. Projects to be funded with the 40 percent of revenues that are returned to the local governments will ultimately be shown in the Six Year Program for information; however, the governing bodies of local jurisdictions will decide how these funds are spent. Ultimately, these projects will be shown in NVTA's Six Year Program for information.

This process is being used as a trial run in the development of a complete NVTA Six Year Program and process. The lessons learned during this cycle will be used to improve and expand the process prior to the initiation of the FY 2009 to FY 2015 NVTA Six Year Program. The JACC will provide recommendations for improvement to the NVTA in Summer 2008.

On December 3, 2007, NVTA approved releasing the Six Year Program for public comment. Notices were published twice in the Washington Post and the program was posted on NVTA's website. As of January 3, 2008, NVTA received eight distinct comments on the proposed program. These comments are summarized in Attachment V.

Staff will summarize any additional comments received by January 9, 2008. This summary will be available at the NVTA meeting. Based on the comments received to date, the Jurisdiction and Agency Coordinating Committee does not recommend any changes to the proposed program.

Jurisdiction and Agency Coordinating Committee members and I will be available at the January 10, 2008, NVTA meeting to answer questions.

Cc: Members, NVTA Jurisdiction and Agency Committee
Members, NVTA Working Groups
John Mason, Executive Director

Northern Virginia Transportation Authority
Proposed Schedule for the FY 2008 - 2010 Program of Projects

- September 19, 2007: TPB Reviews Draft Call for Projects
- September 27, 2007: NVTA Issues Call for Projects**
- October 1, 2007: Begin Federal Fiscal year – 2008
VDOT begins preparation of obligation information for MPO FY09 TIPs (non-attainment areas first)
- October 17, 2007: TPB Releases Final Call for Projects-- Transportation Agencies Begin Submitting Project Information through On-Line Database
- November 8, 2007: NVTA approves Six Year Plan Process, Project Prioritization and Project Development**
- November 9, 2007 with Project Submissions for FY 2009 and 2010 due with prioritization matrix**
- November 13, 2007: CTB's – Fall Transportation Public Hearing in No. Va.**
- November 26-30, 2007: Possible meeting dates for VDOT, Jurisdictions, Agencies, etc to meet and discuss project list**
- November 29, 2007: JACC reviews Draft Program of Projects
VDOT provides project lists with phase starts to MPOs**
- December 1, 2007: Draft Six Year Program to NVTA**
- December 6, 2007: NVTA reviews draft Program of Projects and Releases Program for Public Comment**
- December 2007: Review of Projects and Procedures with NVTA Technical Advisory Committee and Planning Coordination Advisory Committee, if established.**
- December 13, 2007: VDOT provides obligation information to non-attainment MPOs for TIPs

December 27, 2007:	VDOT provides annual list of obligations for public release
January 10, 2008:	NVTA Holds Public Hearing, Reviews Public Comments and Will be Asked to Approve Program of Projects
January 11, 2008:	<u>DEADLINE:</u> Transportation Agencies Complete On-Line Project Submissions for MPO TIP
January 16, 2008:	TPB Briefed on Project Submissions and Draft Scope of Work and Releases for Public Comment
February 20, 2008:	TPB reviews Public Comments and is asked to Approve Project Submissions for FY09-14 TIP and Plan and draft Scope of Work
March 20, 2008:	VDOT presents draft FY09-14 SYIP to CTB Public Hearings on draft FY09-14 SYIP at end of March
May 15, 2008:	FY09-14 SYIP adopted by the CTB
May 21, 2008:	TPB Receives Status Report on Conformity Assessment
June 12, 2008:	TPB releases Conformity Assessment for Public Comment
July 16, 2008:	TPB Reviews Public Comments and Adopts Plan, FY09-14 TIP, and Conformity Assessment State Transportation Improvement Program (STIP) submitted to FHWA/FTA for approval
September 2008:	FHWA/FTA approval of STIP.
October 1, 2008	Begin Federal Fiscal Year 2009

PROJECT CRITERIA

Activity Center Connections

Projects that improve connections between multiple activity centers as defined by the TransAction 2030 Plan. This criterion will be revisited with the TransAction 2030 Plan update.

Full moon	Improves connectivity between three or more activity centers
Half moon	Improves connectivity between two activity centers
Empty moon	Improves connectivity to one activity center only

Multimodal Choices

Projects that create multimodal choices for travelers. Modes include travel by car, train, bus, bicycle or on foot.

Full moon	Adds new mode or extension of existing mode to corridor
Half moon	Major service improvement to existing mode in corridor
Empty moon	Minor service improvement to existing mode in corridor

Major service improvements could include:

1. Roadway widening
2. Multiple grade separations along one roadway
3. Widening of High Occupancy Vehicle (HOV lanes)
4. Transit service improvements such as increased frequency and other capacity improvements to an existing line
5. Addition of park-and-ride lots
6. Enhancements to existing Intelligent Transportation Systems (ITS)
7. Construction of bicycle or pedestrian trails

Minor service improvements could include:

1. Expansion of park-and-ride lot
2. Intersection/interchange reconstruction
3. Grade separation of existing intersections
4. Access and parking improvements

Person Throughput

Projects that provide for increased person-capacity within a corridor, with the goal of moving the most people, rather than vehicles.

Full moon	Project significantly increases corridor person throughput
Half moon	Project has minor effect on corridor person throughput
Empty moon	No effect on corridor person throughput

Intermodal Connections (i.e., between existing modes)

Projects that provide enhanced connections among modes (auto, bus, rail, bicycle, walking).

Full moon	Adds new intermodal connection
Half moon	Improves existing intermodal connection
Empty moon	No effect on intermodal connection

Management and Operations – Technology

Projects that improve the management and operation of existing facilities through technology applications.

Full moon	Project improves technological management and operations of an existing transportation facility
Half moon	Project improves technological management and operations of an expansion of an existing transportation facility
Empty moon	No improvement to management and operations of a facility

Urgency

*Projects that address existing significant Level of Service (LOS) deficiencies for all systems **as defined in the TransAction 2030 Plan**.*

Full moon	Project addresses existing LOS F or G condition
Half moon	Project addresses existing LOS E condition
Empty moon	Project addresses existing LOS A, B, C or D condition

Need for Rehabilitation

*Projects that address major maintenance for aging infrastructure, whether roads, bridges, **bicycle/pedestrian facilities, multi-modal** or transit facilities.*

Full moon	Facility is seriously dilapidated (e.g. weight restrictions put into effect)
Half moon	Facility is in need of more than routine maintenance
Empty moon	Facility does not need rehabilitation (maintenance inferred)

Right-of-Way (ROW)

Project ROW impacts on sensitive areas.

Full moon	No additional ROW needed
Half moon	Minimal ROW required and project does not impact sensitive area
Empty moon	Additional ROW required and project does impact sensitive area

Mode Share

Projects' effects on mode share.

Full moon	Project will generally encourage an increase in non-Single Occupant Vehicle (SOV) travel through the addition or expansion of an HOV or transit facility
Half moon	Project will generally encourage an increase in non-SOV travel through addition or expansion of bicycle or pedestrian facilities, park and ride lots and/or operational improvements to existing transit services
Empty moon	Project will result in no discernable reduction in non-SOV travel

Reduce VMT

Projects' effects on vehicle miles traveled (VMT). When analyzing VMT for transit projects a standard formula – similar to the formula used for CMAQ funding-will be developed and applied.

Full moon	Project directly reduces VMT (i.e., transit project, park-and-ride lot, new high occupancy vehicle (HOV) lane(s), new pedestrian and bicycle facility)
Half moon	Project indirectly or through expansion reduces VMT (i.e., expansion of HOV, transit improvement or expansion)
Empty moon	Project does not reduce VMT

Compatibility with Local Comprehensive Plans

Projects are included in transportation element of jurisdiction comprehensive plans.

Full moon	Project is in adopted transportation plan for jurisdiction or agency strategic plan
Half moon	Project is being considered for adoption into transportation plan or agency strategic plan
Empty moon	Project is not being considered for adoption into transportation plan or agency strategic plan

Land-Use Supports Transportation Investment

Projects within each corridor to be scored based on relative number of jobs and households within ¼ mile of investment based on jurisdictions comprehensive plans. Service coverage will be used as the threshold for transit projects per the TransAction 2030 Plan.

Full moon	High number of jobs and households within ¼ mile of investment
Half moon	Moderate number of jobs and households within ¼ mile of investment
Empty moon	Low number of jobs and households within ¼ mile of investment

Improved Non-Motorized Travel Options (Bicycle and Pedestrian) to and within Activity Centers

Project supports multiple use development patterns in a walkable environment.

Full moon	Project adds or extends non-motorized facility to and within activity center
Half moon	Project improves existing non-motorized facility to and within activity center
Empty moon	Project does not improve or provide a non-motorized facility to and within activity center

Improved Transportation System Operations to and within Activity Centers

Project encourages development to be located where it can be served by existing infrastructure.

Full moon	Project improves operation of existing transportation system to and within activity center
Half moon	Project improves operation of an expanded transportation system to and within activity center
Empty moon	No improvement to operations of existing transportation system to and within activity center

Reduce Roadway Congestion

Project reduces roadway congestion.

Full moon	Project will significantly improve traffic flow. Significant improvement is defined as a "letter" improvement to the Level of Service on the roadway or intersection.
Half moon	Project will moderately improve traffic flow. Moderate improvement is defined as the reduction of LOS delay on the roadway or intersection.
Empty moon	Project will have minimal to no effect on traffic flow

Safety

Project improves the safety of the transportation system.

Full moon	Project designed to specifically improve system safety and/or address an existing safety deficiency
Half moon	Project will generally result in a safety improvement
Empty moon	Project will have no discernable or negative effect on safety

Cost Sharing

*Project leverages private or other outside funding. **Cost sharing will be used in the screening of projects more heavily for the first two years.***

Full moon	Project leverages private or other outside funding (e.g. tax districts, ROW donations, proffers, and/or Federal and State funds beyond/above normal allocations)
Half moon	Project leverages modest private or other outside funding
Empty moon	Project has no leveraged private or other outside funding

Freight Movement

Projects that improve the capacity, reliability of freight - while also improving other impacted systems such as highways or passenger rail

Full moon	Project increases the reliability and capacity of freight and passenger rail, and improves overall highway system
Half moon	Project improves reliability and capacity of freight rail and passenger rail but has little or no impact on the overall system
Empty moon	Project improves freight rail capacity and reliability but has no or negative impact on passenger rail efficiencies or overall system efficiencies

Northern Virginia Transportation Authority

Call for Projects and Instructions

September 28, 2007

Introduction

The Northern Virginia Transportation Authority was established by the Virginia General Assembly on April 17, 2002. The Authority embraces the Cities of Alexandria, Fairfax, Falls Church, Manassas and Manassas Park and the Counties of Arlington, Fairfax, Loudoun and Prince William. Among other things, the Authority was given the following responsibilities:

- The Authority shall prepare a regional transportation plan for Northern Virginia, to include, but not necessarily be limited to, transportation improvements of regional significance, and shall from time to time revise and amend the plan.
- Once the plan is adopted, the Authority may construct or otherwise implement the transportation facilities in the plan.
- The Authority may contract with others to provide transportation facilities or to operate its facilities, or it may provide and/or operate such facilities itself.
- The Authority may prepare a plan for mass transportation services and may contract with others to provide the necessary facilities, equipment, operations, etc., needed to implement the plan.

On April 4, 2007, the Virginia General Assembly approved the Transportation Finance and Reform Act (HB3202) which authorized the Northern Virginia Transportation Authority to raise more than \$300 million per year in new funding for transportation by implementing up to seven taxes and fees.

On July 12, 2007, the NVTa adopted all of the taxes and fees, set an effective date of January 1, 2008, and directed staff to continue planning for the implementation of this legislation. The NVTa's Jurisdiction and Agency Coordination Committee (JACC) established several subcommittees to make recommendations to the NVTa regarding the development of an NVTa Six Year Program. These recommendations will be presented at NVTa's November 8, 2007, meeting.

In the meantime, the National Capital Region Transportation Planning Board (TPB) has begun planning for the FY 2009-2014 Transportation Improvement Program (TIP) and 2008 Constrained Long Range Plan (CLRP) for the Washington region. Project submissions for these documents are due on January 11, 2008. TPB will release the projects submitted for public comment on January 16, 2008. Any projects requiring inclusion in TPB's air quality conformity analysis must be released for public comment at this time. Projects may subsequently be deleted prior to TPB final adoption of project submissions on February 20, 2008; however no additional projects may be added. Any regionally significant project not included in this adoption by TPB will need to undertake an individual air quality conformity analysis or wait for the FY 2010-2015 TIP cycle which will begin in January 2009.

To comply with TPB's deadline, NVTa must adopt any final project submissions at its meeting on January 10, 2008.

This Call for Projects is being issued to allow NVTa to undertake a condensed schedule for development of the first two and one-half years of a Six Year Program (FY 2008, FY 2009 and FY 2010). The JACC has recommended this approach to allow the initial implementation of some transportation projects and services while more detailed work is completed on the process and procedures for an entire NVTa Six Year Program. JACC will be returning with these recommendations in mid 2008.

NVTa's Vision

The following vision was originally adopted by the Transportation Coordinating Council of Northern Virginia in 1999 and was ratified by NVTa in September 2006:

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

This vision guided NVTa's development of its TransAction 2030 Long-Range Transportation Plan and will guide its decision-making related to its short-term Six Year Program.

Six Year Program and Funding Levels

As indicated above, NVTa will initially be considering the first two and one-half years of what will ultimately be a Six Year Program. A Six Year Program was selected to coincide with the duration of the Virginia Department of Transportation's Six Year Program and the TPB's Transportation Improvement Program. Since work is continuing on the process and procedures for this NVTa Six Year Program, NVTa is only soliciting projects for two and one-half years (second half of FY 2008, FY 2009 and FY 2010). FY 2008 is only a partial year, since the taxes and fees will not be implemented until January 1, 2008.

It is anticipated that the seven taxes and fees adopted by NVTa on July 12, 2007, will raise approximately \$300 million per year. For the second half of FY 2008, NVTa expects to raise approximately \$100 million.

HB 3202 requires 40 percent of the revenue raised by NVTa (an estimated \$120 million annually) be returned to the jurisdiction in which the revenue was raised. The jurisdiction must use these funds for transportation purposes. With the exception of Alexandria, Arlington County and Falls Church, the jurisdictions must use half of these funds for improvements to secondary and urban roadways. The remaining funds returned to these jurisdictions and all funds returned to Alexandria, Arlington and Falls Church "*as determined solely by the applicable locality, shall be used either for additional urban or secondary road construction; for other transportation capital improvements which have been approved by the most recent long range transportation plan adopted by the Authority; or for public transportation purposes.*"

Of the revenues that NVTa retains (an estimated \$180 million annually), NVTa must first pay debt service on any outstanding bonds annually and then allocate \$50 million annually for Washington Metropolitan Area Transit Authority capital projects and \$25 million annually for Virginia Railway

Express capital and operating projects. The remaining funds can be used “*solely for transportation projects and purposes that benefit the counties and cities embraced by the Authority.*”

HB 3202 also requires that “*All revenues deposited to the credit of the Authority shall be used for projects benefiting the localities embraced by the Authority, with each locality's total long-term benefits being approximately equal to the total of the fees and taxes received by the Authority that are generated by or attributable to the locality divided by the total of such fees and taxes received by the Authority.*”

Project Identification

NVTA is requesting that its member jurisdictions, as well as the transportation agencies that serve Northern Virginia, identify proposed projects for the 60 percent revenues that NVTA will retain. The JACC, in conjunction with state and regional transportation agencies, will then prepare a draft Six Year Program (FY 2008 to FY 2010) for NVTA’s and the public’s consideration.

Coordination

Since HB 3202 requires that each locality’s long-term benefits be approximately equal to the funding raised in each jurisdiction, transportation agencies or others submitting proposed projects or services must coordinate with the staff(s) of the affected jurisdiction(s) prior to submission.

Conversely, any jurisdiction submitting a project or service that it will not implement directly must coordinate with the proposed implementing agency’s staff prior to submission.

NVTA is seeking action from local governing bodies indicating support for projects and services submitted for NVTA consideration.

Prioritization

As part of TransAction 2030, the NVTA adopted a set of criteria to be used for prioritization of transportation projects. These criteria are included as Attachment I. These criteria were applied to the new projects included in TransAction 2030. However, TransAction 2030 assumed that all projects in the existing regional Transportation Improvement Program (TIP) and the Constrained Long Range Plan (CLRP) were the highest priority. The TransAction 2030 effort did not attempt to rank the projects within the TIP and CLRP.

This effort to prepare a Six Year Program will be the NVTA’s first large scale attempt to apply these criteria. As such, this will be a test case for the application of these criteria. The lessons learned from this exercise will be used to recommend refinements and a more robust prioritization process for future Six Year Programs. NVTA is interested in comments on the prioritization effort that will be undertaken this year.

As part of each application, NVTA requests that each submitter rank its submissions against the criteria adopted as part of TransAction 2030. The submitter should be prepared to defend the rankings for each project. NVTA will retain the right to modify the submitter’s rankings, based on contrary evidence.

Selection Criteria

For the initial Six Year Program, submitters should consider the following things when submitting project requests:

- Reduce congestion, improve auto and pedestrian safety and/or improve transit service and capacity.
- Projects should be “ready to go,” to the greatest extent possible, with funding being the primary obstacle to moving to the next phase (right of way or construction).
- Projects should be included in the region’s Constrained Long Range Plan and NVTA’s TransAction 2030 Regional Transportation Plan, specifically, or are consistent with the plan.
- Projects have (or will have before funding is available) resources available to implement the project when funding is provided.
- Projects are short-term priorities of the jurisdictions; many projects should already be partially funded in the Commonwealth’s Six Year Program or by individual jurisdictions or agencies. In general, the funding from this initial NVTA Six Year Program should allow projects to be fully funded and implemented in a shorter time frame than previously anticipated.
- A Project Submission Form must be complete for each project, and include jurisdictional support and prioritization information.
- Projects must be able to use FY 2008, FY 2009 and/or FY 2010 funding.
- Submitters should recognize that NVTA has consistently sought to achieve a balance between modes when funding projects.
- NVTA must ensure that the long-term benefits each of its nine jurisdictions receives is approximately equal to the taxes and fees raised in each jurisdiction.

Review and Evaluation

It is anticipated that the JACC will review the project submissions following the November 9, 2007, submission deadline and undertake a project prioritization exercise using the criteria adopted in TransAction 2030. Subsequently, the JACC will coordinate with the Virginia Department of Transportation and Department of Rail and Public Transportation to avoid duplication of funding for projects.

Based on the outcome of the prioritization exercise and the coordination with state agencies, the JACC will prepare a draft Six Year Program for FY 2008 to FY 2010. The JACC will review the procedures used and this draft list of projects with the NVTA’s Planning Coordination Advisory Committee and Technical Advisory Committee. Ultimately, the JACC will submit a recommended Six Year Program to the NVTA to be released for public comment. Following a public hearing on January 10, 2008, the NVTA will be asked to consider adopting a Six Year Program for FY 2008 to FY 2010.

Schedule

Project Submission Forms are due to NVTA by Friday, November 9, 2007. A complete schedule of activities associated with the development of this Six Year Program is included as Attachment II.

Submission Forms and Instructions

NVTA’s Project Submission Form is included as Attachment III. Completed forms should be submitted to: tom.biesiadny@fairfaxcounty.gov by November 9, 2007. Forms should be as

complete as possible; however, if information is not available at the time of submission, it should be noted.

For more information, please contact: Betsy Massie at (703) 580-6113 or bmassie@omniride.com

Comments on NVT A Six Year Plan Projects

Improvements/Extensions

1. Improvements to I-66/ Route 29-211 interchange and extension of I-66 widening the Haymarket interchange.
2. Extending VRE to Gainesville.
3. Extending the Prince William Parkway north of I-66 into Loudoun County, west of Dulles IA to Route 7.
4. Spot improvements and signal timing evaluation (example: Centreville Road at McLearen Road – green time on Centreville seems long with regard to the significant number of vehicles on McLearen Road).

Others

1. The original Comprehensive location of the Tri-County Parkway thru Prince William, Fairfax, and Loudoun Counties should be re-affirmed and placed on the priority list ASAP.
2. Weighting on criteria: suggestion to use comparison program/software or Analytical Hierarchal Process (Expert Choice is one provider of software for this method) to place weights on criteria.
3. The criteria used in ranking projects selected by the Authority for funding and the names of all people who were involved in creating and applying the criteria.
4. The comparison of projected costs shown in mid 2006 versus those provided online currently.

NVTA SIX YEAR PLAN PROJECTS BY MODE

FINAL

Mode	Project Title & Description	Score	FY09	FY10
Transit	Rebuild the King Street Metro Parking Lot and Bus Loading Area <i>This project will reconfigure the existing Metrorail station parking lot, maximize bus bay capacity and improve the pedestrian environment within the King Street station complex.</i>	46	\$ 1,400,000.00	\$ 840,000.00
Transit	Columbia Pike Streetcar <i>This joint project between Arlington and Fairfax Counties consists of environmental studies, preliminary engineering, design and construction of a streetcar running approximately 4.7 miles between Pentagon City and Skyline.</i>	44	\$ 11,200,000.00	\$ 25,707,000.00
Transit	Transit Development Plan (Fairfax Connector) Capital Improvements <i>These improvements include the procurement of up to 76 buses for Fairfax Connector service enhancements and the construction of a bus transfer center(s).</i>	43	\$ 5,755,000.00	\$ 3,550,000.00
Transit	I-66/Vienna Metrorail Accessibility & Capacity Improvements <i>This project request will fund the construction of a transit access ramp from I-66 to the Vaden Drive bridge, adjacent to the Vienna Metrorail Station. This project will increase the accessibility to the Vienna Metrorail Station for transit vehicles.</i>	42	\$ 1,445,000.00	\$ 14,193,000.00
Transit	Rosslyn (Metro) Station Access Improvements <i>This project will improve passenger access to Rosslyn Metro station by adding three (3) high speed elevators from street level to station platform; a new mezzanine (underground at platform level) with passageway, station manager kiosk and fare collection and accessory equipment; emergency exit stairway and mechanical shafts.</i>	38	\$ 6,100,000.00	\$ 1,750,000.00
Transit	Sterling - Ashburn Park and Ride Lot <i>Funding for this project will go towards acquiring land for a 300 space park & ride lot to serve the communities of Ashburn north and Sterling.</i>	37	\$ 1,500,000.00	\$ 475,000.00
Transit	Bus Shelters (Falls Church) <i>This project request includes the construction of at least five bus shelters on the City's main commercial corridors, which include West Broad Street and Washington Street (and South Maple Avenue as part of the redeveloped City Center).</i>	33	\$ 30,000.00	\$ 50,000.00
Transit	Commuter Incentive Program (Expansion to Major Falls Church Employers) <i>Funding for this project will enable the City of Falls Church to expand the Commuter Incentive program and outreach to major employers within the City to encourage them to implement commuter incentive programs within their organizations.</i>	26	\$ 10,000.00	\$ 10,000.00
Transit	Ozone Bus Pass (NVTG) <i>The purpose of the pass is to provide an incentive for commuters to ride the bus more frequently and become regular customers during the summer months.</i>	24	\$ 400,000.00	
Roadway	Route 3000 (Prince William County Parkway) Widening <i>Widen Route 3000 from Old Bridge Road to Minnieville Road to a 6-lane divided facility with a 16-foot raised median with curb and gutter.</i>	46	\$ -	\$ 11,300,000.00
Roadway	Route 15 Road Widening from Evergreen Mill Rd to Leesburg town limits <i>This project expands Route 15 from two to four lanes with a median for approximately 5,800 feet.</i>	41	\$ 4,525,000.00	\$ 4,525,000.00
Roadway	Interchange at Edwards Ferry Road and Route 15 Bypass <i>This interchange will allow safe passage for pedestrians to cross the Route 15 Bypass highway.</i>	41	\$ 1,500,000.00	\$ 1,000,000.00
Roadway	Mulligan Road (Old Mill Road Connector Road) <i>Funding for this project will enable the construction of a full four-lane facility (Mulligan Road) from Richmond Highway to Telegraph Road for non-defense traffic affected by Fort Belvoir access restrictions on Beulah Street and Woodlawn Road.</i>	40	\$ 12,100,000.00	\$ -
Roadway	Chain Bridge Road/Eaton Place Intersection Improvements <i>This project will facilitate direct access from Willow Crescent Drive to north bound Chain Bridge Road, replace traffic signals, and provide pedestrian crosswalks with pedestrian signals.</i>	38	\$ 1,000,000.00	\$ 1,000,000.00
Roadway	Route 28 Grade Separation Overpass (B-Line and Wellington Road, Manassas) <i>This project will provide a grade separation at Route 28/Railroad B-Line and Wellington Road and the main line resulting in significant improvements in traffic flow and emergency response times to the Southwestern section of the City of Manassas.</i>	38	\$ 700,000.00	\$ 700,000.00
Roadway	Route 7 Widening from Rolling Holly Drive to Reston Parkway <i>This project will widen Route 7 between Rolling Holly Drive and Reston Parkway, to six lanes (three lanes in each direction) and will provides for intersection improvements, installation of traffic signals, and a 10 foot multi-purpose trail on both sides of the corridor.</i>	36	\$ 8,800,000.00	\$ -
Roadway	Roadbed Reconstruction (Falls Church Streets, Routes 7 & 29 within City Limits) <i>This project involves the roadbed reconstruction of the roadbed of significant portions of the City's streets, including portions of Route 7 and 29 which lack the middle two layers – the sub base and the road base.</i>	35	\$ 200,000.00	\$ 200,000.00
Roadway	Roadbed Condition Assessment (Falls Church) <i>This project is a condition assessment of all roads in the City of Falls Church. The results from this assessment will enable the City to develop and prioritize repairs and facilitate the appropriate repair strategy for each deficient road segment.</i>	35	\$ 250,000.00	\$ -

Mode	Project Title & Description	Score	FY09	FY10
Roadway	Manassas Dr/Mathis Ave Intersection Improvements <i>This funding request will support the reconfiguration of intersection and construction of dedicated turn lanes, receiving lanes, pedestrian facilities and signal modifications (installation of fiber optic system components) to alleviate severe delay at am and pm peak hours.</i>	35	\$ 400,000.00	
Roadway	Route 28 Frontage Roads (Pacific Boulevard between Dresden Street and Moran Roads) <i>This project, extending from Pacific Boulevard between Dresden Street and Sterling Boulevard, will complement existing and proposed Route 28 frontage road projects which are intended to improve local traffic and regional traffic flow in this corridor.</i>	35	\$ 8,500,000.00	\$ 7,000,000.00
Roadway	Southern Collector Road (Purcellville) <i>Funding for this project will enable the construction of a circumferential road ("A" Street) from Route 690 to Route 7 to allow traffic to be diverted from the congested downtown main throughout fare to reach the Route 7 Bypass.</i>	32	\$ 1,300,000.00	\$ 2,500,000.00
Roadway	Route 7/Route 659 Interchange <i>The Route 7/Route 659 interchange is one of two remaining interchanges need to complete a series of grade separated roadways along Route 7 between Leesburg and Route 28. The requested funding will be for the purchase of right of way in the southwest quadrant of the Route 7/Route 659 intersection and utility relocation.</i>	32	\$ 8,075,000.00	\$ 11,400,000.00
Roadway	Route 1 Widening <i>Widen Route 1 from Featherstone Road to Joplin Roan to a 6-lane divided facility with a 16-foot raised median and curb and gutter</i>	31	\$ 13,600,000.00	\$ 3,300,000.00
Roadway	Municipal Parking Garage Design and Finance (Falls Church) <i>The funding for this project will assess the size, location, and funding requirements to create a municipal parking garage within the City Center area to provide for shared parking and to complement the intermodal facility.</i>	29	\$ 200,000.00	\$ -
Roadway	Bridge Replacement at Chain Bridge Road and Kenmore Drive <i>Funding for this project will go towards the replacement of a 80 year old bridge at Chain Bridge Road and Kenmore Drive.</i>	36	\$ 250,000.00	\$ 250,000.00
Multimodal	Route 50 Corridor Multi-modal Improvements (City of Fairfax) <i>Funding for this project will support multi-modal improvements such as targeted road widening between Eaton Place to Rt. 236 and Jermantown Road, wider sidewalks around the activity centers, trails connecting to residential communities, and circulator shuttles.</i>	41	\$ 1,000,000.00	\$ 1,000,000.00
Multimodal	Columbia Pike Multimodal Improvements from Arlington County Line to Washington Blvd <i>The project will include the design and construction of new streetscape cross-sections, including the installation of left-turn lanes, improved pedestrian facilities, improved vehicular flow, improved transit access and transit efficiency for the entire length of Columbia Pike within Arlington County.</i>	41	\$ 1,000,000.00	\$ 1,000,000.00
Bicycle/Ped	Holmes Run Greenway Shared-Use Path Improvements (Alexandria) <i>This funding request will allow the City of Alexandria to make physical improvements that will address ongoing maintenance issues and security concerns, and improve bicyclist and pedestrian access to this heavily used non-roadway facility.</i>	40		\$ 560,000.00
Bicycle/Ped	Broad Street Streetscape Improvements (Falls Church) <i>This project will carry out streetscape improvements on West Broad Street from Virginia Avenue to Rowell Court with an aim to provide the design enhancements that will allow Route 7 to function both as a regional roadway and as a downtown commercial street.</i>	37	\$ 300,000.00	\$ 300,000.00
Bicycle/Ped	Bicycle/Pedestrian Trail Improvements (Falls Church) <i>This project involves the repair and/or reconstruction of existing trails and the construction of new trails within the City of Falls Church, based on needs identified in the Parks and Pedestrian Master Plans.</i>	36	\$ 200,000.00	\$ 440,000.00
Bicycle/Ped	Sidewalk Construction, Repair, and Replacement (Falls Church) <i>This project includes the repair and replacement of sidewalks throughout the City. The first phase of this project, which will be funded through the NVTA's initial bond issuance, will repair and/or replace sidewalks in approximately 28 locations in the City.</i>	36	\$ -	\$ 100,000.00
Bicycle/Ped	Bicycle Route Improvements (Falls Church) <i>This project features bicycle enhancements in the City's residential neighborhoods some of which include new bicycle route signage, bicycle ROW striping, and other small-scale route improvements.</i>	34	\$ 60,000.00	\$ 50,000.00
Bicycle/Ped	U.S. Route 50 Traffic Calming Project/Aldie segment <i>The funding request for the Aldie segment portion will support the provision of sidewalks, rural splitters, landscaping and some on street parking -- with an aim to slow traffic, improve safety for pedestrians and motorists and help preserve the overall historic and rural character of the corridor.</i>	33	\$ 1,500,000.00	\$ -
Bicycle/Ped	Pedestrian and Traffic Calming Improvements (Falls Church) <i>This project is to implement pedestrian enhancements in the City's residential neighborhoods consistent with the recommendations in the Pedestrian and Bicycle Plan.</i>	30	\$ -	\$ 100,000.00

Updated: 12/19/07

\$ 93,300,000.00 \$ 93,300,000.00

NVTa SIX YEAR PLAN PROJECTS BY SCORE					FINAL
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Roadway	Chain Bridge Road/Eaton Place Intersection Improvements <i>Providing a direct access from Willow Crescent Drive to north bound Chain Bridge Road, replace traffic signals, and provide pedestrian crosswalks with pedestrian signals.</i>	38	\$ 1,000,000.00	\$ 1,000,000.00
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Updated: 12/19/07

\$ 93,300,000.00 \$ 93,300,000.00

Projects that Could be Funded from Additional Tax Revenue

Mode	Project Title & Description	Score
Transit	Crystal City/Potomac Yard Transitway (aka Busway)	41
Bicycle/Ped	BikeArlington - Route 110 Trail	39
Multimodal	Complete Arlington Streets – South Four Mile Run Drive (Columbia Pike to Shirlington Road)	39
Multimodal	Arterial Street Safety Program – Clarendon Boulevard	37
Bicycle/Ped	WALKArlington -Meade Street Bridge & Corridor pedestrian improvements	36
Transit	Ballston/MU Station Access Improvements –West Entrance	36
Bicycle/Ped	BikeArlington - Arlington Boulevard Trail Renovation	34
Transit	Transit Development Plan Recommended Capital Improvements	43
Multimodal	Springfield Connectivity Study Improvements	42
Transit	West Ox Bus Operations Facility – Phase II	40
Transit	Springfield Central Business District Park-and-Ride Facility	37
Roadway	Route 7 Widening from Reston Parkway to Dulles Toll Road	36
Transit	Engineering Proving Ground Park-and-Ride Facility	33

Updated: 12/19/07

VRE and WMATA Funding

Mode	Project Title & Description	FY08	FY09	FY10
Transit	WMATA Unfunded Metro Matters Needs	\$50,000,000.00	\$ -	\$ -
	WMATA Unfunded Metro Matters Needs and/or Match to Federal and State Dedicated Funding	\$ -	\$50,000,000.00	\$50,000,000.00
Transit	VRE <i>This funding will be used for such items as : Railroad Insurance, Increase Fuel cost, Additional Trains, New Locomotives, Match for Gaineville/Haymarket, Jurisdictional Subsidy increases, etc.</i>	Approx. \$6,000,000.00	\$ 25,000,000.00	\$ 25,000,000.00

40% Funding Returned to the Jurisdictions

Mode	Project Title & Description	FY08	FY09	FY10
	40% Jurisdictional Projects will Eventually be Listed for Information	\$36,000,000.00	\$ 112,000,000.00	\$ 112,000,000.00

Northern Virginia Transportation Authority Administrative

Mode	Project Title & Description	FY08	FY09	FY10
	NVTA Administrative <i>Includes repayment of the loan to the Commonwealth and NVTA Administration</i>	\$500,000.00	\$ 1,000,000.00	\$ 1,000,000.00

Updated: 12/19/07

6.A.

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

MEMORANDUM

TO: Christopher Zimmerman, Chairman
Northern Virginia Transportation Authority

Members
Northern Virginia Transportation Authority

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

SUBJECT: Approval of NVTA Debt Policy (Agenda Item 6.A.)

DATE: January 7, 2008

Recommendation

Members of the Financial Working Group recommend that NVTA approve the debt policy included as Attachment I.

Background

Following NVTA's July 12, 2007, action approving the issuance of \$102 million in bonds, members of the Financial Working Group (FWG) have been working with NVTA's financial advisor, PFM, to develop a debt policy for NVTA.

This policy and a presentation to be made at the January 10, 2007, NVTA meeting are attached. The recommended policies are specifically designed to achieve an investment grade rating on the Authority's bonds. Accordingly, the Board should be aware of the following key recommendations:

- ◆ The recommended minimum revenue to debt service coverage ratio is 1.5 times debt service. This factor is believed to be the minimum necessary to achieve an investment grade rating from a start-up credit and will result in a bond capacity of approximately \$814 million. Excess revenues not used for debt service would be available for annual pay-as-you-go capital expenditures totaling approximately \$867 million over the next 25 years. The resulting total available for construction would be over \$1.6 billion.

Mr. Christopher Zimmerman, Chairman

Members, Northern Virginia Transportation Authority
January 7, 2008
Page Two

- ◆ The FWG recommends that for planning purposes that the annual contribution amounts of \$50 million and \$25 million for WMATA and VRE respectively, be made before calculating the revenue available for debt service. It is important to note that those revenues will still be pledged to pay debt service before all other uses in the event collected revenues should fall well below projections. However, the effect of the FWG recommendation is to simply not plan to use those amounts when calculating available debt capacity.
- ◆ Included are recommendations for various capital and operating reserves in addition to those required by the bond indenture in order to provide additional levels of available capital for operating expenses and debt service in the event of severe revenue shortfalls.

The Financial Working Group believes that these policies will provide the basis for maintaining the Authority's capital assets for present and future needs and promote the sound fiscal management that will be vital to ensuring a high quality credit rating.

Members of the Financial Working Group will be available at the January 10, 2008, NVTa meeting to answer questions.

Cc: Members, NVTa Jurisdiction and Agency Committee
Members, NVTa Working Groups
Members, Council of Counsels
John Mason, Executive Director

Northern Virginia Transportation Authority
Debt Policies
Draft: January 7, 2008

These debt policies are adopted to implement the debt program of the Northern Virginia Transportation Authority (the “Authority”) as authorized by Section 15.2-4839 of the Code of Virginia. The purpose of the Authority Debt Management Program will be to support the construction program of the Authority while achieving the lowest cost of capital. In order to accomplish this goal it will be necessary to adopt policies and procedures that ensure the highest credit quality, assure access to capital markets and preserve financial flexibility.

The Authority desires to achieve an investment grade rating on its senior and subordinate lien debt obligations. Therefore, the Authority shall implement policies and procedures for managing debt including overarching policies for maintaining a high quality debt program and detailed guidelines for debt issuance. The policy will guide decisions on all debt issued by the Authority and also assist the Authority in realizing debt service savings and efficiencies. Specifically, the policies will assist in the following objectives:

- Achieve and maintain an investment grade rating from one or more of the nationally recognized municipal bond credit rating firms for all senior and subordinate lien revenue debt;
- Guide the Authority and its managers in policy and debt issuance decisions;
- Maintain appropriate capital assets for present and future needs;
- Promote sound financial management;
- Ensure legal use of the Authority’s debt issuance authority;
- Promote cooperation and coordination with other stakeholders in the financing and delivery of transportation services and infrastructure; and
- Evaluate debt issuance options

I. Application of Revenues

- A. Code of Virginia – The Code of Virginia, Section 15.2-4838.1 clearly authorizes the use of revenues of the Northern Virginia Transportation Authority as follows:
1. Solely for transportation purposes benefiting those counties and cities embraced by the Authority.
 2. Forty percent (the “40 Percent Share”) shall be distributed to the localities on a pro rata basis (as further defined by the NVTa Act.)
 3. The remaining sixty percent (the “Pledged Revenues”) will be distributed as follows:
 - a. First to pay debt service owing on any bonds issued by the Authority
 - b. The next \$50 million each fiscal year to the Washington Metropolitan Area Transit Authority (WMATA);
 - c. The next \$25 million to the Virginia Railway Express (VRE)

- B. Master Indenture of Trust – The Master Indenture of Trust approved on July 12, 2007 further specifies that all revenues are deposited to a Revenue Fund in accordance with subdivision 12 of Section 15.2 – 4840 of the NVTa Act and are distributed as follows:
1. To the Operating Fund in an amount sufficient to fund the next 30 days of operations;
 2. To each locality its pro rata portion of the 40 Percent Share;
 3. Requires distribution of the Pledged Revenues as follows:
 - a. amounts sufficient to fund all senior debt service requirements
 - b. amounts sufficient to fund all debt service reserve requirements (if due)
 - c. amounts sufficient to fund all rebate fund requirements (if due)
 - d. amounts sufficient to fund subordinate debt service fund requirements (if due)
 4. Once all debt service requirements are met, the remaining revenues are deposited to the NVTa General Fund available for distribution to WMATA and VRE as noted above and then for any other lawful purpose of the Authority.

II. Debt Management Planning

A. Debt Affordability Criteria (Debt Capacity)

1. Debt Capacity – For planning purposes Debt Capacity for the issuance of new debt shall be calculated as a function of the projected annual Pledged Revenues less the \$50 million to be set aside for WMATA, less the \$25 million to be set aside for VRE.
 - a. It should be stressed, however, that in accordance with the concept of Pledged Revenues and the order of precedence defined in the Code of Virginia, debt service payments shall have precedence over all other obligations of the Authority.
 - b. Nothing in these policies shall prevent the Authority Board from making an exception, if necessary for the greater benefit of the member jurisdictions, and directing the utilization of all available pledged revenues for purposes of issuing new debt.
 - c. Debt Capacity shall be projected forward a sufficient time to support the cash flow requirements of the Authority's adopted long range capital plan together with funds identified for pay-as-you-go construction.
2. Debt service coverage requirements
 - a. For senior lien debt: Total annual Pledged Revenues less the set aside for WMATA and VRE will reflect a minimum coverage equal to or greater than [1.5] times annual debt service for senior lien debt, or the minimum necessary, in the opinion of the credit rating services, to achieve and investment grade rating.
 - b. For subordinate lien debt: Total annual Pledged Revenues less the set aside for WMATA and VRE and debt service on senior lien debt will reflect a minimum coverage [1.0] times annual debt service for subordinate debt.

3. Treatment of Local Revenues –
 - a. Required Transfers - Authority revenues earmarked for transfer to the member localities, the 40 percent share, and those earmarked for transfer to WMATA and the VRE, will not be included in the debt capacity calculation or calculation of coverage requirements.
 - b. Retained Local Funds – The revenue retained by the Authority as a result of the distribution pursuant to Section 58.1-3221.2 and Article 8 of Chapter 22 of the NVT Act (the so-called Commercial Tax) will be included as part of the 60 percent share for purposes of calculating debt capacity.
4. “Pay go” set aside - Pledged Revenues not utilized for debt service due to coverage requirements will be set aside for pay-as-you-go capital financing and additional reserves as required below over a reasonable period of time as determined by the Authority.
5. Reserve and liquidity levels
 - a. Debt Service Reserve Fund – Each debt issue with a term in excess of 10 years shall include a Debt Service Reserve Fund funded from bond proceeds or the NVT General Fund as determined by the Authority. This requirement may be waived in Supplemental Bond Indentures if economically advantageous and if there will be no negative impact to the then existing credit rating on any of the Authority’s outstanding bonds.
 - b. Revenue Stabilization Reserve Account - The Authority will maintain a Revenue Stabilization Reserve Account in the General Fund in an amount determined by the Authority to reasonably ensure the availability of sufficient funds to meet recurring obligations for the then current year, in addition to other reserves that may be established, in the event of unanticipated decreases to annual revenues.
 - c. Capital Reserve – The Authority will maintain a capital reserve account in its General Fund equal to at least [3] percent of annual revenues in addition to other reserves that may be established to be used for unbudgeted expenditures of an emergency nature that may be incurred during the execution of the capital construction program.
 - d. Operating Reserve – The Authority will maintain an operating reserve account in the General Fund for normal operating expenses sufficient to fund to at least [12] months of operating expenses.
 - e. Liquidity Requirements – The Authority will establish cash management policies that provide for maintenance of sufficient cash on hand to meet daily operating, capital and debt service requirements in conformance with the expected schedule and actual receipt of revenues from all sources.

B. Bond Structure

1. Term of Bonds. NVT shall strive to match the financing period with the economic life of the asset being developed in general conformance with the following guidelines:

- a. Short term debt (less than 10 years) normally should be used for projects with an economic life of 0 to 15 years, but may be used at any time to restructure the Authority's outstanding debt portfolio to reduce the average life of the Authority's bonds.
 - b. Terms of the bonds for major construction projects shall not exceed 30 years, however, the Authority may consider longer terms up to 40 years if determined to be in the best interests of the Authority.
 - c. Under no circumstances shall a bond term exceed 40 years.
 - d. The Authority will attempt to achieve an average bond life for all aggregate outstanding debt of less than [20] years in order to ensure that significant debt capacity is available to meet the future needs of the Authority.
2. Capitalized Interest: The Authority intends to pay interest on all debt obligations when due from current revenues unless the capitalization of interest shall be determined to be in the best economic interests of the Authority for any project specific financing. If used, the amount of capitalized interest shall not exceed that which is necessary to complete the construction period.
3. Debt Service repayment structure: It is the preference of the Authority to promote rapid repayment of debt principal in order to (i) achieve the objective of average bond life of less than [20] years, (ii) to maintain or improve the credit rating, and (iii) to execute the capital program in the most cost effective manner. The Authority may choose to structure debt repayment so as to wraparound existing obligations or to achieve other financial planning goals.
4. Call provisions: shall be determined by the market conditions at the time of issuance on advice of the Financial Advisor. The Authority will select the call provision most likely to result in the lowest cost of funds while providing reasonable opportunity and flexibility for future refinancing to achieve future debt service savings.

C. Types of Debt

1. Revenue Bonds. NVTa expects to issue revenue bonds, either on a senior lien or subordinate basis, as its primary form of debt. The debt capacity of the Authority to issue revenue bonds shall be governed by the policies noted above.
2. Lease Purchase Agreements. Lease purchase debt for which the asset is pledged, in addition to Authority revenues, as security for the debt payment may be issued if appropriate to the purpose for which the debt is issued, but in no case shall lease purchase debt be issued for longer than 90% of the economic life of the asset.
 - a. Lease purchase debt is expected to be used primarily to support major vehicle purchases in support of regional mass transit programs to acquire major equipment such as buses and rail cars. Lease purchase debt issued for major equipment acquisitions or real estate acquisition will be treated for planning purposes at par with Authority Revenue Bonds.
 - b. Lease purchase may be used to support daily operations with office equipment such as furniture, copiers and computing equipment, software and peripherals. Lease payments for minor equipment may be considered operating expenses for the purposes of planning for Authority debt capacity, but the aggregate of such payments shall not exceed 10 percent of the Authority annual operating budget.

3. Variable rate debt (short or long term) may be issued to achieve a lower cost of capital, improve cash flow efficiencies or manage risk and in no case shall variable rate debt exceed 10% of the total debt of the NVT A.
4. State Pool/Conduit Issues are permitted supported by available Pledged Revenues if cost effective (e.g., sales through VRA). Such debt may be senior or junior lien as negotiated with the issuing authority with such coverage requirements as determined by the issuing agency.
5. Derivative structures. The Authority shall not make use of derivative structures (swaps, hedges, etc.) for at least five years after adoption of these policies. Such structures shall not be used thereafter unless the Board shall adopt specific policies in this regard.
6. Unrated Debt. The Authority may issue unrated debt if necessary, but only of a short term or interim debt. Any equipment backed lease may be unrated.

D. Refinancing outstanding debt

1. Minimum Savings Threshold. The Authority establishes a minimum present value savings threshold of 3 percent of the refunded bond principal amount and not less than \$1 million net present value savings. The present value savings will be net of all costs related to the refinancing.
2. Restructuring. The Authority may refund to restructure debt when it is in the best financial interest of the Authority to do so. Such refundings will be limited to restructuring to meet anticipated revenue expectations, achieve costs savings, mitigate irregular debt service payments, release reserve funds or remove unduly restrictive bond covenants.
3. Term of refunding issues. The Authority will normally refund bonds within the original term of the refunded debt. However, the Authority may consider maturity extension when necessary to achieve a desired outcome, provided that such extension is permissible under the Master Indenture of Trust.

E. Use of Credit enhancement

1. Bond insurance: Bond insurance may be obtained to achieve a AAA credit rating when cost effective.
2. Letters of credit: Letters of Credit may be obtained when cost effective.
3. Commercial paper: The Authority may establish a commercial paper program if economically advantageous to manage the Authority's cash flow, improve efficiency or reduce negative arbitrage. The Authority may create its own program or use a pool legally available to it within the Commonwealth (such as the VML/VACO program).

F. Additional Bonds

1. NVT A anticipates at least annual and probably more frequent bond sales.
2. Additional bond issuance shall not exceed any of the limits prescribed in the Debt Affordability section of these policies in any fiscal year.
3. Subsequent bond sales will be on parity with prior issuances of senior or subordinate lien bonds, as appropriate.
4. Additional bond issuances should be planned to remain within capacity/affordability limits based on careful forecasts of revenues reasonably anticipated to be received over the course of the following 6 years.

G. Annual Capital Financial Plan

1. Revenue estimates and the CIP shall be completed by the end of [September] each year, and submitted to the Board immediately; the Board shall complete its review, hold any public hearings, and finish its deliberations on, and make final approval of its annual and 5 year budget not later than [December] 1 each year.

III. Debt Management Administration

A. Selection of Advisors and Other Providers

1. Financial Advisor. The Authority will use the services of a Financial Advisor to assist in the implementation and execution of bond policies, sales and other financial analyses as necessary. The Financial Advisor will be selected through a competitive process in accordance with the Code of Virginia and other procedures that the Authority may establish under such terms and compensation as the Authority may determine.
2. Bond Counsel. The Authority will use the services of Bond Counsel to assist in the implementation and execution of bond policies, sales and other legal analyses as necessary. The Bond Counsel will be selected through a competitive process in accordance with the Code of Virginia and other procedures that the Authority may establish under such terms and compensation as the Authority may determine.
3. Other Services. The Authority may obtain the services of other financial and legal advisors as necessary to implement its debt program under such terms and conditions as may be determined by the Authority on advice of the Financial Advisor and Bond Counsel. Such services may include, but are not limited to, trustees and fiscal agents, specialized financial analytical services, special tax or disclosure counsel, rebate and arbitrage compliance audits and other services that may be necessary.
4. Other Jurisdiction Contracts. The Authority may use any contract for consultant services issued by a member jurisdiction or agency of the Commonwealth provided that the terms and conditions of the contract permit its use by other jurisdictions or governmental entities of the Commonwealth and the contract was competitively bid.

B. Methods of Issuance

1. Competitive Sales. NVTa shall issue debt on a competitive basis whenever practical.
2. Negotiated sales may be utilized if economically advantageous, especially for the first few series of bond issues until the Authority has gained sufficient market acceptance and recognition as a regular issuer.
3. Private Placement is generally discouraged but may be approved by the Board on a case by case basis for reasons the Board finds compelling.

C. Underwriter selection (if negotiated sale)

1. NVTa will always use a formal, competitive, open selection process to choose an underwriter.
2. The Financial Advisor may not participate in any sale as an underwriter-(senior manager, co-manager, or part of a syndicate) while under contract to the

Authority or for a period of 1 year after the Financial Advisor contract is terminated.

3. No underwriter selected as senior manager may assist with, or be involved in, any part of the selection process established for selecting any co-managers.
4. The period in which an underwriter can be used may exceed more than one financing and more than one year; the period of use to be established at the time of the initial underwriter selection and specifically approved by the Authority.
5. NVTa may competitively select a small pool of underwriters (3-5) who may be used to underwrite bond sales over a 2-3 year period.
6. Underwriter selection shall be conducted in accordance with applicable procurement statutes and procedures established by the Authority. A selection advisory committee shall include the Chief Financial Officer and other members appointed by the Chief Executive Officer, including at least [3] knowledgeable staff from member jurisdictions. The CEO shall make every effort to ensure that each member jurisdiction is given the opportunity to participate in an underwriter selection once every [3] years.

E. Public Notices and Hearings

1. Public Notices shall be issued prior to Board approval in conformance with the Virginia Code. In addition notice should be placed in each jurisdiction's local newspaper if such local paper exists; the number of notices and timing shall conform with code requirements.
2. Public Hearings are not required by the Code of Virginia, however, the Board may choose to hold public hearings on any aspect of the Capital Financial Plan from time to time at its discretion. In addition, individual public hearings may be held in the local jurisdictions at the discretion and direction of the local member jurisdiction's governing body.

IV. NVTa Role as a Conduit Issuer

- A. NVTa may act as a conduit issuer for any member locality utilizing a separate Trust Indenture specifically for the member's issuances. Member localities may agree to a Master Indenture with allowance for Supplemental Indentures specifically for the conduct of its initial and subsequent issues.
- B. Debt Service for any NVTa conduit debt issued for individual member localities may be paid directly to the NVTa trustee for the issue from the member locality's 40 Percent Share of NVTa revenues. Localities may pledge other revenues as needed. The aggregate of all revenues pledged must meet a minimum coverage ratio of 1:1.
- C. Localities may agree to a joint issue for projects that benefit more than one locality, however, such joint ventures shall at a minimum clearly establish jurisdictional shares and responsibility for debt service payments.
- D. Any debt issued by NVTa directly for the benefit of an individual member locality must not have any impact on the NVTa's credit rating, debt capacity/affordability or marketing of other NVTa debt.
- E. There cannot be any fiscal or operational impact on any of the other member localities. The NVTa and its other member localities shall be protected in the event of default or non-appropriation by the issuing member.

- F. All costs of issuance will be borne entirely by the member locality in a manner of their choosing, which may include capitalization of such costs. NVTAA may charge a fee for its services in addition to normal costs of issuance.

V. **Debt Management Monitoring**

- A. Post Issuance Procedures. The Authority will establish appropriate accounting and reporting procedures to ensure the timely payment of debt service, the satisfaction of all debt service coverage requirements and financial covenants and compliance with applicable federal tax and securities laws.
- B. Arbitrage rebate compliance. The Authority will sell the minimum amount necessary to meet construction requirements consistent with Federal arbitrage restrictions and comply with all necessary reporting requirements. The Authority will attempt to size its sale amounts so as to qualify for the two year spend down exception test.
- C. Secondary market disclosure (Rule 15c2-12 compliance). Continuing Disclosure shall at a minimum include the year-end financial audit in addition to other documents designated by the Authority.



Summary of Recommended NVT Debt Policies

January 10, 2008

Purpose

- Achieve an investment grade rating (A or better)
- Guide the Authority
- Maintain capital assets for present and future needs
- Promote sound fiscal management

Pledged Revenues

Code of Virginia

- Solely for transportation purposes benefiting members
- 40 percent to the localities (prorated to source of revenue)
- The remaining 60 percent is pledged and must pay debt service first
- The next \$50 million to WMATA
- The next \$25 million to VRE
- The balance for any lawful purpose

Trust Indenture (pledge to bond holders)

- All deposits are made to a Revenue Fund (not pledged)
- Deposit to an Operating Fund (for next 30 days of NVT A operations)
- 40 percent distributed to localities
- Distribution of the remaining 60 percent share (pledged revenues) as follows:
 - First to all debt service funds (incl. reserve, rebate and subordinate debt service funds)
- All remaining funds to the General Fund (WMATA, VRE, other)

Debt Capacity

Key Policy Decision

Current draft recommends calculating funds available for future debt service to exclude the WMATA and VRE payments (i.e., do not plan to use the \$75 million at all for debt service, thereby ensuring these amount are available, absent other factors)

Debt Capacity Recommendations

- Debt Service Coverage = 1.5 x for senior lien debt (the minimum necessary to achieve investment grade)
- Subordinate lien = 1.0 x (standard)
- Pay-go set-aside = amount not used due to coverage (approx. 10% of annual revenue)
- Average life less than 20 years (25 to 30 year terms)

Impact of Debt Capacity Recommendations

Annual Revenue	=	\$280 million
Less: operating	~	(1) m
Less: 40 percent share	=	<u>(112)</u> m
Pledged Revenues		\$ 167 million
Less: WMATA/VRE		<u>(75)</u>
Available for debt service		\$ 92 million
less coverage		/1.5
Net available for debt service	=	\$ 61.3 million
Net available for “pay as you go”	=	\$ 30.7 million

Impact of Debt Capacity Recommendations

Total debt capacity = \$814.732 million

Assumptions:

Investment grade rating

25 year debt

Level payments

0% revenue growth

10 year average of interest rates

Plus “pay as you go” (next 25 years) = \$866.942 million

Total available for construction program = \$1,681.674 million

Other Provisions

- Establishes various reserves (operating, capital, revenue stabilization)
- Preference for current interest payments
- Call provisions TBD (market basis)
- Lease/purchase for equipment OK
- Variable rate debt OK
- Unrated debt for interim or short term OK
- Derivative structures prohibited for first 5 years

Other Provisions (cont.)

- Refinancing requires minimum 3% NPV savings and at least \$1 million
- Use of credit enhancements OK
- Competitive selection process for advisors
- Preference for competitive sales
- Pool of underwriters OK
- Necessary administrative and monitoring functions

NVTA as Conduit Issuer

- Permitted by law, but cannot be direct debt of NVTA
- Localities may use any available revenues for pledge (incl. return of a portion of the 40% share)
- Locality obligation and credit
- NVTA and other members held harmless

Next Steps

- The draft policies will be presented to the rating agencies for comment and discussion
- Recommended changes will be returned to the Authority prior to final adoption before the first bond sale
- The first bond sale is expected approximately 120 days from final court action and 2008 General Assembly activity

Jurisdiction and Agency Coordinating Committee Northern Virginia Transportation Authority

MEMORANDUM

TO: Christopher Zimmerman, Chairman
Northern Virginia Transportation Authority

Members
Northern Virginia Transportation Authority

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

SUBJECT: Approval of Procedures for Allocating NVTa Revenues (Agenda Item 6.B.)

DATE: January 4, 2008

Recommendation:

The Jurisdiction and Agency Coordinating Committee and the Financial Working Group recommend that the NVTa approved the Procedures for Allocating Revenues as shown in Attachment I.

Background:

HB 3202 authorized NVTa to adopt up to seven taxes and fees to support transportation in Northern Virginia. NVTa adopted these taxes and fees on July 12, 2007, and they were implemented on January 1, 2008. HB 3202 includes fairly complicated language regarding the allocation of these revenues. This language can be interpreted several different ways. As result, it is important for NVTa to approve a single way to allocate these revenues. The attached document outlines the recommended approach for a policy to describe how the funds will be allocated based on HB 3202 and NVTa's actions on July 12, 2007. The proposed allocation procedures are based on the following:

- Each jurisdiction generally receives a benefit equal to the funding raised in that jurisdiction;
- 40 percent of revenues raised by NVTa are returned to local jurisdictions in which the funding was raised. Most jurisdictions must spend half of these funds on urban or secondary roads;
- NVTa retains the remaining 60 percent of the revenues for regional transportation projects, including the priorities of bond debt service, \$50 million per year for Washington Metropolitan Area Transit Authority (WMATA) capital expenses and \$25 million per year for Virginia Railway Express (VRE) capital and operating expenses;

Mr. Christopher Zimmerman, Chairman

- Funding for WMATA will be deposited at the Northern Virginia Transportation Commission in the name of the affected jurisdictions, proportional to the shares of the WMATA capital formula in the year in which the revenues are raised. WMATA will meet with affected jurisdictions and propose an annual spending program for these funds.
- Funding for VRE will be deposited at the Northern Virginia Transportation Commission or the Potomac Rappahannock Transportation Commission (as appropriate) in the name of the affected jurisdictions, proportional to the shares of the subsidy paid by each of affected jurisdictions in the year in which the revenues are raised. VRE will meet with affected jurisdictions and propose an annual spending program for these funds;
- Funding will be reconciled every six years to ensure that jurisdictions are receiving benefits approximately equal to the revenue raised in the jurisdictions;
- The commercial property tax for transportation and the local vehicle registration fee, if raised by a jurisdiction will be addressed as follows:

For any jurisdiction that adopts a commercial property tax for transportation or local vehicle registration fee, the amount raised will be added to the total revenue generated in Northern Virginia for purposes of this calculation. This will increase the jurisdiction's percentage share of funding, but will not reduce the actual funding received by any other jurisdiction. The total funding received by other jurisdictions will be unaffected.

The development of these procedures included a review by the Council of Counsels.

Jurisdiction and Agency Coordinating Committee members and I will be available at the January 10, 2008, NVTa meeting to answer questions.

Cc: Members, NVTa Jurisdiction and Agency Committee
Members, NVTa Working Groups
Members, Council of Counsels
John Mason, NVTa Executive Director

Procedures for Allocating Revenues

Draft: January 2, 2008

Background

On April 4, 2007, the Virginia General Assembly approved legislation, HB 3202, authorizing the Northern Virginia Transportation Authority (NVTa) to adopt seven taxes and fees for transportation purposes. These taxes and fees are:

A. Congestion Relief Fee (Grantor's Tax):	\$0.40/\$100 valuation
B. Motor Vehicle Rental Tax	2% of rental rate
C. Transient Occupancy Tax	2% of room rate
D. Safety Inspection Fee	\$10 per year
E. Initial Vehicle Registration Fee	1% of value
F. Auto Repair Sales and Use Tax	5% on labor
G. Annual Regional Vehicle Registration Fee	\$10 per year

On July 12, 2007, the NVTa adopted the seven taxes and fees and set a January 1, 2008, date for collection of the taxes and fees.

It is currently estimated that these taxes and fees will generate approximately \$280 million per year.

Allocation

HB 3202 contains several provisions related to the allocation of the revenues generated by the seven taxes and fees. It includes a guiding principle that:

"All revenues deposited to the credit of the Authority shall be used for projects benefiting the localities embraced by the Authority, with each locality's total long-term benefits being approximately equal to the total of the fees and taxes received by the Authority that are generated by or attributable to the locality divided by the total of such fees and taxes received by the Authority."

HB 3202 requires 40 percent of the revenue raised by NVTa (an estimated \$112 million annually) be returned to the jurisdiction in which the revenue was raised. The jurisdiction must use these funds for transportation purposes. With the exception of Alexandria, Arlington County and Falls Church, the jurisdictions must use half of these funds for improvements to secondary and urban roadways. The remaining funds returned to these jurisdictions and all funds returned to Alexandria, Arlington and Falls Church *"as determined solely by the applicable locality, shall be used either for additional urban or secondary road construction; for other transportation capital improvements which have been approved by the most recent long range transportation plan adopted by the Authority; or for public transportation purposes."*

To accomplish this, NVTa will account for each revenue source individually. On the fifteenth day of each month (or closest business day), NVTa will evaluate each of the seven revenue accounts. Forty percent of the funding received during the previous month, will be wired to the individual jurisdictions in which the funds were raised as directed by each jurisdiction. For the first year (FY 2008), the percentage returned to each jurisdiction will be based on estimated approved by the NVTa by January 10, 2008, see Attachment _____. For each subsequent year, the allocation percentages will be based on actual collections from the previous year as adopted by NVTa at the beginning of the fiscal year and fixed for that fiscal year.

Of the revenues that NVTa retains (an estimated \$168 million annually), NVTa must first pay debt service on any outstanding bonds annually and then allocate \$50 million annually for Washington Metropolitan Area Transit Authority (WMATA) capital projects and \$25 million annually for Virginia Railway Express (VRE) capital and operating projects. The remaining funds can be used *“solely for transportation projects and purposes that benefit the counties and cities embraced by the Authority.”*

In order to ensure that each jurisdiction receives benefits proportional to the revenue raised in each jurisdiction, the debt service on any bonds issued will be allocated to the jurisdictions proportionally, based on the projects supported by the bonds (i.e., if NVTa issues bonds for projects in only two jurisdictions, the debt service on those bonds would be allocated to the revenues attributed to those two jurisdictions, rather than to the revenue attributable to all nine jurisdictions).

Similarly, the \$50 million for WMATA capital expenses will be attributed to jurisdictional members of these agencies, proportional to each jurisdiction's share of WMATA's annual capital budget (Virginia shares only) for the budget year in which the funds are being allocated. If these shares of the capital budget change, the attribution for these earmarks would be adjusted accordingly on an annual basis.

The \$25 million for VRE capital and operating expenses will be attributed to jurisdictional members of VRE, proportional to each jurisdiction's share of VRE's annual budget for these agencies for the budget year in which the funds are being allocated. If these shares of the subsidy change, the attribution for these earmarks would be adjusted accordingly on an annual basis.

As approved by NVTa in Resolution 18-08 on July 12, 2007:

Consistent with past practice, the annual earmarks for the Washington Metropolitan Area Transit Authority (WMATA) will be transferred to the Northern Virginia Transportation Commission (NVTC) to be held in trust for the WMATA jurisdictions, in an interest bearing account (with the interest retained by each individual account), to be used for capital improvements benefiting the area embraced by WMATA. These funds will first be used to provide such annual distribution as may be necessary under the requirements of Federal law for the payment of Federal funds to WMATA, but only if the matching Federal funds are exclusive of, and in addition to, the amount of other Federal funds appropriated for such purposes and are in an amount not less than the amount of such funds appropriated in the Federal fiscal year ending September 30, 2007. NVTC will allocate these funds to the WMATA jurisdictions' accounts based on the WMATA capital formula for the fiscal year in which the funds are received.

NVTa will allocate VRE funds to NVTC and the Potomac Rappahannock Transportation Commission (PRTC) based on the percentage of ridership attributable to each VRE jurisdiction that is also a member of NVTa. NVTC and PRTC will hold these funds in trust for these jurisdiction, in an interest bearing account (with the interest retained by each individual account), to be used for VRE operating and capital improvements, including, but not limited to, track lease payments, construction of parking, dedicated rail on the Fredericksburg line, rolling stock, expanded service to Prince William County, and service as may be needed as a result of the Base Realignment and Closure Commission's action regarding Fort Belvoir. NVTC and PRTC should allocate these funds to VRE and NVTa jurisdiction's accounts based on the percentage of ridership attributable to the jurisdiction for the fiscal year prior to the year in which the funds are received. VRE staff will meet staff from the NVTa jurisdictions that are also members of VRE annually while VRE's budget is being prepared to discuss how these funds could be spent during the upcoming fiscal year. The goal of this meeting is to prepare a recommendation for the VRE Operations Board, the local governments and NVTa that, if approved, can be included in VRE's budget.

(Note: Until the phase in of the new VRE formula, based on 100 percent ridership is complete, the annual allocation will reflect the annual shares of the VRE budget).

Such allocations of funds for WMATA and VRE will not eliminate the overall requirement that jurisdictions receive a proportional benefit from the funding raised by NVTa, based on the percentage of money raised in each jurisdiction.

The remaining funds can be used *“solely for transportation projects and purposes that benefit the counties and cities embraced by the Authority.”* NVTa will establish procedures for allocating these funds through development of the Six Year Program. This Program will be developed annual and begin with a Call for Projects. NVTa will hold a public hearing prior to annual the adoption of each Six Year Program.

The Six Year Program will include project implemented by jurisdictions with their 40 percent share of the regional revenues for information purposes only. In addition, HB 3202 requires that *“each locality shall provide annually to the Northern Virginia Transportation Authority sufficient documentation as required by the Authority showing that the funds distributed” as required by HB 3202.*

Local Commercial Property Tax and Registration Fee

HB 3202 permits each of the local governments to raise a commercial property tax of up to \$0.25 per \$100 valuation and a \$10 annual registration fee. It also says that *“solely for purposes of calculating the 40% of revenues to be distributed pursuant to this subsection, the revenue generated pursuant to” (the commercial property tax and local registration fee) “by the counties and cities embraced by the Authority shall be considered revenue of the Authority.”*

If enacted, revenue received from the commercial property tax for transportation and the local vehicle registration fee will be added to funds received by NVTa for purposes of the allocation of funds collected by NVTa; however, no funds raised by the commercial property tax for transportation or the local vehicle registration fee will actually be transferred to NVTa (other then by the specific direction of the local governing body for purposes of NVTa implementing a project or projects on the jurisdiction’s behalf). Under this option, total funding will be increased and the local jurisdiction’s percentage share will increase; but the actual funding received by any other jurisdiction will not be reduced. See attached example.

Note: It is possible for a jurisdiction to raise more revenue than their allocated share to the 40 percent money returned to the jurisdictions, although this is not anticipated initially. Should this occur in the future, the share of the 60 percent funding allocated to NVTa that is spent in this jurisdiction will be increased by an equal amount. The total funding received by other jurisdictions should not change. In no case will a jurisdiction be penalized for raised the commercial property tax for transportation or the local vehicle registration fee by receiving less NVTa funding for transportation projects in the jurisdiction than it otherwise would have received.

Reconciliation

NVTa’s Six Year Program should balance funding generated by each jurisdiction and the benefit received by each jurisdiction over the life of the program. At the end of each six year period, NVTa will summarize the projects funded by NVTa during the past six years and compare this amount to the amount of funds raised in each jurisdiction over the past six year period. If there is a difference between the amount generated by each jurisdiction and the amount received by each jurisdiction during the previous six year period, an adjustment will be made in the distribution of the revenue received during the first month of the new fiscal year to fulfill the NVTa’s guiding principle.

EXAMPLE OF REGIONAL FUNDING ALLOCATION

HB 3202 requires that “*All revenues deposited to the credit of the Authority shall be used for projects benefiting the localities embraced by the Authority, with each locality's total long-term benefits being approximately equal to the total of the fees and taxes received by the Authority that are generated by or attributable to the locality divided by the total of such fees and taxes received by the Authority.*” With this in mind, the following examples were developed to demonstrate this policy for distributing funding.

WITHOUT Commercial/Industrial Real Estate Tax

Hypothetical example of NVTA revenue distribution, not including the commercial/industrial real estate tax in the formula calculation:

\$300 m. Assumption of annual NVTA Taxes ¹
Assumption that approximately 40% of the regional taxes and fees will be collected in _____ County. **\$300 m x 40% = \$120 m**

Local Distribution

x 40 % Formula distribution under HB 3202
\$120 m. NVTA revenue to be distributed to member localities

x 40 % _____ County's estimated share under this scenario
\$48 m. NVTA local revenue distributed to _____ County under this example

Regional Distribution

x 60 % Formula distribution under HB 3202
\$180 m. NVTA revenue to be distributed to regional projects

x 40 % _____ County's estimated share under this scenario
\$72 m. NVTA regional revenue distributed to projects benefiting _____ County
(may be either specific projects in _____ County or _____ County's share of regional projects, such as WMATA or VRE).

Total Benefit to _____ County: \$48 m + \$72 m = \$120 m

¹ Includes Congestion Relief Fee (Grantor's tax); Transient Occupancy Tax; Sales Tax on Auto Repair service charges; Motor Vehicle Rental Fees; Vehicle Safety Inspection Fees; Annual Regional Registration Fee; Initial One-time Registration Fee.

WITH Commercial/Industrial Real Estate Tax
(Figures Rounded for Simplicity)

Hypothetical example of NVTA revenue distribution, factoring in the commercial/industrial real estate tax in formula calculation:

\$300 m. Assumption of annual NVTA Taxes ¹
Assumption that approximately 40% of the regional taxes and fees will be collected in
_____ County. **\$300 m x 40% = \$120 m**

\$ 40 m. _____ County C/I real estate tax
Total funding raised in _____ County: \$120 m + \$40 m = \$160 m

Local Distribution

\$300 m. Actual NVTA revenues
+ 40 m. C/I real estate tax
\$340 m. Total for purposes of calculation

x 40 % Formula distribution under HB 3202
\$136 m. NVTA revenue to be distributed to member localities

Revised _____ County share of total revenues = \$120 m + \$40 m = \$160 m
\$160 m/\$340 m = 47%

\$136 m. NVTA revenue to be distributed to member localities

x 47 % _____ County's estimated share under this scenario
\$ 64 m. NVTA local revenue generated by _____ County under this example

\$ 40 m Local revenue already generated in _____ County

\$ 24 m Additional Local Revenue returned to _____ County

Total Local Revenue Received by _____ County: \$40 m + \$24 m = \$64 m

¹ Includes Congestion Relief Fee (Grantor's tax); Transient Occupancy Tax; Sales Tax on Auto Repair service charges; Motor Vehicle Rental Fees; Vehicle Safety Inspection Fees; Annual Regional Registration Fee; Initial One-time Registration Fee.

Regional Distribution

\$300 m. Actual NVTa revenues
+ 40 m. C/I real estate tax
\$340 m. Total for purposes of calculation

x 60 % Formula distribution under HB 3202
\$204 m. NVTa revenue to be distributed to regional projects

\$204 m
x 47 % _____ County's estimated share under this scenario
\$ 96 m. NVTa regional revenue distributed to projects benefiting _____ County
(may be either specific projects in _____ County or _____ County's share of regional
projects, such as WMATA or VRE).

Total Benefit to _____ County: \$64 m + \$96 m = \$160 m

Jurisdiction and Agency Coordinating Committee Northern Virginia Transportation Authority

MEMORANDUM

TO: Christopher Zimmerman, Chairman
Northern Virginia Transportation Authority

Members
Northern Virginia Transportation Authority

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

SUBJECT: NVTa Finance Committee Recommendation (Agenda Item 6.C.)

DATE: January 4, 2008

Recommendation

Members of the Financial Working Group recommend that the Northern Virginia Transportation Authority (NVTa) establish a permanent Finance Committee consisting of five NVTa members appointed by the NVTa Chairman for staggered two year terms. The Chairman and Vice Chairman of Finance Committee will be selected by the NVTa Chairman, and the jurisdictional financial staffs will continue to participate at least until such time as the NVTa staff can support the committee.

Background

NVTa's Financial Working Group has discussed several alternatives for a permanent NVTa Finance Committee. These alternatives were discussed by the NVTa under Information Item 6B, at the November 9, 2007, meeting.

The legislation that established NVTa allows that Authority to form advisory committees beyond the two specified by law at "its discretion." This committee of NVTa members shall be responsible for overseeing NVTa's financial activities undertaken by the NVTa's professional staff, including:

- recommending a budget to NVTa for approval prior to July 1 of each year, after reviewing an initial proposal prepared by the executive director;
- recommending amendments to the annual budget to NVTa periodically (quarterly?) throughout the year;
- recommending amendments to bond policies to the NVTa for approval;
- reviewing NVTa's investments and recommending adjustments to the NVTa;
- recommending procurement policies to the NVTa for approval;
- recommending risk management policies to the NVTa for approval;

Mr. Christopher Zimmerman, Chairman
Members, Northern Virginia Transportation Authority
Page Two
January 4, 2008

- monitoring contracts for incidental financial services and recommending task orders to the NVTa for approval;
- monitoring NVTa's expenditures to ensure that they are consistent with NVTa actions;
- reviewing annual estimates for each of the seven NVTa taxes and fees;
- reviewing annual audit of financial statements; and
- assisting with other financial activities, as may be directed by NVTa.

Jurisdiction and Agency Coordinating Committee members, Financial Working Group members and I will be available at the January 10, 2008, NVTa meeting to answer questions.

Cc: Members, NVTa Jurisdiction and Agency Committee
Members, NVTa Working Groups
Members, Council of Counsels
John Mason, Executive Director

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

MEMORANDUM

TO: Christopher Zimmerman, Chairman
Northern Virginia Transportation Authority

Members
Northern Virginia Transportation Authority

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

SUBJECT: CY 2008 Meeting Schedule (Item 6.D.)

DATE: January 7, 2008

Recommendation:

The Jurisdiction and Agency Coordinating Committee (JACC) recommends that the NVTA approve the attached 2008 meeting schedule and work program.

Background:

Following the practice established in 2002, the JACC met to discuss a proposed NVTA work program for 2008. In preparing the proposed CY 2008 work program, the JACC reviewed the CY 2007 work program and noted the progress that was made on each of the items included in the work program. A copy of the analysis is attached.

The proposed work program continues many of the activities undertaken by the NVTA during CY 2007, but emphasize NVTA's role in the programming and financing of transportation projects. In addition, the JACC has prepared a draft schedule showing how these activities might be addressed during the year. This schedule includes monthly meetings with the exception of August.

The schedule includes three public forums to give the public the opportunity to comment on transportation issues, NVTA's Six Year Program, NVTA's legislative program and NVTA's pre-allocation testimony to the Commonwealth Transportation Board.

Christopher Zimmerman
Members, Northern Virginia Transportation Authority
January 7, 2008
Page Two

The attached calendar year 2008 meeting schedule is identical to the schedule distributed to information at the NVTA's December 6, 2007, meeting. The schedule generally adheres to the NVTA regular second Thursday of the month meeting date.

Jurisdiction and Agency Coordinating Committee members and I will be available at the January 10, 2008, NVTA meeting to answer questions.

Cc: Members, NVTA Jurisdiction and Agency Coordinating Committee
Members, NVTA Working Groups
John Mason, Executive Director

Proposed CY 2008 Meeting Schedule
Northern Virginia Transportation Authority
Draft: January 7, 2008

January 10, 2008 – 6:00 p.m. – George Mason High School Auditorium

February 7, 2008 – 5:30 p.m. (Joint Meeting with NVTC in Richmond) VaCo/VML Day schedule

March 13, 2008 – 7:30 p.m.

April 10, 2008 – 7:30 p.m.

May 8, 2008 – 7:30 p.m.

June 12, 2008 – 7:30 p.m.

July 10, 2008 – 7:30 p.m.

August – No meeting

September 11, 2008 – 7:30 p.m.

October 9, 2008 – 7:30 p.m.

November 13, 2007 – 7:30 p.m.

December 11, 2008 – 7:30 p.m.

Proposed CY 2008 Work Activities
Northern Virginia Transportation Authority
Draft: January 7, 2008

Continuation of Past Activities

- Adopt an FY 2009 NVTB Budget
- Participate in Securing Dedicated Funding for Metro
- Discuss and Participate in the Regional TIP/CLRP Update
- Discuss Regional Preparation for PM 2.5 Emissions Standards, including the review of opportunities to assist the region in meeting new clean air standards for both ozone and particulate matter
- Participate in next phase of I-66 Inside the Beltway Study/Alternatives Analysis (Idea-66)
- Adopt Presentation to CTB Fall Transportation Meeting (Pre-Allocation Public Hearing)
- Seek Public Input on Transportation Issues
- Follow Up on ATLAS Study Recommendations
- Endorse an FY 2010 CMAQ/RSTP Project List
- Endorse a 2009 Legislative Agenda

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

- Discuss TPB/MWAQC/MWCOG Issues, as needed

New Activities

- Administer collection and allocations of revenues from seven regional taxes and fees
- Complete litigation related to NVTB bond validation suit
- Issue bonds to fund transportation projects
- Develop an annual update of a Six Year Program
- Establish key policies (e.g. ethics, audit, procurement, audit, and human resources, etc.)
- Establish office and its operating procedures
- Hire staff
- Transition selected activities from working groups to staff
- Establish Technical Advisory Committee and Planning Coordination Advisory Committee, including operating procedures

Proposed CY 2008 Work Program
Northern Virginia Transportation Authority
Draft: January 7, 2008

January 10, 2008

- Approve Executive Director Contract
- Public Hearing – Six Year Program (FY 2008 to FY 2010)
- Discuss and Act on Six Year Program (FY 2008 to FY 2010)
- Approve NVTa Debt Policy
- Approve Procedures for Allocating NVTa Revenues
- Approve NVTa Finance Committee
- Discuss and Adopt a Meeting Schedule and Work Program for CY 2008
- Approve Interim Procurement Policy
- Presentation on I-95/395 HOT Lanes Project and Transit/TDM Study
- Receive Update on Virginia Supreme Court hearing on NVTa bond validation case
- Discuss strategy for General Assembly session
- Discuss TPB/MWAQC/MWCOG Issues
 - Receive a Briefing on Recent TIP/CLRP Amendments and Air Quality Activities

February 7, 2008 (*VaCo/VML Day in Richmond; Joint Meeting with NVTC*) – 5:30 p.m.

- Discuss Relevant Transportation Legislation Introduced During the General Assembly Session
- Discuss TPB/MWAQC/MWCOG Issues, if any

March 13, 2008

- Discuss Relevant Transportation Legislation Introduced During the General Assembly Session
- Approve Documents Required for NVTa Bond Issuance
- Receive Briefing on the TIP/CLRP Update and Northern Virginia submissions
- Discuss Regional Preparation for PM 2.5 Emissions Standards, including the review of opportunities to assist the region in meeting new clean air standards for particulate matter
- Receive Briefing on Capital Beltway Southside Mobility Study
- Discuss TPB/MWAQC/MWCOG Issues, if any

April 10, 2008

- Discuss Outcome of Relevant Transportation Legislation Considered by the General Assembly
- Adopt Presentation for CTB Public Hearing on Six Year Program
- Receive Briefing on NVTa Bond Issuance
- Discuss Next Steps for Securing Dedicated Funding for Metro, if necessary
- Receive Briefing on next phase of I-66 Inside the Beltway Study/Multimodal Study
- Discuss TPB/MWAQC/MWCOG Issues, if any

May 8, 2008

- Receive Update on Base Realignment and Closure (BRAC) Project Implementation
- Receive Briefing on Progress on I-95/395 HOT Lanes Project
- Receive Briefing from ATLAS Committee, Technical Advisory Committee and Planning Coordination Advisory Committee
- Discuss TPB/MWAQC/MWCOG Issues, if any

June 12, 2008

- Public Discussion – Open Forum on Transportation Issues and Legislative Program
- Establish Nominating Committee for FY 2007 Officers
- Receive Briefing on a Major Regional Transportation Study or Project, if appropriate
- Discuss TPB/MWAQC/MWCOG Issues, if any

July 10, 2008

- Election of Officers
- Endorse Meeting Schedule for FY 2009
- Endorse FY 2010 CMAQ/RSTP Process and Schedule and Call for Projects for FY 2010 to FY 2015 NVT A Six Year Program
- Approve List of Projects for VDOT Consideration if Excess Federal Funds are available to Virginia
- Receive Briefing on the TIP/CLRP Update
- Discuss Follow Up on Securing Dedicated Funding for Metro
- Receive Briefing on a Major Regional Transportation Study or Project, if appropriate
- Discuss TPB/MWAQC/MWCOG Issues, if any

August – No Meeting

September 11, 2008

- Review Draft Testimony for the CTB's Fall Transportation (Pre-Allocation) Public Hearing
- Hold Initial Discussion of a 2009 Legislative Program
- Receive Briefing on next phase of I-66 Inside the Beltway Study/Multimodal Study
- Discuss Follow Up to Securing Dedicated Funding for Metro, if necessary
- Discuss TPB/MWAQC/MWCOG Issues, if any

October 9, 2008

- Endorse Testimony for the CTB's Fall Transportation (Pre-Allocation) Public Hearing
- Receive Briefing and Accept FY 2008 Audit
- Discuss 2009 Legislative Program
- Receive Briefing on a Major Regional Transportation Study or Project, if appropriate
- Discuss TPB/MWAQC/MWCOG Issues, if any

November 13, 2008

- Public Hearing – Six Year Program (FY 2010 to FY 2015) and 2009 Legislative Program
- Receive Briefing from ATLAS Committee, Technical Advisory Committee and Planning Coordination Advisory Committee
- Adopt 2009 Legislative Agenda
- Adopt FY 2010 CMAQ/RSTP Project List
- Adopt FY 2010 to FY 2015 Six Year Program
- Discuss Proposed CY 2008 Work Program and Meeting Schedule
- Receive Briefing on a Major Regional Transportation Study or Project, if appropriate
- Discuss TPB/MWAQC/MWCOG Issues, if any

December 11, 2008

- Adopt 2010 Work Program and Meeting Schedule
- Receive Briefing on Implementation of Projects Funded by NVT A
- Receive Briefing on a Major Regional Transportation Study or Project, if appropriate
- Discuss TPB/MWAQC/MWCOG Issues, if any

CY 2007 Work Activities
Northern Virginia Transportation Authority
Approved: January 11, 2007
Updated: January 7, 2008

- Adopt an FY 2008 NVTa Budget
 - Short Term Operating Expenses adopted on July 12, 2007
- Participate in Securing Dedicated Funding for Metro
 - HB 3202 provides \$50 million per year for Metro capital expenses. Taxes and fees adopted to support this earmark.
- Discuss and Participate in the Regional TIP/CLRP Update
 - Received Regular Briefings on TIP and CLRP Process
- Discuss Regional Preparation for 8-Hour Ozone and PM 2.5 Emissions Standards, including the review of opportunities to assist the region in meeting new clean air standards for both ozone and particulate matter
 - Received Regular Briefings on air quality issues, including preparation for the 8-Hour Ozone and PM 2.5 Standards
- Participate in next phase of I-66 Inside the Beltway Study/Alternatives Analysis (Idea-66)
 - Involved in crafting language for VDOT submission related to project for regional TIP/CLRP.
- Adopt Presentation to CTB Fall Transportation Meeting (Pre-Allocation Public Hearing)
 - Adopted and Presented Testimony to the CTB
- Seek Public Input on Transportation Issues
 - Two public hearings conducted
- Complete the Hunter Mill Traffic Calming Study
 - Final report submitted to General Assembly
- Follow Up on ATLAS Study Recommendations
 - Activities placed on hold, due to focus on implementation of HB 3202
- Discuss Ways to Better Secure and Implement Federal Transportation Earmarks
 - Activities placed on hold, due to focus on implementation of HB 3202
- Endorse an FY 2009 CMAQ/RSTP Project List
 - List approved on November 8, 2007
- Endorse a 2008 Legislative Agenda
 - Agenda approved on December 6, 2007
- Receive Periodic Briefings on Major Regional Transportation Studies and Projects, including
 - Progress on I-95/395 HOT Lanes Project (several briefings)
 - Capital Beltway Southside Mobility Study
 - Regional Congestion Management Plan
- Discuss TPB/MWAQC/MWCOG Issues, as needed
 - Received regular briefings on TPB/MWAQC/MWCOG Issues

Jurisdiction and Agency Coordinating Committee Northern Virginia Transportation Authority

MEMORANDUM

TO: Christopher Zimmerman, Chairman
Northern Virginia Transportation Authority

Members
Northern Virginia Transportation Authority

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

SUBJECT: Approved NVTA Interim Procurement Policy (Agenda Item 6.E.)

DATE: January 7, 2008

Recommendation

NVTA's Executive Director – Elect recommends approval of an Interim Procurement Policy for NVTA as outlined in Attachment I.

Background

With the hiring an executive director, NVTA is beginning to transition from a primarily planning and coordinating agency using the support of local jurisdictions and transportation agencies to a revenue collection and project financing agency with a modest staff. These changes will also change the way NVTA procures the products and services it needs to operate. Since 2002, NVTA's financial needs have been met by in-kind staffing services and supplies provided by the local jurisdiction and transportation agencies, staffing services and supplies provided by the Northern Virginia Regional Commission and a \$50,000 planning grant provided by the Virginia Department of Transportation during the last two years. Procurement issues were addressed by the jurisdiction or agency providing projects or services on NVTA's behalf.

NVTA's Executive Director will be responsible for developing a number of policies for NVTA including a procurement policy; however, a modest procurement policy must be in place to address NVTA's short term needs until a comprehensive procurement policy can be developed and approved by NVTA.

NVTA's Executive Director – Elect has prepared the attached Interim Procurement Policy to address NVTA's short-term needs.

Mr. Christopher Zimmerman, Chairman

Members, Northern Virginia Transportation Authority
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January 7, 2008

The proposed interim policy is consistent with the Virginia Procurement Act, which provides for purchases of less than \$30,000 without competitive bidding if the “public body” establishes procedures in writing. The attached guidelines are modeled on NVTC’s procedures. Purchasing threshold is below that of PRTC.

This Interim Procurement Policy has been reviewed by the Council of Counsels and its changes and suggestions have been incorporated with one exception related to the whether or not either the Chairman and Vice Chairman should sign a document or whether both should sign it.

Executive Director – Elect Mason, and the Council of Counsels will be available at the January 10, 2008, NVTa meeting to answer questions.

Cc: Members, NVTa Jurisdiction and Agency Committee
Members, NVTa Working Groups
Members, Council of Counsels
John Mason, Executive Director

NORTHERN VIRGINIA TRANSPORTATION AUTHORITY

RESOLUTION XX-08

ESTABLISHING GUIDELINES FOR EXECUTIVE DIRECTOR'S INITIAL FINANCIAL AND PROCUREMENT AUTHORITY

WHEREAS, upon hiring an executive director, the Northern Virginia Transportation Authority looks forward to transitioning financial and procurement responsibilities from the existing temporary support being provided by participating jurisdictions to permanent Authority staff; and

WHEREAS, it is recognized that transition measures are necessary until a formal staffing plan is approved and the Authority's permanent staff is acquired, and written financial and procurement procedures are adopted; and

WHEREAS, associated with the aforesaid transition, it is necessary to provide the executive director with authority to initiate the below prescribed financial and procurement functions; and

WHEREAS, it is understood that the purpose of this policy is to provide initial authority to the executive director and that a formal staffing plan and more detailed financial and procurement policies will subsequently be submitted to the Authority for its approval.

NOW, THEREFORE, BE IT RESOLVED BY THE NVTa THAT:

1. Upon being appointed, the executive director shall assume lead responsibility for initiating financial and procurement actions for the Authority consistent with applicable authorization by the Authority, the availability of budgeted funds for the purpose, and the Virginia Public Procurement Act and all applicable laws.
2. All procurements shall be conducted in accordance with the requirements of the Virginia Public Procurement Act. Subject to, and as provided for by those requirements, the following shall apply to single and term contracts for goods and services other than professional services not expected to exceed \$50,000:
 - a. Small purchases:
 - 1) Up to \$5,000 – one written quote or documented verbal quote
 - 2) \$5,000 - \$15,000 – solicitation of a minimum of three qualified sources (verbally and documented or in writing)
 - 3) \$15,000 -- \$30,000 – written solicitation of a minimum of four qualified sources.Purchases consistent with above guidelines and within approved budget parameters may be approved by the executive director.
 - b. Procurements anticipated to cost more than \$30,000 shall be conducted in accordance with applicable requirements of the Virginia Public Procurement Act, and prior approval of the Authority is required.
3. Until financial management policies have been adopted, the following procedures shall apply:
 - a. The existing financial management procedures shall remain in place, with the exception of process for small purchases and the authorization to sign checks.

- b. Upon appointment of an executive director, he shall be authorized to sign checks up to \$5,000; checks exceeding that amount must be counter-signed by the chairman or the vice chairman. In all cases, expenditures shall be consistent with approved budget or a separate approval by Authority.
- c. Specific prior approval of the Authority is needed for any expenditure that exceeds \$30,000.
- d. In all cases, appropriate documentation will be established and maintained.

Adopted by the Northern Virginia Transportation Authority on this 10th day of January, 2008.

BY _____
Chairman

ATTEST: _____
Vice Chairman

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

MEMORANDUM

TO: Christopher Zimmerman, Chairman
Northern Virginia Transportation Authority

Members
Northern Virginia Transportation Authority

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

SUBJECT: Summary of Recent Activities Related to Implementing HB 3202 (Item 7.)

DATE: January 7, 2008

Since the December 6, 2007, NVTA meeting, significant additional progress has been made toward implementing HB 3202, the Transportation Finance and Reform Act of 2007. This memorandum summarizes the progress. The memorandum is divided into five sections that correspond to each of the five working groups established by NVTA earlier this year.

Legal

On January 8, 2008, the Virginia Supreme Court will hear the appeals of the Marshall defendants (Delegate Robert Marshall and eight individuals) and the Loudoun County Board of Supervisors seeking to overturn Arlington County Circuit Court Judge Benjamin Kendrick's August 28, 2007, ruling in favor of NVTA's motions related to its bond validation suit on. The defendants and NVTA's bond counsel each filed briefs in late December 2007. The Council of Counsels will provide a verbal update at the NVTA meeting on January 10, 2008.

Separately, the case filed by the Marshall defendants and others in the Richmond Circuit Court against the Commonwealth, the Governor, the Attorney General, NVTA and the Hampton Roads Transportation Authority which challenges the constitutionality of various aspects of HB 3202, including the authority for NVTA to levee the regional taxes and fees, appears to be on hold pending the Virginia Supreme Court's action. NVTA's counsel filed responsive pleadings asking the Court to dismiss those claims already resolved in the Arlington case and to dismiss NVTA from the remaining claims which have no relevance to the fees and taxes authorized under HB 3202. The Commonwealth and other defendants have also filed pleadings asking for dismissal. The Richmond court has not scheduled a hearing on any issues.

Mr. Christopher Zimmerman, Chairman

Financial

NVTA has executed memorandum of understanding (MOU) with all of the nine Northern Virginia jurisdictions and the Town of Leesburg for collection of its transient occupancy tax. There are three other towns in Loudoun and Prince William Counties that collect their own transient occupancy tax and have lodging establishments. To date these towns (Dumfries, Middleburg and Lovettsville) have not agreed to collect NVTA's transient occupancy tax. As a result, Financial Working Group staff has contacted the five affected lodging establishments directly and provided them with materials necessary to collect NVTA's transient occupancy tax. All of five Clerks of Courts have sent letters to NVTA indicating that they will collect the congestion relief fee (grantor's tax) on NVTA's behalf.

The Financial Working Group met on December 14, 2007, to continue discussing bond policy recommendations; procedures for allocating NVTA revenues; and options for an NVTA Finance Committee.

As the taxes and fees were implemented on January 1, 2008, Financial Working Group (FWG) staff have answered numerous questions from organizations who are collecting the taxes and fees, as well as tax payers. Many of these questions have related to individual circumstances experienced by collection organizations or tax payers. FWG staff has worked with the Public Outreach Working Group staff to develop a revised Frequently Asked Questions document that has been posted on NVTA's website to assist in further explaining the details of the taxes and fees.

Other FWG staff has been actively involved in paying NVTA's bills.

Organizational

The Organizational Working Group (OWG) staff have executed a lease for NVTA office space at the City of Fairfax's Innovative Center. In addition, staff has been assisting NVTA's new executive director is organizing and supplying the office.

The Organizational Working Group staff has also been working on activities related to finalizing the appointment details for NVTA's Technical Advisory Committee, based on NVTA's action of December 6, 2007. In addition, the Working Group is prepared materials to provide an initial orientation to the Planning Coordination Advisory Committee members.

January 7, 2008

Page Three

Public Outreach

The Public Outreach Working Group completed work on the brochures and other collateral materials to explain each of the various taxes and fees to those who will be paying the taxes and fees, as well as those who will be collecting them. These materials were printed and distributed to collection organizations, as well as posted on NVTAs website. The materials have been well received and working group members has been providing additional copies as requested.

The Public Outreach Working Group has also answered numerous questions regarding the taxes and fees from collection organizations, tax payers and the media. As mentioned above, in conjunction with Financial Working Group staff, the Public Outreach Working Group prepared a Frequently Asked Questions document to summarize responses to questions NVTAs has been receiving. This document has been posted on NVTAs website, and is also attached.

Again working with the Financial Working Group, the Public Outreach Working Group also prepared a list of Northern Virginia zip codes and has posted them on NVTAs website to help auto dealers determine whether or not an individual purchasing a car is subject to NVTAs initial vehicle registration fee and annual registration fee.

The working group has been planning for NVTAs January 10, 2008, public hearing on its first Six Year Program.

Project Implementation

NVTAs Project Implementation Working Group has refined NVTAs initial Six Year Program to reflect several corrections. Working Group members have been answering questions received about the program. The subcommittee has coordinated the project list with the Virginia Department of Transportation to avoid funding projects multiple times. In addition, working group members have filled out appropriate forms to include the regionally significant project included in the proposed Six Year Program in the Washington metropolitan area's Transportation Improvement Program. Significant coordination has been undertaken with the Transportation Planning Board staff.

Council of Counsels members, working group members, Jurisdiction and Agency Coordinating Committee members and I will be available at the January 10, 2008, NVTAs meeting to answer questions.

Cc: Members, NVTAs Jurisdiction and Agency Committee
Members, NVTAs Working Groups
Members, Council of Counsels
John Mason, Executive Director

FREQUENTLY ASKED QUESTIONS (revised as of 1-7-08)

Safety Inspection Fees

How do I remit the fees to the Authority?

- Payment coupon books will be mailed to Inspection Stations in mid-January. These are similar to monthly mortgage coupons and will give Inspection Stations the deposit instructions for the NVTA. Payments are due at the end of each month.

Should re-Inspections for rejected vehicles also be charged the new \$10 fee?

- NVTA's Safety Inspection Fee only applies to the original Safety Inspection. The \$10 fee should be collected at the time of the initial inspection only. The NVTA Safety Inspection Fee should not be collected at the time of re-inspections for rejected vehicles. Inspection Stations should continue to charge the existing fee of \$1.00 for re-inspections. Stations should keep a record of initial inspections and re-inspections in case of future audit.

If the initial Inspection was done prior to January 1, 2008, but a rejected vehicle re-inspection done after January 1st, should the new \$10 fee be charged?

- As indicated, the \$10 NVTA fee should only be charged at the time of the original inspection. If the initial inspection occurred prior to January 1, 2008, no NVTA fee is due. Only the old rate applied at the time of inspection. If the vehicle was rejected and re-inspected after January 1, 2008, the NVTA fee is also not due. The NVTA fee does not apply to re-inspection of rejected vehicles.

Is the new \$10 fee applicable to all vehicles (including Motorcycles and Trailers)?

- NVTA's \$10 Safety Inspection Fee applies to the inspection of all vehicles, including motorcycles and trailers. The fee is charged on Safety Inspections only; it is not charged on Emission Inspections.

Are Safety Inspection services subject to NVTA's 5% Sales Tax on Auto Repair Labor?

- The \$10 NVTA Safety Inspection Fee is not subject to NVTA's 5% Sales Tax on Auto Repair Labor charges. As stated in the Guidelines from the Department of Taxation, NVTA's sale tax applies to general auto inspection services, "but not including any inspection fees transmitted to the Department of State Police or any inspection fees levied by a Participating Authority." See: http://www.hb3202.virginia.gov/pdf/Motor_Vehicle_Repair_Guidelines_Rules.pdf.

Does the additional \$10 NVTA Safety Inspection Fee have to be included in the station's local gross receipts for BPOL reporting?

- Regarding local gross receipts, the \$10 fee collected on behalf of the NVTA are funds held in trust, and are not part of your taxable gross receipts for Business Professional and Occupational License (BPOL) purposes. The fees paid to the NVTA can be excluded from your gross receipts when filing BPOL tax returns with our local tax office. Please note, the existing fee retained by stations for the inspection of vehicles must still be included and reported as part of the station's gross receipts. Returns are subject to local audit.

What are the station's record keeping requirements for this fee?

- Individual financial systems may book these receipts differently, but as long as good records are kept as to the amounts remitted to the NVTA, the NVTA receipts can be excluded from the station's local gross receipts. Stations may want to track initial inspections and re-inspections.

Do Automobile Dealers need to pay this fee when inspecting their own vehicle inventory?

- At this time, there is no exemption for the inspection of dealer inventory. Each time a Safety Inspection is conducted, even for vehicles within a dealer's fleet, a \$10 NVTA fee must be collected for remittance to the Authority. This should be done on a monthly basis using NVTA payment coupon books. Safety Inspection fee payments are subject to audit. Please note, according to the Virginia State Police, dealers are also supposed to remit the state's \$0.50 fee per each inspection to the Virginia State Police.
- See the Safety Inspection brochure at:
<http://www.thenovaauthority.org/PDFs/Brochures/Inspection.pdf>.

Do Local Governments need to pay this fee when inspecting their own vehicle inventory?

- At this time, there is no exemption for local governments as they inspect their own fleet of vehicles (including the inspection of school vehicles). All local governments within the NVTA must collect and remit the \$10 Safety Inspection fee to the NVTA on a monthly basis.
- Please contact your local Treasurer or Director of Finance concerning the remittance process, as these payments can be made to the NVTA electronically.
- Additionally, according to the Virginia State Police, local governments should also be paying the existing \$0.50 State Inspection Fee to the State Police for each inspection. The State Police has confirmed that the fee is charged per state inspection decal and that no exemptions are provided to local governments who perform their own fleet inspections.
- The NVTA fee must be collected and remitted to the Authority for all Safety Inspections conducted on and after January 1, 2008.

Congestion Relief Fee (Grantors Tax)

Who has to pay the Grantors Tax? Can the buyer pay?

- HB 3202 (Va. Code, Section 58.1-802.1) states that "the fee imposed by this section shall be paid by the grantor, or any person who signs on behalf of the grantor..." However, the administration of this fee does in fact generally follow the same provisions as the existing Grantor's tax. You should consult your private attorney concerning any contractual arrangements that calls for another party, such as the buyer, to pay the fee.
- This fee must be paid at the time the deed of conveyance is recorded and is collected by the Clerk of the Circuit Court. The rate is \$0.40 for each \$100 of consideration or value, or fraction thereof, when the consideration or value of the interest, whichever is greater, equals or exceeds \$100.

Initial Registration Fee on Vehicles

What is the 1% non-refundable, initial, one-time Registration Fee?

- The 1% NVTa initial, one-time registration fee must be charged and collected on any vehicle registered with the DMV and normally garaged in any county (including the towns therein) or city that is embraced by the NVTa. This registration fee applies to any vehicle that is purchased and normally garaged within one of the localities embraced by the NVTa (regardless of where the vehicle is actually purchased). It also applies to vehicles that are moved into an NVTa locality for the first time (this could be a move-in from another Virginia locality, or a move-in from another state). Vehicles that are moved between NVTa localities (example, the normal garage location of a car moves from Arlington to Alexandria) are not subject to the 1% fee. Vehicles that move into the NVTa area from the Hampton Roads area are still subject to NVTa's 1% fee.
- This fee is applicable on all vehicles (including motorcycles and trailers) subject to state registration fees. The fee shall be imposed at a rate of 1% of the value of the vehicle at the time the vehicle is first registered in such county (town) or city by the owner of the vehicle.
- The value of the vehicle shall be determined on the same basis as is or would be used to determine the basis for the state motor vehicle sales and use tax as set forth in Chapter 24 (Section 58.1-2400 et seq.) of Title 58.1.
- The fee authorized by this section shall be assessed at the time the vehicle is first registered and shall be imposed only once, so long as the ownership of the vehicle upon which they are imposed remains unchanged. The vehicle is applicable per each vehicle registered.

Are there any exceptions to the 1% NVTa Registration Fee?

- The fee authorized by this section shall not be imposed upon (i) vehicles registered prior to January 1, 2008 unless the ownership of the vehicle changes on or after January 1, 2008; (ii) vehicles registered under the International Registration Plan developed by International Registration Plan, Inc.; and (iii) any vehicle for which the sole basis for imposing the fee would be a change in the ownership of the vehicle due to (a) a gift to the spouse, son, or daughter of the transferor, (b) a

transfer to a spouse, heir under the will, or heir at law by intestate succession as a result of the death of the owner of the vehicle, or (c) the addition or removal of a spouse.

- Auto Dealer sales made prior to January 1st are considered to be legally registered at the time temporary plates are issued upon the sale. If this takes place prior to January 1, 2008, the vehicle sale is not subject to NVTa's 1% registration fee, even if the DMV system is updated after January 1st. The legal requirement is that temporary plates be issued prior to January 1st. For any sales after January 1st, the NVTa fee must be paid at the time of registration. Casual sales between private parties are subject to the 1% registration fee if the registration occurs after January 1, 2008, regardless of when the sale was made, pursuant to Va. Code, Section 46.2-755.2.

Are Trailers and Motorcycles exempt from the 1% registration fee?

- Beginning January 1st, the initial 1% registration fee is to be collected at the time of registration for motorcycles and trailers, the same as would be done for all other vehicles. The NVTa tax (Va. Code, Section 46.2-755.2) applies to all *vehicles* otherwise "subject to state registration fees." Per Va. Code, Section 46.2, Chapter 6, Articles 1 - 7, motorcycles are taxable. Trailers are also clearly subject to state registration fees, and are thus also subject to NVTa's registration fee. Va. Code, Section 46.2-755.2 authorizes the NVTa to tax "*vehicles*", not just "*motor vehicles*." Based on this, the NVTa tax also applies to the registration of trailers. For example, Va. Code, Section 46.2-100 specifically defines trailers as a "*vehicle* without motive power designed for carrying property or passengers..."
- See also the State Guidelines provided by DMV~
http://www.hb3202.virginia.gov/pdf/Initial_Registration_Fee_Procedures.pdf

Auto Repair Sales on Labor Services

Are Safety Inspections and Emission Inspections subject to the 5% Sales Tax?

- Although vehicle inspection services are generally subject to NVTa's 5% Labor Auto Repair Sales Tax, there is an express exception for Safety Inspections and Emission Inspections. The NVTa's 5% labor sales tax does not apply to Safety Inspections or to Emission Inspections.
- However, any repair services that may be required in order for a vehicle to pass inspection are subject to the 5% Labor Sales Tax on Auto Repairs.

Is General Maintenance included in definition of Auto Repair?

- Auto repairs include general maintenance requirements, such as oil changes. See the Department of Taxation's Administration Guidelines for more details-
http://www.hb3202.virginia.gov/pdf/Motor_Vehicle_Repair_Guidelines_Rules.pdf

Are repairs under maintenance contracts and warranty plans subject to this tax?

- Repair services performed under maintenance contracts and warranty plans are not subject to the Repair Tax. See the state guidelines at www.hb3202.virginia.gov

Are there any transitional rules for repairs completed or contracted prior to January 1, 2008?

- In accordance with state transitional rules, repair work that was performed prior to January 1, 2008, or where services were contractually obligated prior to January 1, 2008 at a fixed price (such as by insurance agreement) are not subject to the 5% Labor Sales Tax on Auto Repairs, even if payment occurs after January 1st.

I-95/I-395 Transit/TDM Study

**Project Briefing
January 2008**

www.drpt.virginia.gov



Study Background

- I-95/I-395 HOT Lanes project scope includes:
 - 3,000 new park and ride spaces in the corridor
 - 33 new entry/exit ramp facilities
 - Bus Rapid Transit in-line station at Lorton
 - 28 mile extension of the existing HOV lanes
- Transit/Transportation Demand Management (TDM) Study conducted by DRPT with the Technical Advisory Committee to recommend improvements above and beyond the HOT Lanes scope

Study Background

- Funding for improvements:
 - Flour/Transurban contribution - \$195 million
 - Farebox revenues
 - Federal discretionary funds
- Revenue dedicated to Transit/TDM improvements is subject to final negotiation by VDOT and Fluor / Transurban and allocation by the CTB
- Study recommendation will be used to update the January 2008 MWCOG CLRP

Existing Services in Corridor

- Existing Transit Services (Peak Hour/One Direction)

- Bus Service:

- 90+ buses per hour operating in the northern portion of the corridor
 - 12 buses per hour operating in the southern portion of the corridor

- Rail Service:

- 10 Metrorail trains per hour
 - 2 Virginia Railway Express (VRE) trains per hour
 - 1 Amtrak train per hour

- Existing TDM Programs and Services

- 500 Vanpools (10,000 daily passenger trips)
 - 21 Park-and-Ride Lots
 - 19 Slug Locations
 - 5 Rideshare/Employer Services Programs
 - VanStart/VanSave

Framework for Analysis

- Over 60 Alternatives suggested by the Technical Advisory Committee and the study team for testing
- Alternatives combined into three tiers of investment for evaluation
 - Low - \$250 million
 - Medium - \$500 million
 - High – Unconstrained
- Methodology for Evaluating Alternatives
 - Public and Stakeholder Input
 - Market analysis survey (3,300 respondents)
 - Current and forecast travel demand in the study area
 - Park and ride needs analysis
 - Professional judgment of Technical Advisory Committee

Fiscally-Constrained Alternative Investment Strategy

Reasonably Available Funding

- **Funding Assumptions (2010 dollars):**

- \$195 million HOT lanes lump sum
- \$ 40 million in Federal (U.S.DOT discretionary funding)
- \$ 63 million in farebox recovery

\$298 million TOTAL

- Farebox recovery figure is derived from the actual services proposed

Fiscally-Constrained Alternative Recommendation

\$137 million (Capital) / \$161 million (Operating – 20 yrs)

- Service Modifications
 - Bus frequency increases
 - Bus service extensions
 - Increase VRE train length on 3 trains to eight cars, and four trains to six cars.
- New Services
 - Shirlington to Rosslyn
 - Central Prince William to Downtown Alexandria
 - Kingstowne to Shirlington to Pentagon
 - Woodbridge to Lorton/Tyson's to Merrifield
 - Lake Ridge to Seminary Road Area
 - Fredericksburg to Pentagon/Crystal City
 - Fredericksburg to Washington, DC
 - Massaponax to Washington, DC
 - Lorton VRE Station to EPG/Ft. Belvoir (new shuttle)

Fiscally-Constrained Alternative Recommendation

- Facility Improvements
 - New and Improved Transit Centers:
 - Pentagon Metrorail station
 - Franconia-Springfield Metrorail station
 - Massaponax Transit Center
 - Four in-line BRT stations along HOT lane corridor
 - VRE Fredericksburg Line platform extensions - 4 stations
 - Increased overnight parking for VRE trains in Fredericksburg
 - Additional 3,750 park-and-ride spaces
- Enhanced and New TDM Programs
 - Capital assistance for vanpools
 - Enhanced Guaranteed Ride Home program
 - Financial incentives for vanpools and carpools
 - Rideshare program operational support
 - TDM program marketing support
 - Telework program assistance

2007 Submission VS. 2008 Submission

Key Differences

- Greater level of facility improvements recommended in the TAC's Refined Alternative provides less revenue for operating than in 2007 CLRP submission
- Farebox recovery figure is derived from the actual services proposed

2007 Submission VS. 2008 Submission

2007

\$390m (2010 \$)

Capital (\$76m):

\$64 Buses

\$12 Facilities

Operating (\$314m):

\$314 (40 years)

2008

\$298m (2010 \$)

Capital (\$137m):

\$35 Buses

\$13 Rail Cars

\$52 Facilities

\$37 Park-and-Ride

Operating (\$161m):

\$141 Transit Service

\$ 20 TDM Programs
(20 years)

2007 Submission VS. 2008 Submission

2007

184 Buses for service modifications and new routes

Facilities

1 Bus maintenance facility expansion for 54 buses

2008

76 Buses for service modifications and new routes

6 Rail Cars

Facilities

4 BRT stations

4 VRE station platform extensions and overnight storage

3 New/Improved Transit Centers

Park-and-Ride

3,750 Park-and-Ride spaces

TDM

9 Program enhancements or new programs

Snapshot of Bus Service

Year	Existing Service Annual Service Hours	Increase in Annual Service Hours (Current 2006 CLRP compared to Existing Service)	Increase in Annual Service Hours (2007 CLRP compared to 2006 CLRP)	Increase in Annual Service Hours (Transit/TDM Study compared to 2006 CLRP)
2006	356,000	---	--	---
2010	--	11%	10%	10%
2020	--	42%	16%	19%
2030	--	51%	16%	18%

Next Steps

- January – February 2008
 - Revised CLRP Submission
 - Final Report for Study
 - Identify funding and approach for advancing environmental and preliminary engineering work on fixed facilities
 - Identify funding and approach for developing a refined service plan for service modifications, new services and TDM program elements



Virginia Department of Rail and Public Transportation

The Smartest Distance Between Two Points



www.drpt.virginia.gov

Snapshot of 2030 Bus Service

2030 Buses Per Hour (AM Peak – Northbound)

Screen Line	Existing Service	Current CLRP	Transit/TDM Study
Glebe Road	127/hour	141/hour (11% increase)	157/hour (24% increase)
Beltway	40/hour	66/hour (65% increase)	80/hour (100% increase)
North Stafford	17/hour	33/hour (94% increase)	34/hour (100% increase)

Fiscally-Constrained Alternative Investment Strategy

- Prioritize and phase the proposed improvements
 - Productivity and rapid impact
 - Ease of implementation
 - Long-term regional network effects
- Identify and leverage all reasonably available funding sources for the proposed improvements
- Protect and respect currently planned and programmed transit improvements and associated funding sources
- Identify services and facilities that require further design work

I-95/395 HOV/Bus/HOT Lanes Project

*Project Briefing for NVTA
January 10, 2008*

Project at a glance

- Two existing HOV lanes to three lanes; increasing capacity by 50%
- Northern section completed in 2010; Southern section follows
- Excess revenue to fund transit improvements
- Key processes: Federal environmental review (NEPA), regional air quality analysis (CLRP), definition of scope



Daily reality for travelers on I-95/395

2nd worst commute in the U.S.

**Average daily commute
of up to 45 minutes each way**

**HOV/Bus lanes designed to serve
DC destinations, not Virginia**

**Significant violation rate on
existing HOV lanes**

**Few public funds currently
allocated for improvements**

**90% of travelers fear conditions
will only get worse**







**Nearly two-thirds of travelers
say addressing congestion is
“top priority”**

**Majority say congestion is
impacting quality of life**

**Two-thirds say addressing
congestion critical to sustaining
economy, protecting home
values**

**60% of travelers
on I-95/395 and two-thirds of
rail/bus users support HOT
lanes if some of the toll revenue
goes to improve public
transportation, such as more
buses and Park & Rides**

Progress in addressing priority issues

	Physical & operational aspects
	Maintaining free-flowing conditions for all users
	Transit in the corridor
	Coordination with BRAC, 14 th Street Bridge
	Transportation management planning
	Community engagement

Physical and operational aspects

Toll gantries / emergency pull-off bays



Enforcement bays promote safety for drivers and law enforcement officers and minimize “rubber necking”

Emergency pull-off / enforcement bays



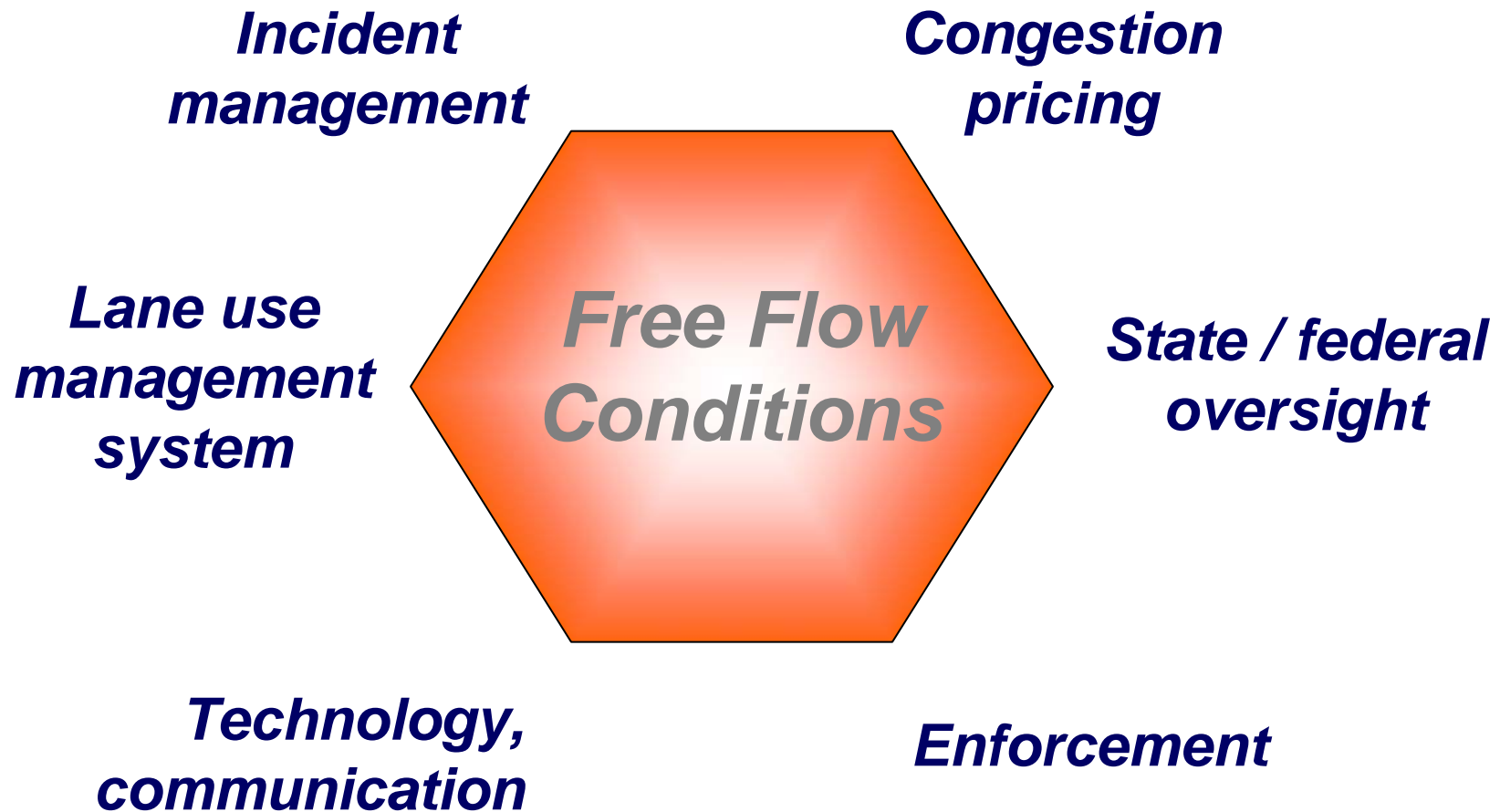
Enforcement bays will be located at approximately 21 locations along the northern section of the project - including 6 inside the Beltway

Lane use management system



Maintaining free-flowing conditions for all users

Maintaining free-flowing conditions for buses, carpools and customers

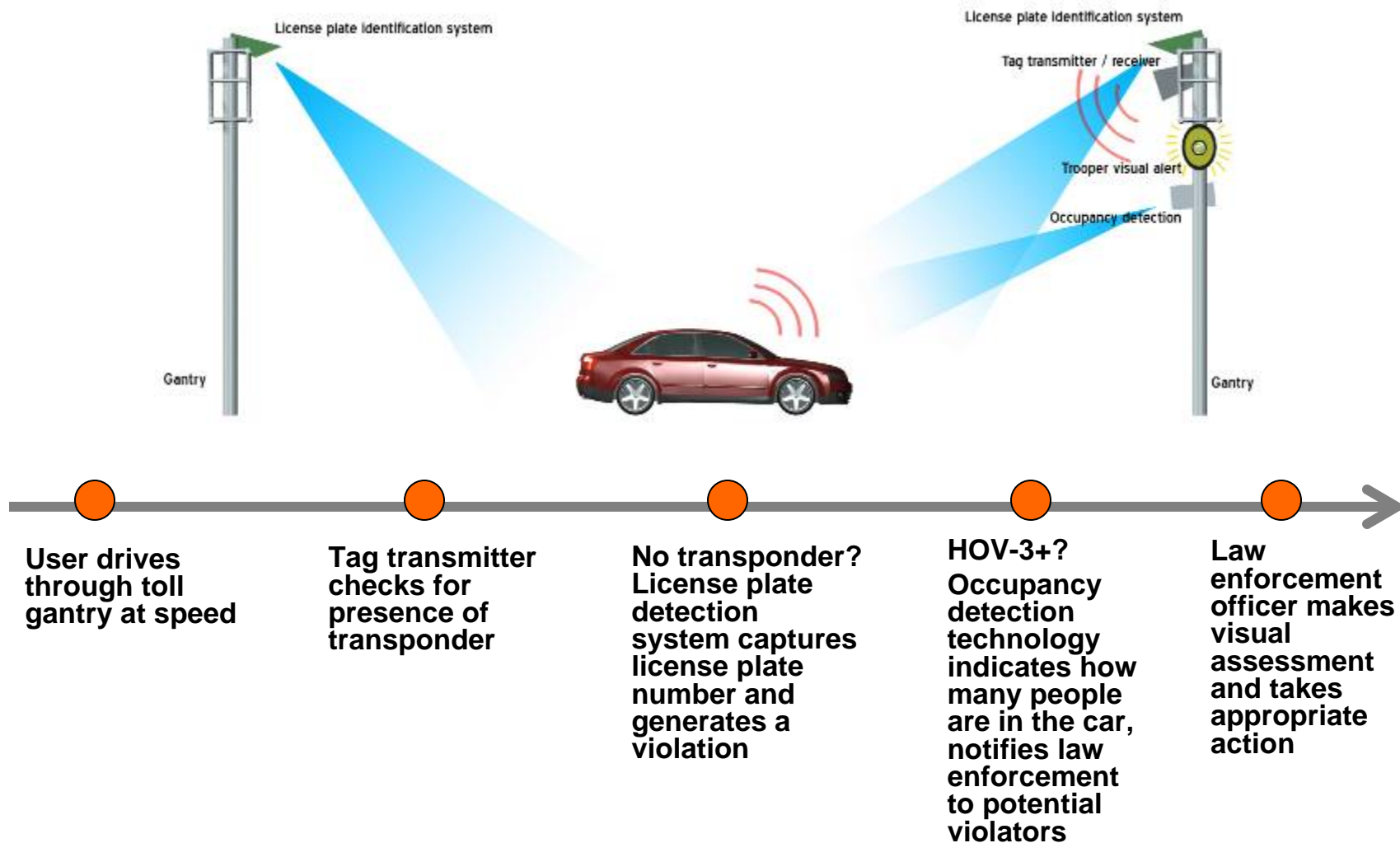


Transponders: best defense against violators

- Proposed all-transponder system is effective strategy to keep violators out of the HOV/HOT Lanes
- All users on HOT Lanes must have E-ZPass OR new switchable transponder
- Switchable transponder allows users to conveniently switch between carpool and toll-paying option
- Compatible with E-ZPass – Switchable transponder may be used as an E-ZPass to pay tolls on other toll roads, but HOV option only applies to HOT Lanes
- Market research, currently underway, is shaping distribution and customer education plans to ensure convenience for carpools and toll-paying customers
- Commonwealth must approve all plans



How it will work



Looking ahead to construction:

VDOT Regional Transportation Management Plan

- VDOT managed regional effort
- Operational Summer 2008; approximately \$59 million program
- Will pull most effective strategies from Springfield Interchange, Woodrow Wilson Bridge
- Aimed at keeping region, businesses, commuters, shoppers and employers informed and moving with minimal disruption
- Includes:
 - Aggressive public outreach program
 - Employer assistance – rideshare and telework programs
 - Dedicated safety service patrols
 - Traffic signal timing plans
 - Increased traffic cameras
 - Coordination with state police, fire and rescue
 - Commuter information storefronts
- Delivered in coordination with DRPT, FHWA and local jurisdictions ¹³

Community engagement

Community outreach & education underway



- Continued coordination with key stakeholders
- Launched project Website
 - More than 100,000 unique visitors since June 2007
- Briefings to community groups throughout the corridor
 - Chambers of commerce
 - Homeowners associations
 - Rotary clubs
 - Civic organizations
- Slugger coffee series
- Focus groups and quantitative surveys
- Response to community inquiries and concerns

Continued Opportunities for Community Input/Engagement

Citizens information meetings	Formal opportunity for public to receive information on proposed improvements	Completed July 2007
Ongoing community briefings	Presentations to community groups, HOAs, civic associations and businesses to provide information on project	Ongoing <i>Contact project to schedule</i>
VDOT public hearing	Formal opportunity for public to provide input into project scope, comment on project impacts	1 st Quarter 2008
NVTC/PRTC/NVTA review and comment – transportation management plan	Presentation of detailed program aimed at keeping public safe and informed during construction; opportunity for feedback.	Mid 2008
NVTC/PRTC/NVTA review and comment – incident response plan	Presentation of incident management plan; opportunity for feedback.	Mid 2008
Formal design public hearing	Provides opportunity for public to view detailed designs and provide input to shape final design	4 th Quarter 2008
Ongoing input on project operational planning	Focus groups and in-depth interviews to help shape project operations plans, such as signage	Throughout 2009

HOT Lanes can deliver relief, new choices by 2010

Nearly \$1 billion private funding for transportation improvements

36 miles of new highway lane to increase capacity

New entry & exit points in Virginia

Excess revenue to fund public transit improvements

Design improvements to address existing bottlenecks

Enhanced enforcement

Congestion relief for all travelers

Travel time savings

New or improved transit and HOV access to key Virginia employment centers – Tysons, Fort Belvoir, Shirlington

Increased bus service, in-line stations and Park & Rides to support BRT service in the corridor

New travel choice for SOV travelers

Back-up option for HOV, transit

Reduced violation rate to less than 5 percent

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

MEMORANDUM

TO: Christopher Zimmerman, Chairman
Northern Virginia Transportation Authority

Members
Northern Virginia Transportation Authority

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

SUBJECT: Job Descriptions for NVTa Chief Financial Officer and Administrative Assistant
(Agenda Item 8.A.)

DATE: January 7, 2008

The next NVTa staff members to be recruited are a Chief Financial Officer (CFO) and an Administrative Assistant (AA). NVTa's Executive Director – Elect John Mason has reviewed the Chief Financial Officer job description approved by the NVTa on December 6, 2007. He has reformatted it to group the functions of the position into logical categories. This job description will be reviewed with the local human resources professionals prior to posting.

In addition, Executive Director – Elect Mason has prepared a job description for an Administrative Assistant.

Both job descriptions are attached for the Authority's information. Both positions are included in the Estimate of Start-up Costs approved by the NVTa on July 12, 2007.

Executive Director – Elect Mason, Jurisdiction and Agency Coordinating Committee members, Financial Working Group members, and I will be available at the January 10, 2008, NVTa meeting to answer questions.

Cc: Members, NVTa Jurisdiction and Agency Committee
Members, NVTa Working Groups
Members, NVTa Council of Counsels
John Mason, Executive Director

NORTHERN VIRGINIA TRANSPORTATION AUTHORITY

POSITION TITLE: Chief Financial Officer

REPORTS TO: Executive Director

BACKGROUND:

The Northern Virginia Transportation Authority (NVTA) is a regional transportation authority established by the General Assembly in 2002. In 2007, the General Assembly passed legislation authorizing that certain taxes and fees may be levied in Northern Virginia jurisdictions¹ for the funding of transportation improvements in the heavily congested region of Northern Virginia. Once fully implemented, the Authority will be responsible for allocating more than \$300 million in revenue per year.

At least for the first two years, it is envisioned that the Authority will have a small office staff, consisting of an executive director, a chief financial officer, a transportation planner (planning, programming and oversight of jurisdictional implementation), an accountant and an administrative assistant who will also serve as executive assistant to the executive director and office manager.

A key member of the Authority's management team, the chief financial officer (CFO) is responsible for organizing, managing and reporting all the Authority's financial activities, overseeing the day-to-day operations of its financial activities, coordinating financial activities with member jurisdictions and outside agencies, and providing complex and reliable financial data and administrative support to the executive director and the members of the Authority.

SPECIFIC RESPONSIBILITIES:

- a. Development, management and oversight of Authority budget
- b. Management of Authority's revenue stream, accounts receivable and accounts payable
- c. Oversight of Authority's programming of funds
- d. Development and management of Authority's investment program
- e. Development and management of Authority's bond/debt program
- f. Oversight of Authority's retirement system
- g. Responsibility for Authority compliance with generally accepted accounting principles
- h. Coordination of auditing requirements
- i. Drafting of financial policies and procedures
- j. Staff liaison to Authority Financial Committee.

¹ Northern Virginia jurisdictions are the counties of Arlington, Fairfax, Loudoun and Prince William; and the cities of Alexandria, Fairfax, Falls Church, Manassas and Manassas Park.

PREFERRED CHARACTERISTICS:

- Self-starter comfortable working with considerable responsibility with minimal supervision
- Professional demeanor that “presents well” to public officials (elected and appointed)
- Accustomed to working with multiple agencies and engendering a cooperative relationship
- Ability to brief and speak to elected and appointed officials and the general public in an easily understood manner
- Ability to prepare briefings, charts and information papers readily understood by the general public.

QUALIFICATIONS:

- Master’s degree preferred in business administration, public policy, finance, or a related field with at least five (5) years of progressively responsible, directly related experience (see below). Alternatively, a bachelor’s degree with a combination of education and experience equivalent to a master’s degree. CPA and Government Finance Officer (CFOA) certifications are helpful, but not required.
- Demonstrated knowledge/experience:
 - ✓ of the principles and practices related to public financial systems
 - ✓ of state and federal laws, rules and regulations and practices concerning the financing of transportation projects
 - ✓ managing multiple taxes and fees collected from a variety of sources, including a combination of governmental entities and private sources
 - ✓ of budget development and execution in the public sector
 - ✓ in planning and executing a sophisticated debt management program, including the planning, execution and monitoring of a substantial debt portfolio
 - ✓ in evaluating the effectiveness and efficiency of various financial management applications and alternative systems
 - ✓ in supervising and motivating a small staff.
- Knowledge of
 - ✓ financial planning
 - ✓ financial analysis
 - ✓ financial forecasting/projecting
 - ✓ complex project financing structures
 - ✓ cost accounting principles and automated accounting environments related to finance and accounting
 - ✓ state and federal laws regulating treasury, cash, investment debt and banking management
 - ✓ federal and state laws with respect to monetary investment
 - ✓ state defined local budget laws and requirements
 - ✓ annual audit and financial reporting requirements
 - ✓ relevant software.
- Ability to
 - ✓ define goals and develop plans/mechanisms to achieve them
 - ✓ establish and maintain effective working relationships with peers and colleagues
 - ✓ exercise effective time management, balance multiple priorities and consistently meet time lines and due dates.

- ✓ develop, implement and monitor internal controls
- ✓ use and apply relevant software programs.

WORK ENVIRONMENT:

Work will typically be performed in a quiet, office environment. Support to Authority (and potentially, committee) meetings will be in a public meeting environment that may be crowded and sometimes noisy.

NORTHERN VIRGINIA TRANSPORTATION AUTHORITY

POSITION TITLE: Administrative Assistant

REPORTS TO: Executive Director

BACKGROUND:

The Northern Virginia Transportation Authority (NVTA) is a regional transportation authority established by the General Assembly in 2002. In 2007, the General Assembly passed legislation authorizing that certain taxes and fees may be levied in Northern Virginia jurisdictions² for the funding of transportation improvements in the heavily congested region of Northern Virginia. Once fully implemented, the Authority will be responsible for allocating more than \$300 million in revenue per year.

At least for the first two years, it is envisioned that the Authority will have a small office staff, consisting of an executive director, a chief financial officer, a transportation planner (planning, programming and oversight of jurisdictional implementation), an accountant and an administrative assistant who will also serve as executive assistant to the executive director and office manager. This position will support the entire staff with the normal spectrum of administrative support. It is assumed that most staff members will draft their own material, however they may need assistance in formatting, graphics, and presentational media.

SPECIFIC RESPONSIBILITIES:

- a. Secretary to the Authority
 - a. Prepare for, and support execution of, Authority meetings, to include preparations for periodic meetings, collating materials for members' packages, duplicating and distributing complete packages to members; providing sign-up sheet for meeting attendees; arranging meeting facilities; recording minutes (draft and final)
 - b. Maintain attendance records for all Authority members
 - c. Assist in liaison with Authority members
 - d. Prepare routine correspondence for members (usually the chairman)
 - e. Compose and prepare resolutions for the Authority
 - f. Prepare and coordinate special or ceremonial events for Authority
- b. Administrative assistant to staff
 - a. Coordinate office facilities, to include furniture, computer and telephone service, administrative materials, liaison with building management, purchasing and maintaining office equipment
 - b. Coordinate office maintenance and cleaning
 - c. Purchase and maintain equipment and office supplies
 - d. Coordinate meeting facilities for Authority, committees and staff as required
 - e. Function as NVTA human resources coordinator (pay, benefits, etc.)
 - f. Maintain NVTA files (both electronic and paper)
 - g. Coordinate mail requirements and service

² Northern Virginia jurisdictions are the counties of Arlington, Fairfax, Loudoun and Prince William; and the cities of Alexandria, Fairfax, Falls Church, Manassas and Manassas Park.

- h. Support staff with unique computer programs, graphics requirements and reproduction
 - i. Receive visitors and direct them to appropriate staff
 - j. Provide general information to callers and visitors
 - k. Coordinate expense reimbursements for staff.
- c. Executive assistant to executive director
 - a. Coordinate executive director's calendar/appointments
 - b. Coordinate meeting arrangements for executive director.

PREFERRED CHARACTERISTICS:

- Professional office demeanor that causes Authority members, staff and visitors feel welcome to office (in person or telephonically)
- Ability to respond flexibly to a small staff with significant demands on their time
- Understanding that nature of position requires some evening work (e.g.. Authority meetings)
- Personality that works well with elected and senior appointed officials
- Ability to draft concise, readable meeting minutes and notes (employing correct grammar and spelling)
- Ability to express oneself orally in a coherent, clear and understandable manner.

QUALIFICATIONS:

- College, community college or specialized administrative course background is helpful
- Relevant experience as an office manager
- Relevant experience as an administrative assistant is essential
- Experience as an executive assistant is helpful
- Experience in a public sector environment is helpful
- Experience in drafting administrative materials is helpful
- Experience as a jurisdictional clerk and/or clerk to a board/commission is helpful
- Knowledge of English grammar and spelling is essential
- Ability to organize and perform work independently necessary
- Strong skills in the use of selected software programs, e.g., Word, Excel, PowerPoint, ??? is essential
- Experience in preparing PowerPoint presentations is helpful.

WORK ENVIRONMENT:

Work will typically be performed in a quiet, office environment. Support to Authority (and potentially, committee) meetings will be in a public meeting environment that may be crowded and sometimes noisy.

8.B.

Jurisdiction and Agency Coordinating Committee Northern Virginia Transportation Authority

MEMORANDUM

TO: Christopher Zimmerman, Chairman
Northern Virginia Transportation Authority

Members
Northern Virginia Transportation Authority

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

SUBJECT: TPB Action on FAMPO Request for Allocation of Transit Funds (Item 8.B.)

DATE: January 7, 2008

In August 2005, the Fredericksburg Area Metropolitan Planning Organization (FAMPO) wrote to the Transportation Planning Board (TPB) seeking changes to the allocation of Federal Transit Administration Section 5307 formula funds received by the Washington urbanized area (UZA). In summary, these two changes were:

- An allocation of the portion of 5307 funds that the region receives based on population and population density factors.
- An allocation of the portion of 5307 funds that the region receives based on bus service related earnings that bus service in North Stafford will soon generate.

In addition, as part of TPB's triennial review, released in March 2006, the Federal Highway Administration and Federal Transit Administration included a recommendation that TPB resolve these outstanding allocation issues with FAMPO within six months.

After significant discussion, including input from the NVTa, TPB approved the attached letter on December 19, 2007. The letter acknowledges the FTA/FHWA guidance suggesting that FAMPO could submit project requests for consideration in the TPB's Transportation Improvement Program (TIP)/Constrained Long Range Plan (CLRP); however, it also notes that there are several factors that TPB will consider, including the fact that WMATA jurisdictions are subsidizing riders from the FAMPO area, and the federal funds FAMPO is seeking have already been pledged to projects.

A copy of TPB's letter is attached. Jurisdiction and Agency Coordinating Committee members, and I will be available at the January 10, 2008, NVTa meeting to answer questions.

Cc: Members, NVTa Jurisdiction and Agency Committee
Members, NVTa Working Groups
Members, Council of Counsels
John Mason, Executive Director

National Capital Region Transportation Planning Board

777 North Capitol Street, N.E, Suite 300, Washington, D.C. 20002-4290, (202) 962-3310 Fax: (202) 962-3202

December 19, 2007

Honorable Matthew Kelly
Chairman
Fredericksburg Area
Metropolitan Planning Organization
P.O. Box 863
Fredericksburg, VA 22404

RE: Allocation and Sharing of Federal Transit Administration (FTA) Section 5307
Funds for the Washington Urbanized Area

Dear Chairman Kelly:

At its September 20, 2006 meeting, the National Capital Region Transportation Planning Board (TPB) received copies of five resolutions adopted on September 18, 2006 by the FAMPO Policy Committee stating FAMPO policies with respect to the allocation of federal Section 5307 formula transit funds for the Washington urbanized area. In this letter the TPB addresses the FAMPO policy statements in each of these resolutions, and outlines its responses and recommendations on each of the topics addressed in the resolutions.

Over the past several months, TPB staff has reviewed the current procedures for allocating FTA Section 5307 formula funds within the Washington urbanized area, and has consulted with senior staff at FAMPO and other organizations potentially affected by the programming of the funds, including the Washington Metropolitan Area Transit Authority (WMATA), the Potomac and Rappahannock Transportation Commission (PRTC), the Northern Virginia Transportation Commission (NVTC), the Northern Virginia Transportation Authority (NVTA), the Virginia Department of Rail and Public Transportation (VDRPT), and the District of Columbia, Maryland, and Virginia Departments of Transportation. At its November 2 and December 7, 2007 meetings, the TPB Technical Committee was briefed on the current procedures for allocating FTA Section 5307 funds in the Washington urbanized area, the FAMPO policy statements, and proposed procedures for the allocation and sharing of these funds in the future. At its December 19, 2007 meeting, the TPB was briefed on these current procedures and the FAMPO policy statements, and approved sending this letter to FAMPO for its consideration and further discussion.

Regarding FAMPO Resolution FY 06-32b on VRE generated funds, the TPB is in agreement with FAMPO's policy position, which conforms to current practice for allocating Section 5307 and Section 5309 FTA formula funds to VRE. The TPB believes that this practice is working well and should continue.

FAMPO Resolution FY 06-32c addresses Section 5307 funds which are apportioned among small urbanized areas in the Commonwealth of Virginia by the Virginia Department of Rail and Public Transportation (VDRPT). These small urbanized area funds are in a separate category from the Section 5307 funds apportioned by the FTA formula for the Washington urbanized area, and the TPB does not intend to take any position on the apportionment of these small urbanized area funds.

Regarding FAMPO Resolution FY 06-32d with respect to the designation of urbanized areas as a result of the 2010 Census, the TPB acknowledges FAMPO's belief that the Washington and Fredericksburg urbanized areas should remain separate following the 2010 Census, with the boundary on the Prince William/Stafford County line. The TPB would be willing to discuss this question once the 2010 census results are available, but does not intend to take a position at this time.

Regarding FAMPO Resolutions FY 06-32a and FY 06-32e on the portions of FTA Section 5307 funds for the Washington urbanized area that are based on population, population density, and bus service factors, the TPB notes that FAMPO received the following guidance from the FHWA and FTA in an August 9, 2004 letter to Mr. Henry Connors, Jr., Chairman of FAMPO:

"TPB, along with the FTA designated recipients in the Washington D.C. urbanized area determine how Federal transit funds are spent in that urbanized area, which encompasses northern Stafford County. Therefore, FAMPO may wish to participate in the TPB planning process, as projects and programs serving the needs of northern Stafford County are eligible for a portion of the Federal funds apportioned to the Washington D.C. urbanized area."

Should FAMPO wish to participate in the TPB planning and programming process to identify transportation projects that are eligible for the 5307 funds, there are a number of considerations with respect to current funding commitments that should be kept in mind.

First, the bus service and related ridership in North Stafford contributes to the Washington urbanized area Section 5307 apportionment only if the north Stafford service and ridership statistics are reported as part of the National Transit Database (NTD) clearly identified as Washington D.C. urbanized area statistics, which did not happen in 2005. Consequently, the FY 2007 apportionment of Section 5307 funds does not account for the existence of bus service in north Stafford, an omission that has been brought to the Fredericksburg Regional Transit System's (FRED) attention. Correct reporting of these statistics in the future will make it possible to quantify the north Stafford County contribution to the Washington urbanized area Section 5307 apportionment.

Second, the 2006 Update to Constrained Long Range Plan (CLRP) Financial Plan for the Washington region brought the region's jurisdictions together to address funding sources for highway and transit needs, including the use of 5307 funds for transit capital improvement priorities. One current commitment of 5307 funding reflected in the 2006 CLRP update is specified in WMATA Board resolution #2000-08, adopted on January 27, 2000. This resolution states that in order to support WMATA's ability to finance projects under a TIFIA loan guarantee, "transit systems shall receive funds only if WMATA, as the designated recipient, has allocated to them Section 5307 funds directly attributable to their transit operations in the Washington urbanized area as of January 1, 2000." Any changes to the allocation of those funds would require a negotiated agreement between the region's jurisdictions. (The terms of this TIFIA loan guarantee were approved by the Federal Transit Administration (FTA), and the loan guarantee used for railcar rehabilitation is still required until the current program ends in 2010.)

Finally, I would like to bring to your attention a point made by several TPB member jurisdictions during the development of this letter. WMATA provides service to many passengers who reside outside of the WMATA Compact jurisdictions, and Compact members pay the local subsidy for operating and capital expenses generated by those passengers. Any decrease in the federal capital funds available to WMATA would require an increase in capital contributions from the local Compact jurisdictions. In 2007, residents of the FAMPO region made approximately 3,900 trips daily on Metrorail. WMATA estimates that Compact jurisdictions are currently paying approximately \$600,000 annually to subsidize the fares of FAMPO region riders.

The TPB looks forward to receiving comments from FAMPO on these recommendations on the allocation and sharing of FTA Section 5307 funds for the Washington urbanized area. Please contact Ronald Kirby, staff director for the TPB, at (202) 962-3310 if you have any questions regarding this proposal.

Sincerely,

A handwritten signature in black ink, appearing to read "Cathy Hudgins", written in a cursive style.

Catherine Hudgins
Chair, National Capital Region
Transportation Planning Board

8.C.

Jurisdiction and Agency Coordinating Committee Northern Virginia Transportation Authority

MEMORANDUM

TO: Christopher Zimmerman, Chairman
Northern Virginia Transportation Authority

Members
Northern Virginia Transportation Authority

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

SUBJECT: 2007 Constrained Long Range Plan (CLRP) and FY 2008-2013 Transportation Improvement Program (TIP) Project Submissions for Air Quality Conformity Assessment (Item 8.C.)

DATE: January 7, 2008

On May 16, 2007, the Transportation Planning Board (TPB) approved project submissions and the scope of work for the air quality conformity assessment for the 2007 CLRP and FY 2008-2013 TIP.

The major projects in Virginia are:

1. I-66 Spot Improvements Westbound, Inside the Beltway
2. I-95/I-395 HOT Lanes Project From Eads Street in Arlington County to Garrisonville Road (VA 610) in Stafford County
3. Potomac Yard Transitway - Alexandria Segment from Four Mile Run to Braddock Road Metro Station

Projects proposed for study in Virginia include:

- Manassas Battlefield Bypass
- VRE Expansion to Gainesville/Haymarket

The anticipated completion date and/or construction limits for various projects were updated to reflect current estimates/schedules/project scope, including the following:

- Changing the previously proposed alignment to the Tri-County Parkway to match the alignment selected by the Commonwealth Transportation Board.

Chairman Christopher Zimmerman
Members, Northern Virginia Transportation Authority
January 7, 2008
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Since then TPB staff have been working on the air quality conformity analysis for the TIP and CLRP using these inputs. The draft air quality conformity analysis and the TIP and CLRP documents were released for public comment on December 13, 2007, and discussed at the TPB meeting on December 19, 2007. As of January 4, 2008, TPB had received eight comments on the projects contained in the TIP and CLRP. All of the comments supported the I-95/395 HOT Lanes project.

TPB is scheduled to take final action on the 2007 CLRP and FY 2008-2013 TIP on January 16, 2008.

TPB has begun the process for the 2008 CLRP and FY 2009-2014 TIP. The process began earlier this year at the request of the Virginia and Maryland Departments of Transportation. VDOT is trying to better coordinate the TIP submissions from all of the regions around the Commonwealth. In doing so, VDOT is seeking to have TIP documents approved in July of each year, so that Federal approval can be received in September of each year. This will allow Federal funds to be available for transportation projects on October 1, 2008, (the beginning of the federal fiscal year), rather than several months later, as has been the experience recently. This change will allow projects to be implemented more quickly.

TPB's project submission deadline is January 11, 2008; however, Jurisdiction and Agency Coordinating Committee staff have been working with VDOT and TPB staff to submit advanced information on regionally significant projects included in NVTAs draft Six Year Program (FY 2008 to FY 2010). These projects have been summarized and reviewed with the TPB Technical Committee. Maryland is expecting to announce several additional projects on January 16, 2008. The District of Columbia and the Washington Metropolitan Area Transit Authority are not expected to add project to this TIP and CLRP.

Jurisdiction and Agency Coordinating Committee members and I will be available at the January 10, 2008, NVTAs meeting to answer questions.

Cc: Members, NVTAs Jurisdiction and Agency Coordinating Committee
John Mason, Executive Director

8.D.

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

MEMORANDUM

TO: Christopher Zimmerman, Chairman
Northern Virginia Transportation Authority

Members
Northern Virginia Transportation Authority

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

SUBJECT: Update on Regional Air Quality (Agenda Item 8.D.)

DATE: January 7, 2008

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

The US Environmental Protection Agency (EPA) designated the Metropolitan Washington region a nonattainment area for the National Ambient Air Quality Standards (NAAQS) for ground level Ozone and Particulate Matter 2.5 microns or less (PM_{2.5}). The deadline for the region to demonstrate attainment of both standards is 2010. The states in the metropolitan region and the District of Columbia (D.C.) are required to submit a State Implementation Plan (SIP) on how the standards will be attained by the deadline. The following is a summary of recent activities:

- On May 23, 2007, the Metropolitan Washington Area Quality Committee (MWAQC) approved an ozone SIP for the states and D. C. to submit to the EPA.
- This SIP establishes new mobile source emissions budgets for 2008, 2009 and 2010 to be used in transportation conformity analyses. These new budgets are lower than those included in an earlier one-hour ozone SIP. These new emissions budgets for transportation conformity become applicable once the EPA finds the emissions budgets adequate for use in conformity analysis. Such an adequacy finding was anticipated by the end of 2007, but has not yet been received. Transportation Planning Board (TPB) staff completed the conformity analysis for the 2007 Constrained Long Range Plan (CLRP) and FY 2008-2013 Transportation Improvement Program (TIP) and will use these new budgets. This analysis was released for public comment on December 13, 2007. As of January 4, 2008, no comments had been received. TPB is scheduled to act on the conformity analysis on January 16, 2008.
- A PM_{2.5} SIP is due by April 5, 2008. MWAQC is currently developing this SIP, and its proposed schedule projects holding a public hearing on the Draft SIP in February 2008 and MWAQC's approval of the final SIP in March 2008.

The Metropolitan Washington Council of Governments (COG) has established a Climate Change Steering Committee to review the amount of greenhouse gases (GHG), particularly carbon dioxide, generated by the region, and consider ways to reduce these emissions. The steering committee is currently engaged in discussions to understand the magnitude of the problem in this region and what actions the region could take to meet the challenge of reducing GHG in the future.

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As part of these deliberations at the steering committee, the current and estimated future GHG contributions from transportation sector have been estimated by the TPB. Contributions from the other non-transportation sectors are expected to be developed.

The steering committee has also received several briefings on the impacts of climate change and best practices for reducing GHG. The steering committee has been following several pieces of federal legislation intended to address GHG. In particular, the steering committee supported federal legislation to increase motor vehicle fuel efficiency standards. The steering committee is working to develop baseline emissions, future targets and strategies for achieving those targets.

JACC members and I will be available at the Authority meeting on January 10, 2008, to answer questions.

Cc: Members, NVTA Jurisdiction and Agency Coordinating Committee
John Mason, Executive Director