

REVISED – 01.21.14



NORTHERN VIRGINIA TRANSPORTATION AUTHORITY
The Authority for Transportation in Northern Virginia

AGENDA

Thursday, January 23, 2014

5:00 pm

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

Public Comment

[5:00 – 5:30 pm]

Annual Organizational Meeting

- I. Call to Order** Chairman Nohe
- II. Roll Call** Ms. Speer, Clerk
- III. Minutes of the December 12, 2013 Meeting**
*Recommended action: Approval [with abstentions
from those who were not present]*

Action Items

- IV. Election of Chairman and Vice Chairman** Chairman Bulova/Mayor Parrish
- V. Appointment of Towns' Representative** Chairman Nohe
- VI. Approval of Work Program and Meeting Schedule for Calendar Year 2014**
Ms. Backmon, Chair, JACC
Recommended action: Approval of 2014 calendar and work program
- VII. Approval of Resolution 14-07: Increase in FY 2014 PAYG Funding
Allocation to Loudoun County Route 28 Hot Spot Improvement Project**
Zimmerman Chair Zimmerman
Approval of Resolution 14-07, increasing PAYG Funding to Loudoun County
- VIII. Ratification of NVTA Employee Health Insurance Plan**
Mr. Mason, Interim Executive Director
Recommended action: Ratification of plan

IX. Approval of Transition of Working Groups

Mr. Mason, Interim Executive Director

Recommended action: Approval of plan

X. Approval of Future NVTA Office

Mr. Mason, Interim Executive Director

Recommended action: Approval of future location

XI. Recruitment of Executive Director

Mr. Mason, Interim Executive Director

Recommended action: Approval of plan

XII. Appointment of Executive Director Search Committee

Chairman Nohe

Information/Discussion Items

XIII. Legislative Update

Noelle Dominguez, Legislative Liaison

XIV. VDOT Update

Ms. Cuervo, District Administrator

XV. HB 2313 Funding Status

Mr. Longhi, CFO

XVI. Financing Status

Mr. Longhi, CFO

XVII. Operating Budget Report

Mr. Longhi, CFO

XVIII. Executive Director's Report

Mr. Mason, Interim Executive Director

Reports from Working Groups

[Briefed if requested]

XIX. Organizational Working Group – no report

XX. Financial Working Group

Chair Euille

XXI. Project Implementation Working Group

Chair Zimmerman

XXII. Public Outreach Working Group – no report

XXIII. Legal Working Group – no report

Adjournment

XXIV. Chairman's Comments

XXV. Adjournment

Correspondence

- A. NVTa letter on SuperNOVA Action Plan.
- B. NVTa response to Loudoun County question regarding the use of 30% funds for transit operating expenses.
- C. FY2020 Congestion Mitigation Air Quality (CMAQ) and Regional Surface Transportation Program (RSTP) Proposed Allocations.
- D. Comments on Draft Project Evaluation Framework for the VDOT Project Evaluation and Rating Study.

**Joint Meeting with Northern Virginia Regional Commission
and Northern Virginia Transportation Commission
February 6, 2014, 3 – 4pm
General Assembly Building (6th floor, Senate Leadership Conference Room,
Richmond Virginia**

Next Regular Meeting: February 20, 2014 – 5:30pm

3060 Williams Drive (Ste 510)
Fairfax, Virginia

**Northern Virginia Transportation Authority
3060 Williams Drive (Ste 510)
Fairfax, VA 22031
www.TheNovaAuthority.org**



NORTHERN VIRGINIA TRANSPORTATION AUTHORITY

The Authority for Transportation in Northern Virginia

MEETING MINUTES

Thursday, December 12, 2013

5:00 pm

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

Work Session

VDOT Project Selection Model (PSM)

Chairman Nohe welcomed everyone to the work session. He explained that, although not a formal alternate for Mr. Garczykinski, Ms. Fisher's experience is helpful in Mr. Garczykinski's absence. He invited Mr. Srikanth to explain the VDOT Project Selection Model.

Mr. Srikanth presented the VDOT Project Selection Model for the Evaluation and Rating of Significant Transportation Projects in NoVA. [Note: Presentation slides are incorporated into the record.] At the conclusion of his briefing, Mr. Srikanth recommended the Blended Rating method as the best approach to project selection weights.

Ms. Rishell noted that in the chart comparing the weighted results from the stakeholder meetings regarding the rating methods, the percentages did not add to 100. Mr. Srikanth responded that they would double check the numbers.

Following the briefing, a robust discussion ensued. Key points:

- Delegate Rust commented that he had questions about this study and VDOT gave him a telephone briefing and he feels like he understands now. He stated that he supports the method chosen.
- Chairman Nohe stated that in this work session, NVTA is looking for concurrence because final approval will come from CTB. Mr. Srikanth confirmed that this is correct.
- Mr. Zimmerman wondered if the amount of attention and effort that went into this analysis were simply focused on developing the model to do the actual rating and not unnecessarily screening the projects that would go into the rating. This is a rating exercise to get to a rating exercise. Meanwhile we have been collecting taxes since July. We should be planning projects; we should be moving ahead; we should be building things with the tax money we are collecting. We are going through an exercise only because of the unnecessary decision to filter what things go through the evaluations required. Instead of treating it as a minimum, it is being treated as a maximum. We have a backlog of over 200 projects. It would be simpler to get to a list of projects to be rated without going through all this and just doing the ones we need to do and focus on the actual rating and not have a whole public choice process figured out for selecting the ones we will then have to rate.

- Senator Ebbin stated he was confused by Mr. Zimmerman's comments because this is the rating process based on a process we have been going through. This is not a rating process for a rating process. All projects will go through and that is what has been developed.
- Mr. Zimmerman responded there is a requirement to do an evaluation of congestion and now we have to go through a whole exercise to decide what 25 or 30 projects are going to go through that exercise. That is what he is suggesting is unnecessary.
- Mrs. Cuervo responded that this is a screening process. Ultimately VDOT will do a high-level rating process and there will be an interim rating this summer, but there has to be a screening process to know whether a project meets the letter of the law and it is a number system that is a rating of sorts.
- Mr. Zimmerman replied that the law does not require VDOT to limit the number of projects evaluated. Mrs. Cuervo responded that the time does.
- Mr. Zimmerman suggested that if you build the model to do this, there is no reason that if you can do 30, you can't do 40 or 50 or 60. If the same amount of effort that has gone into this was put into the model itself and the work that is necessary, it would have been a lot easier and you could have just asked us which ones to put through. Since NVTA has done its own rating process, we have ratings we have been doing for years now, developing much the way that VDOT has now had to develop a new process. It is an unnecessary step that has been interjected that is making this more complicated and more time consuming and of questionable value when we could have much more easily moved projects through evaluation.
- Mayor Parrish commented that he did not agree; that we needed to do this. It is the model that now is set up that we can use for a long time. He added it also shows that we have looked, not just at the individual municipalities' recommendations, but we have taken them all and run them through the model. Mr. Zimmerman responded that that is what NVTA does with our own regional plan.
- Mayor Parrish responded this is much more thorough than what he understands NVTA did before. This is a necessary step to be part of the transparency that we are going to be scrutinized for and will show that we have done what we are supposed to do to pick the projects. Mayor Parrish stated this is a good exercise.
- Chairman York requested clarification that this is for the 70 percent money, not the 30 percent money. It was confirmed that that is correct.
- Mayor Parrish clarified that his point about the municipalities is that each municipality, his included, has a vested interest and this sorts it out, in his opinion. Mr. Zimmerman responded that this is why NVTA has a regional process and has also brought in outside national consultants to help design something to evaluate all those, so it was not just what individual municipalities wanted. So we ran that exercise; we have that data. We have been doing that. We are actually required by law to do it and so you [VDOT] are interjecting one more step before these two other ones and he does not see how that adds to transparency, quite the contrary. He added he does not see how it improves the quality of the outcome; it just slows things down some more and makes it more confusing for everybody.
- Mayor Foreman asked when the NVTA is going to accept the submissions for the next round of projects. Ms. Backmon responded that on the agenda tonight is for the Authority to approve the call for projects. Once the call for projects is approved, then

the Authority can start accepting projects, with a due date of January 31 of next year. That gives the Authority enough time to receive the projects, vet the projects, and have the Authority sign off on the projects that the Authority would like to advance forward prior to CTB action.

- Chairman Nohe clarified that counties, cities, towns and transit authorities submit projects to the NVTa and the NVTa will then present a package to VDOT. CTB will also have a list of projects. It will be the CTB and the NVTa that submit lists. Individual jurisdictions cannot submit projects to VDOT. Counties, cities, towns and transit agencies filter their requests through us [NVTa].
- Chairman Nohe added that counties, cities, towns will submit their lists and those lists will be filtered down through this process. As an Authority we can decide we don't like some things and may not pass everything on to VDOT.
- Mr. Zimmerman stated that NVTa has been running its own model and own system for this. Those projects that came out then went into our first year's funding. Going forward, do we throw all that out? We assumed we were then going to work on the next set of projects that were within that and put them forward. We knew there would be this requirement for this congestion evaluation on top of that, so projects go through that. Now we have another screening system. Are we going to do all of them? Means there are these multiple steps. Or do we abandon the NVTa process, which I don't think we legally can because I think we are actually legally required to do it. But, if we do that we are stepping away from the regional body that was set up to do this kind of thing and are handing it back to VDOT to do all the evaluation and funding of projects. He added that an evaluation technique is being used to usurp a process was carefully set up over a lot of years, that is established in statute and for which the region and the state have invested a lot of resources over the last more than decade now. Will have to figure out does this make sense to do or do we abandon or do something different. As a result of this we are now delayed and are now out of step with another step in the process because transportation projects are vetted many times and so the region-wide process that the feds require and the Constrained Long Range Plan, the conforming analysis that has to be done has a deadline that we are now not going to make. So, we are all held up behind this and these projects are in fact being delayed beyond their schedule and deadlines in order to do this whole rigmarole.
- Mr. Srikanth added that the process presented today, with the scoring system, will be made available to the members of the NVTa and their staffs. So the projects you will be receiving from your member jurisdictions in the call for projects, as you receive those projects you will be able to assess which of those projects will meet any of the criteria and you could package them and submit them to VDOT. The process that VDOT is selecting is not a black box; it is made available to you and the CTB, using the exact same process for selecting the projects from the larger group of projects you provide. Also, there is a constraint of time and resources as to how many projects we can quickly analyze and provide a rating that will withstand the scrutiny of the law. The projects that we get, if they are consistent with these eleven criteria, we will come back to the NVTa and say, for example, 50 projects will do well, but we have only the ability to only analyze 30. We will come back NVTa and say we can analyze all 50 projects, but in this round, in the next 9 months, we can do 30. Please

tell us which 30 we should do and we will do it. VDOT will not be selecting them. NVTa will select which 30 and the other 20 will be analyzed the next time the study is redone. The projects the NVTa provides, whether 50 or 200, we will have to go through system once, evaluate to make sure no legal challenges that say you should not analyze this project. It could be a one-time process; it could be a repetitive process that is entirely up to the NVTa and CTB.

Chairman Nohe summed up the work session discussion. He recognized Mr. Zimmerman's concerns and that there are concerns with the process. He noted, however, that the process is moving forward and that VDOT is looking for consensus from the Authority with respect to the appropriate weighting method.

Chairman Nohe stated that, given the decision that the CTB has made and objections to the entire process notwithstanding, the Blended Method is the consensus.

Business Meeting

I. Call to Order

Chairman Nohe

- Chairman Nohe called the meeting to order at 5:54pm.

II. Roll Call

Ms. Speer, Clerk

- Voting Members: Chairman Nohe; Mayor Euille; Board Member Zimmerman; Chairman York; Chairman Bulova; Mayor Parrish; Mayor Silverthorne; Council Member Rishell; Council Member Snyder (arrived 6:28pm); Senator Ebbin (arrived 5:57pm); Delegate Rust; Ms. Bushue.
- Non-Voting Members: Mayor Foreman; Mrs. Cuervo; Mr. Page.
- Staff: John Mason (Interim Executive Director); Michael Longhi (CFO); Camela Speer (Clerk); various jurisdictional staff.
- Guest: Ms. Fisher.

III. Minutes of the October 24, 2013 Meeting

- Chairman York moved to approve the minutes of October 24, 2013; seconded by Mayor Parrish. Motion carried with nine (9) yeas (with Mayor Euille abstaining as he was not at the October meeting).

Action Items

IV. MOA between NVTa and Counties/Cities

Chair Euille, FWG

- Mr. Biesiandy introduced the MOA between NVTa and counties/cities. He stated that the Financial Working Group (FWG) and the Legal Working

Group (LWG) have been working for several months to put this document together. The document allows for the transfer of the 30 percent money to the nine local governments, sets forth the procedures for how that will happen and sets forth the procedures for the payment of NVTAs administrative expenses.

- Mayor Euille moved to approve the Memorandum of Agreement (MOA) between NVTAs and each city and county for distribution of the 30 percent funding that NVTAs is allocating to the jurisdictions; seconded by Chairman York. Motion carried unanimously.

V. MOA between Counties and Towns

Chair Euille, FWG

(Senator Ebbin arrived.)

- Mr. Biesiandy introduced the MOA between counties and towns. He stated this is a very related item. This document is the MOA between the three counties that have towns above 3,500 in population and those five towns, so there will be five individual agreements. NVTAs will be party to all of those agreements. The three counties will be party to the appropriate agreement related to the towns. It sets forth the procedures to transfer the money that is generated in towns back to the towns for transportation projects within those five towns.
- Chairman Nohe stated this is a relationship between counties and towns and clarified the reasons NVTAs is doing this MOA.
 - ✓ The money passes through this body. NVTAs has a moral and legal obligation to ensure that every penny is properly accounted for.
 - ✓ This is not granting to the Authority any ability to reject or withhold funds from either the counties or the towns, merely to ensure that an agreed upon system of administration is in place so that when we are audited we can account for every penny.
- Mr. Biesiandy added that HB2313 specifically says the Authority and the cities and counties have a responsibility to make sure that the towns get their fair share, the proportion of the revenue that is attributable to them. This sets out a uniform process so that all five towns are treated uniformly across the region.
- Chairman Nohe commented that there needs to be a step in the process so that the county can review town projects to ensure that they are appropriate transportation projects, therefore not non-transportation projects that would cause the loss of 30 percent money. He asked if there is anything in the agreement that would allow a county board of supervisors to deny a town access to its share of the funds or reject its ability to use them. Mr. Biesiandy responded that it [the agreement] does not allow for this. It does allow that if a particular town were proposing a project that did not qualify under that statute, for example something that is a non-transportation purpose, then the county would not fund that. As long as it complies with the statute, it does not

give the county the right to say, project A is a good project and project B is not a good project.

- Chairman Nohe asked if there is anything in the agreement that prevents counties and towns from entering into a one-on-one agreement to resolve issues like whether payment comes in form of a check, or reimbursement or electronic transfer, that's between the finance directors. Mr. Biesiadny responded that there is flexibility in the agreement to allow that to happen differently in different counties and towns.
- Delegate Rust stated that money is to flow back into the towns based on money generated in the towns. He asked how that was determined. Mr. Biesiadny replied:
 - ✓ Grantor's tax. Based on where properties are located. If payment is being made on property in a town, revenue goes back to town.
 - ✓ Transient occupancy tax. Based on location of the hotel or motel.
 - ✓ Sales tax. Based on school age population, which is the requirement for distributing sales tax in the counties, in the State code. We did not create a new formula, we used the same formula for the basic sales tax.
- Mr. York asked who is judging the towns to make sure they are appropriately spending the money for the right projects. Mr. Biesiadny responded that it is the county's responsibility to ensure that those dollars meet the requirements. It is also NVTAs responsibility to meet the requirements that are set out in the code. The code gives that responsibility jointly to both groups.
- Mr. York stated that under the proposed MOA, if a county judges that a project is not qualified and the town judges it is qualified, who makes the ultimate determination. Mr. Biesiadny answered that the MOA sets up a provision that if there is a disagreement, the county and the town can come to NVTAs with disagreement and NVTAs can provide assistance in resolving disagreement.
- Mr. York, on behalf of the towns, commented that we (as a county) had a few comments regarding both MOAs and thanked everyone for massaging the agreements to help Loudoun. The towns had requested in item 7.D. of agreement to insert language after the first sentence ending in Chapter 766, the following words:

“Further, the county's determination of qualification for all qualifying town's projects is solely determined through Chapter 766 statutory and technical legal review and criteria.”

He stated it was his understanding is that staff did not concur with this. He asked what the objection to this wording was, because the towns were asking for it to be incorporated.
- Ms. Posner commented that it may be superfluous to the last sentence, but it is not harmful to put it back in. Mr. Biesiadny added that from a technical perspective, there was no objection.
- Mayor Foreman commented that he liked the language.
- Mr. York added that he has heard from his two towns and they want the language in.

- Chairman Nohe summarized that what Loudoun is trying to do is put a box around the rules that can be used to make the final determination and eliminate the possibility, in the most extreme case, to say “Yes, it’s a transportation project, but I don’t like it.”
- Chairman Bulova added it eliminates the subjectivity.
- Mr. York replied, given the scenario discussed earlier, this says the towns have the right to use their money based on 766 and do not need the county’s approval. Mr. York stated that when the motion was made, he would request that it be amended to include proposed wording.
- Mayor Euille moved, and Chairman York seconded, a motion to approve the Memorandum of Agreement (MOA) between NVTa, the counties and appropriate towns for distribution of the 30 percent funding that NVTa is allocating to include adding the sentence (in Section 7.D following initial sentence, page 12 of draft) “Further, the COUNTY X determination of qualifying TOWN X projects is solely determined through Chapter 766 statutory and technical legal review and criteria.”
- Mayor Foreman asked for an interpretation as to when towns would get funding after a project has been approved by town and county. He asked if this would be worked out individually with county and will it be by project or by reimbursement. Can they manage their own funds? Mr. Biesiadny answered that the way it is set up, counties will receive funding from the Authority on a monthly basis. When counties receive that money, they will allocate the town’s share of that money to a separate account at the county. That will be done the same day, or shortly thereafter, on a monthly basis. It is set up as a reimbursement basis. The towns spend the money, send the bill to the county. The county commits to send the money back within 30 days and make best effort to send money back within 20 days so that towns will have the money to pay the bill, if they need it.
- Motion carried unanimously.

VI. Resolution 14-06: Interim Procurement Policy Chair Euille, FWG

- Mr. Biesiadny briefed the Authority on Resolution 14-06: Establishing Guidelines for Executive Director’s Financial and Procurement Authority. He stated that in 2008 when NVTa was implementing HB3202 the Authority put in place some interim procurement procedures. Subsequent to that action there have been changes to the public procurement code and changes in practice, therefore a revision is necessary. He added that when NVTa has a permanent executive director and a full complement of financial staff, they may ask for additional revisions. This interim revision is being requested to allow NVTa to continue to pay its bills based on the current public procurement act. Mr. Biesiadny stated that the changes presented reflect those recommendations. Procurement staffs from the various local governments were involved in reviewing this and their suggestions have been incorporated.

It has been reviewed not only by the FWG, but also by the procurement staffs at the local governments.

- Mayor Euille moved to approve the Resolution 14-06: Establishing Guidelines for Executive Director's Financial and Procurement Authority; seconded by Chairman York. Motion carried unanimously.

VII. Debt Policy

Chair Euille, FWG

- Mr. Biesiadny briefed the Authority on the proposed debt policy. He reviewed that in 2008 the Authority adopted a debt policy in anticipation that the Authority would be selling bonds with the funding being supported by HB3202. Since the bill was overturned by the Supreme Court, the debt policy was never officially implemented. He stated that in the past six years there have been changes in policies and procedures and significant changes in the financial market. As a result, the FWG has presented a revised debt policy document, prepared by Public Financial Group (PFM), the Authority's financial advisor. It has also been reviewed by the Authority's bond counsel and the FWG, which includes debt managers from the local governments. These changes are recommended to the Authority. He added that later in the meeting the Authority would be briefed on a financial strategy to move forward and part of that financial strategy is to update the debt policy.
- Mayor Euille moved to approve the debt policy; seconded by Mr. Zimmerman.
- Delegate Rust stated the debt policy recommends the minimum revenue to debt service coverage ratio is 2.0 times debt service. This factor is believed to be the minimum necessary to achieve an investment grade rating from a start-up credit. Delegate Rust asked if we should go higher than that to get a better grade. Ms. Carter responded that the ratio was discussed with the FWG and a subcommittee of debt managers in the region. The conclusion was that in order to get to a minimum of a AA category rating that two times was the right number. Anything higher than that would not necessarily lead to a higher rating category. It was a combination of those factors that led to the two times conclusion.
- Delegate Rust asked for clarification that bumping this up would not get us up to a AA plus or AAA. Ms. Carter responded it would not. Delegate Rust commented that it makes no difference then as long as it's a minimum. Ms. Carter confirmed it is.
- Chairman Nohe summarized that AA is as high as is realistic for a brand new organization that is not a jurisdiction. AAA is not within our grasp any time soon. Ms. Carter responded that at the moment it is not, but added that given the underlying strength of the member jurisdictions and the Northern Virginia economy, a AA credit to start out is quite lofty. There are many start-up

credits who would not even begin to think about the AA category. This is a solid start and maybe someday AAA.

- Motion carried unanimously.

VIII. NVT A Six Year Program Call for Projects Mr. Zimmerman, Chair, PIWG

- Mr. Zimmerman briefed the Authority that this is the call for projects that will go into effect now with an ultimate deadline of January 31, 2014. He noted that a timeline showing the other related things, including the VDOT rating procedure, is included in the meeting packet, as well as the sample form which is similar to last time. He added that this is pretty much the same process everyone is familiar with from the spring. Mr. Zimmerman explained that the six year program does not mean we are doing six years. It is a portion of six years, which is basically half of it. It is actually two and one-half years because we are already into one year and it is the remainder plus the next biennium.
- Mr. Zimmerman moved to approve the Call for Projects for the first three years of the Northern Virginia Transportation Authority Fiscal Year 2014 – 2019 Six Year Program; seconded by Mr. York. Motion carried unanimously.

IX. Loudoun County CMAQ/RSTP Reallocation Ms. Backmon, Chair, JACC

- Chairman York moved to approve Loudoun County's Regional Surface Transportation Program (RSTP) and Congestion Mitigation Air Quality (CMAQ) funds; seconded by Mayor Parrish. Motion carried unanimously.

X. FY20 CMAQ RSTP Strawman Ms. Backmon, Chair, JACC

- Ms. Backmon briefed the Authority on the Strawman that the JACC is recommending for FY20 for CMAQ and RSTP funds. It is an estimate based on FY19 funds, for which we really don't receive the actual numbers until the early spring. It is a total of \$71,434,866. Ms. Backmon [on behalf of the JACC] asked approval.
- Chairman Nohe clarified that the JACC is asking approval on this Strawman as a starting point. It will be marked up and then will come back to the Authority for approval of final package. Ms. Backmon responded that if the Authority gives approval now and there are no major changes, the JACC will make changes and notify the Authority. If there are major changes, will ask the Authority to approve any major changes.
- Chairman Nohe asked that since this is the process we have had for years, is it the vision that this will eventually be rolled into the development of an ongoing Six Year Plan, along with HB2313, or do we think this is going to continue to stand alone. Ms. Backmon answered that we think this will continue to stand alone because these are Federal funds that we have to

program into the CLRP and the TIP and are separate from HB2313 funds. However, projects can be funded with both.

- Chairman Nohe confirmed that while we are still creating processes in our HB2313 plan, as we move forward in our long range planning we are looking for opportunities to use RSTP and CMAQ funds in conjunction with HB2313 funds. Ms. Backmon responded affirmatively.
- Chairman York moved to approve the proposed list of projects for funding for FY20 CMAQ program and the Regional RSTP; seconded by Chairman Bulova. Motion carried unanimously.

XI. Legislative Program – 2014

Ms. Dominguez, Legislative Liaison

- Ms. Dominguez briefed the Authority on the changes to the state and federal legislative program since it was presented to the Authority in October. She noted the changes.
 - ✓ Previous draft said NVTa is in the middle of a bond validation hearing. Now says the Court ruled in NVTa's favor.
 - ✓ Language change in regard to state transit funding. Many have discussed the transit/TSDAC formulas in individual jurisdictions. This language is similar to what similar regional agencies and jurisdictions have included.
 - ✓ Addition of language regarding the Federal Marketplace Fairness Act. The reason that this has been included is because HB2313 says that if Congress enacts the Marketplace Fairness Act, which is essentially internet taxation, those funds will flow primarily to the construction and transit formulas at the State. If that does not pass by January 1, 2015, instead the gas tax will increase by 1.6 percent, but those funds will primarily flow towards maintenance. Historically, Northern Virginia has received about 15 percent of statewide maintenance funds. We do significantly better with construction, generally about 30-35 percent of construction and about 70-75 percent of transit. So, the genesis for including this language is that the formulas under Marketplace Fairness would probably be more beneficial to Northern Virginia.
 - ✓ Chairman Nohe noted for the record that he is an officer of a Virginia corporation which is a 'brick and mortar' retailer that collects Virginia sales tax and which faces competition from internet retailers that do not collect Virginia sales tax, although he does not believe that this fact creates a conflict of interest that would prevent him from voting affirmatively for this resolution.
 - ✓ Chairman Nohe added that the law is not a tax on the internet. It would merely tax those retail transactions which take place over the internet which would be subject to state sales tax when transacted at a 'brick and mortar' retailer. Ms. Dominguez clarified that if a store makes internet sales and has a location in Virginia, taxes are paid. This is more for stores not in Virginia, when we buy from them.

- ✓ Mr. Zimmerman acknowledged that the sales tax that would be collected under the 'Marketplace Fairness Act' is sales tax that is already owed under existing law, but is rarely, if ever, collected.
- Chairman Nohe clarified that the overriding message is that we are endorsing HB2313 in its current form. We are explicitly not seeking changes to HB2313, in particular, no changes to the Northern Virginia component. This is because we have developed systems and processes based on the current legislation. If you change the legislation, we have to change our processes; would rather spend our time building roads. Ms. Dominguez responded by quoting the section of the Legislative Program that addresses this, “NVTa initiated a bond validation proceeding related to the regional funds to test the validity of the bonds, processes, and authorizing statute. The Fairfax County Circuit Court ruled in NVTa’s favor on all matters. It is imperative that no changes be made to the Northern Virginia portions of HB 2313 or to the code sections specifically related to NVTa, as it begins implementing these new funding provisions.”
- Delegate Rust stated he thought he had seen a statement that the legal case had been appealed and asked the status. Ms. Posner responded that Delegate Marshall filed an untimely notice of appeal. He did not file a petition for appeal with the Supreme Court. As of today, there is not a petition for appeal pending. The Authority’s lawyers are taking care of the housekeeping matter, which is the untimely notice of appeal within the framework of the Circuit Court. There is not a timely appeal pending and there is not a petition for appeal in the Supreme Court of Virginia.
- Delegate Rust asked if the deadline has passed. Chairman Nohe answered that there is a 15 day window and his appeal was filed in 21 days, or something like that. Ms. Posner responded it was more like 28 days. She pointed out that under that same statute, you have to file a petition for appeal with Virginia Supreme Court within 30 days from the final order. The final order was entered October 11, 2013. To date, there is no petition for appeal pending in the Supreme Court.
- Chairman York stated he had heard Delegate Marshall would be before the judge tomorrow [Friday, December 13, 2013]. Ms. Posner confirmed this. Chairman York added that there is special legislation that allows, even though he missed the 15 day window, an extension up to 30 days for legislators. Ms. Posner answered that that is not correct, as they were not in session and final order was October 11. He is late and he has no petition for appeal pending in the Supreme Court of Virginia, which is the other requirement to bond validation. Chairman York asked if we get through tomorrow, we are OK to move forward. Ms. Posner stated we believe we are OK now. Chairman York stated he wants to be sure everything is in order.
- Chairman York moved to approve the 2014 Legislative Program; seconded by Chairman Bulova. Motion carried with ten (10) yeas [with Delegate Rust abstaining].

- Ms. Dominguez updated the Authority about pending bills that may be before the General Assembly in the next session. Members have started pre-filing for the 2014 session some bills related to HB2313.
 - ✓ There are a couple that address the hybrid/electric motor vehicle tax.
 - ✓ Other bills that completely repeal HB2313.
 - ✓ Bills that change the Marketplace Fairness Act-related provisions, saying that if Congress does not act by the 2015 deadline, the gas tax will not go up.
 - ✓ There are some bills that have been introduced by Delegate Marshall:
 1. Provides the CTB the authority to select the transportation projects that will be funded by NVTa.
 2. Removes the three legislative members of NVTa.
- Council Member Rishell asked whether HB3, filed by Ben Cline, would repeal the revenue stream. Ms. Dominguez answered affirmatively. Council Member Rishell asked what the chances of it getting out of committee are. Chairman Nohe noted that he hoped the chances were slim.

XII. Criteria for Selection of Future Office Site

Mr. Mason, CEO

- Mr. Mason stated that at the October meeting he was directed to develop criteria for potential future selection of a location for NVTa. He summarized that he used guidance given to him in 2008 and the guidance given at the October 2013 meeting as the basis to develop a set of criteria outlined in the report. He commented that these criteria are not absolutes, but are intended, with Authority approval, to be guidelines for the executive director in potentially seeking a site at any point in the future.
- Chairman York noted that this is just guidance.
- Chairman York moved to approve the proposed criteria for selection of future NVTa office site; seconded by Mr. Zimmerman.
- Chairman York urged that the price per square foot of \$30 per square foot in the report go way down. Chairman Nohe responded that was a maximum. Chairman York commented that the average price per square foot is now \$30 per square foot, but NVTa will not be paying all of it. Mr. Mason pointed out that this is included in the 2007 guidance, not in the proposed criteria.
- Senator Ebbin asked how many NVTa employees are envisioned in future office space. Mr. Mason replied that the current budget is approved for six (6) employees and he does not envision that we will exceed that.
- Motion carried unanimously.

XIII. Appointment of Nominating Committees

Chairman Nohe

- Chairman Nohe appointed two nominating committees:

1. To select the town representative for 2014. This committee will be Chairman Nohe and Mayor Foreman and will consist of Mayor Foreman confirming the consensus of the mayors.
2. To nominate the officers for 2014, Chairman and Vice-Chairman. This committee will be Chairman Bulova and Mayor Parrish.

Information/Discussion Items

XIV. Update on VDOT Study Ms. Cuervo, District Administrator, VDOT

- Written report. No verbal report. Mrs. Cuervo stated that VDOT appreciates the stakeholders input in helping format the program. She added that VDOT is pursuing the ability to do additional projects in the first round. Will advise the NVTa in early January how many we will increase it to so you can plan submissions accordingly. We have not completed negotiations so the number of additional has not been settled as yet. This means that we will likely evaluate more than 30 in 2014.

XV. Work Plan and Schedule for CY2014 Ms. Backmon, Chair, JACC

- Ms. Backmon briefed the Authority on the proposed CY2014 work program and meeting schedule. She stated there are two proposed schedules and highlighted key points.
 - ✓ First schedule has meetings January 23, February 6 (VaCo/VML Day in Richmond), February 13, March 13, April 10, tentatively July 10, September 11, October 9, November 13 and December 11.
 - ✓ Explained the rationale behind some of the dates. Some dates are the second Thursday of the month versus the last Thursday. Dates are coordinated with VDOT regarding some of the key milestones for HB599, knowing that the CTB meets the third Wednesday of each month, tried to schedule the second Thursday of the month for Authority meetings when there are key milestones that require action from the Authority.
 - ✓ As of now, barring any changes, there will be an action in February. Since February 6 date is in Richmond, it is really hard to try to have other Authority business at that meeting. The February 13 date proposed will be for the NVTa to approve the PIWG recommendation for projects, approving the projects that were submitted and due to the Authority by January 31, 2014.
 - ✓ In March, the NVTa will be asked to take action of the projects selected for evaluation, a finer-tuned list from February.
 - ✓ Next milestone date is tentative, still being worked with VDOT, and is a report to the Authority on the preliminary results of the study. We have that tentatively scheduled for July.
 - ✓ In November, the Authority will receive a briefing on the draft report regarding the analysis and the draft it's Six Year Plan.

- ✓ Other than the milestone dates, all the other meeting dates could be consistent with current meeting schedule of every fourth Thursday of every month.
- Chairman Nohe asked if the JACC was recommending moving NVTa meetings to the second Thursday of each month, for now. Ms. Backmon responded affirmatively. She added that the JACC recognized that in future meetings where action is required on HB599, there may be time constraints with NVRC meetings immediately following the NVTa meetings on the fourth Thursday. However, if moving to the second Thursday is not preferable for the Authority, outside of the milestone months, the Authority can keep all the other meetings on the fourth Thursday of the month.
- Chairman Nohe asked for input from the members.
- Chairman York suggested that if there was action necessary in February that it not happen at the February 6 meeting in Richmond.
- Chairman Nohe asked if the JACC was suggesting the February 6 meeting be a joint work session, not requiring a quorum. It was clarified that the joint meeting on February 6 would happen and would be followed by the full Authority meeting on February 13. There would be two meetings in February.
- Chairman Nohe stated that last year the Richmond meeting was held in conjunction with NVRC because most of the legislative updates they were interested in were focused on transportation issues. He has also spoken with staff at NVTC, who will also hold a meeting that day, and that NVTa used to meet jointly with NVTC. Chairman Nohe suggested that if a big enough room can be found, all three groups meet and without objection he will reach out to Mr. Smedberg of NVTC to make that suggestion.
- Mr. Zimmerman clarified that action items would be held here, not in Richmond. Chairman Nohe replied that the Richmond meeting would be for legislative updates.
- Chairman Nohe requested that the JACC come back to the Authority next month with a motion to change the NVTa meetings in CY2014 to the second Thursday of the month. It was asked if this was moving away from meeting on the same night as NVRC. Chairman Nohe said it was, but with the HB599 work coming, time constraints were an issue. He recognized Chairman Bulova's suggestion that NVTa switch times with NVRC for the fourth Thursday meetings, but suggested it was unfair to ask NVRC board to change their schedule. It was also suggested that sometimes issues become complicated when not expecting it.
- Chairman York requested that meetings start at 6pm instead of 7pm.
- Senator Ebbin noted that traffic can be an issue and it can be challenging to leave before 5pm.
- Chairman Nohe suggested that some more work may need to be done on the meeting times.
- Mr. Page commented that the VRE legislative reception will be in Richmond on January 23. VRE Operations Board members may be asked to be at two places at one time.

- Ms. Fisher added that Mr. Garczynski will also not be able to attend the January 23 meeting.
- Chairman Nohe stated that we will look into that date as well. He asked if this proposed schedule has been harmonized with the PRTC and NVTC calendar. Ms. Backmon replied that the JACC will double check those schedules before bringing back in January. Chairman Nohe added he thinks there may be concern with February 13.

(Council Member Snyder arrived.)

XVI. FY2014 Financing Strategies Mr. Longhi, CFO

- Chairman Nohe introduced Michael Longhi as the new NVTA CFO.
- Mr. Longhi introduced the strategic approach to achieve the NVTA financing objectives for the project list approved on July 24, 2013. He reviewed:
 - ✓ Relevant documents.
 - ✓ Financing approach objectives.
 - ✓ Strategies to accomplish objectives.
 - ✓ Major next steps.

XVII. HB 2313 Funding Status Mr. Longhi, CFO

- Written report. No verbal report.

XVIII. Projected Cash Flow for 70% Regional Funds Mr. Longhi, CFO

- Written report. No verbal report.

XIX. Operating Budget Report Mr. Longhi, CFO

- Written report. No verbal report.

Reports from Working Groups

XX. Organizational Working Group No report

XXI. Financial Working Group Chair Euille

- Written report. No verbal report.

XXII. Project Implementation Working Group Chair Zimmerman

- Written report. No verbal report.
- Chairman Zimmerman announced next meeting January 10, 2014.

XXIII. Public Outreach Working Group No report

XXIV. Legal Working Group

Chair Snyder

- Written report. No verbal report.

Additional Information Items

XXV. City of Manassas CMAQ/RSTP Reallocation Monica Backmon, Chair, JACC

- Written report. No verbal report.

Public Comments

- Due to time constraints, no public comments were taken. A public comment opportunity will be provided at the January 2014 meeting.

XXVI. Chairman's Comments

- Guidance to staff:
 - ✓ JACC. Deadline for comments on SuperNOVA study has been extended to end of month. Ms. Backmon replied that the JACC will work on comments and vet them through the Authority.
 - ✓ Mr. Mason. Begin developing process to hire permanent executive director. Bring recommendation to Authority in January. Chairman Nohe added that there will be a role for staff and may need to look to some jurisdictions for HR expertise. Authority elected officials will need to be hands-on in this process.
 - ✓ The Working Group structure implemented earlier this year has run its course and it is time for that to evolve. Next month requested to have an item addressing this. He laid out how he envisioned transition and invited future comment.
 - OWG has essentially been handed over to executive director; just need to dissolve the group.
 - POWG has already evolved to the executive director and the Interim PIO; need to formalize that arrangement.
 - Suggested that there may not be a need for LWG, as Council of Counsels is functioning as it was expected to. Will confer with Council Member Snyder.
 - Bylaws call for Finance Committee, so time to dissolve FWG and create Finance Committee with a higher level of Authority member participation.
 - Need to work on strategy to transition the PIWG into a long term Capital Improvement Plan Committee. Have two Authority members that have been very active and several active at a lower level. Need a more formalized role for a large group of elected and appointed members of the Authority to be engaged with continued similar level of staff support.

XXVII. Adjournment

- Meeting adjourned at 6:48pm.

DRAFT

NORTHERN VIRGINIA TRANSPORTATION AUTHORITY

MEMORANDUM

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

FROM: Monica Backmon, Chairman, Jurisdiction and Agency Coordinating Committee

SUBJECT: CY2014 Meeting Schedule and Work Program

DATE: January 17, 2014

Purpose. To inform the Authority of the JACC recommendation of the CY2014 Meeting Schedule and Work Program.

Explanation: Following the practice established in 2002, the JACC met to discuss a proposed NVTa work program for 2014. In preparing the proposed CY 2014 work program, the JACC reviewed the CY 2013 work program and noted progress made on each of the items included in the work program.

The proposed work program continues many of the activities undertaken by the NVTa during CY 2013. Since the passage of HB2313, the CY2013 meeting scheduled was revised in April 2013 to reflect activities that needed to implement HB2313.

For CY2013, the JACC recommended that the Authority meets at 6:00pm at the Northern Virginia Regional Commission (NVRC) prior to the scheduled NVRC meetings. This recommendation was made to ensure that meetings of regional entities are more efficient, as recommended within the Efficiency and Consolidation Task Force Report. However, given the robust activities required for the Authority to implement HB2313 in addition to carrying out other mandates, the JACC recommends that the Authority meets the second Thursday of each month. This should allow the Authority to conduct business without interfering with the start of the NVRC meetings.

As done in years past, the schedule includes one public forum in January 2014 to give the public the opportunity to comment on NVTa's 2014 Work Program and transportation issues. A second opportunity for public comment is scheduled for November 2014 to allow the public to comment on transportation issues (including the Authority's Six Year Program) and NVTa's legislative program.

Jurisdiction and Agency Coordinating Committee members and I will be available at the January 17, 2014 NVTa meeting to answer questions.

Cc: Members, NVTa Jurisdiction and Agency Coordinating Committee

Proposed CY 2014 Meeting Schedule
Northern Virginia Transportation Authority
3060 Williams Drive, Suite 510, Fairfax, VA 22031

DRAFT: January 17, 2014

January 23, 2014 – 5:30 p.m.

**February 6, 2014– 3:00 p.m. (Joint Meeting with NVRC in Richmond) VaCo/VML Day
schedule**

February 20, 2014-7:00 p.m.

March 13, 2014 – 7:00 p.m.

April 10, 2014-7:00 p.m.

May 8, 2014 –7:00 p.m.

****June 12, 2014-7:00 p.m. Tentative**

*****July 10, 2014—7:00 p.m. Tentative**

September 11, 2014-7:00 p.m.

October 9, 2014-7:00 p.m.

November 13, 2014-7:00 p.m.

December 11, 2014-7:00 p.m.

Proposed CY 2014 Work Activities
Northern Virginia Transportation Authority
DRAFT: January 17, 2014

Continuation of Past Activities

- Adopt an FY 2015 NVTa Budget
- Participate in Securing Federal Appropriation of Dedicated Funding for WMATA
- Discuss and Participate in the Regional TIP/CLRP Update-Financial Analysis of the CLRP
- Discuss regional air quality issues, including strategies to reduce greenhouse gases
- Participate in I-66 Tier 1.5 EIS
- Adopt Testimony to CTB Transportation Meetings (Pre-Allocation and Draft Six-Year Program Public Hearings)
- Seek Public Input on Transportation Issues
- Endorse an FY 2015-FY2020 CMAQ/RSTP Project List
- Endorse a 2015 Legislative Program
- TransAction 2040-Update

New Activities

- Implementation of HB2313
- Develop Six Year Program
- Implementation of HB599
- SuperNoVA Action Plan

Proposed CY 2014 Work Program
Northern Virginia Transportation Authority
DRAFT: January 17, 2014

January 9, 2014 (NVTa Annual Meeting)

- Public Discussion – Open Forum on NVTa’s 2014 Work Program and Transportation Issues
- Approval of 2014 Work Program and Meeting Schedule
- Discuss TPB/MWAQC/MWCOG Issues, if any

February 6, 2014 (VaCo/VML Day in Richmond; Joint Meeting with NVRC)

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

February 13, 2014

- NVTa Approve Project Implementation Working Group Project Recommendations for VDOT (HB599) Rating Study

March 13, 2014

- NVTa Action on VDOT (HB599) Projects Selected for Evaluation
- Discuss NVTa Six Year Program

April 10, 2014

- Adopt Testimony for CTB Public Hearing on Six Year Improvement Program
- Receive Briefing on Regional Air Quality Activities
- Discuss CLRP Financial Analysis

May 8, 2014

- Financial Update/Presentation

***June 12, 2014**

- Tentative Meeting- Financial Update/Presentation

****July 10, 2014**

**Tentative Meeting-Report to NVTa on VDOT Preliminary Results of VDOT's Rating Study

September 11, 2014

- Discuss Update to TransAction 2040
- Approve Budget to Update TransAction 2040

October 9, 2014

- Adopt Testimony for Fall CTB Public Hearing on Six Year Improvement Program
- Receive Briefing on Regional Air Quality Activities
- Discuss TPB/MWAQC/MWCOG Issues

November 13, 2014

- Receive Briefing on VDOT's Draft Report Detailed Analysis and Project Ratings (HB599)
- Receive Briefing on NVTa's Draft Six Year Program

December 11, 2014

- Public Discussion/Open Forum on Transportation Issues and Legislative Program
- Establish Nominating Committee for 2015 Officers
- Accept FY 2015 Audit, if necessary
- Adopt 2015 Legislative Program
- Adopt FY 2021 CMAQ/RSTP Project List
- Discuss Proposed CY 2015 Work Program and Meeting Schedule
- Receive Briefing on a Major Regional Transportation Studies or Projects, if necessary
- Discuss TPB/MWAQC/MWCOG Issues, if any
- Receive Briefing on VDOT Final Rating Report (HB599) *Tentative*

NORTHERN VIRGINIA TRANSPORTATION AUTHORITY

MEMORANDUM

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

FROM: Chairman Christopher Zimmerman
Vice Chairman, Gary Garczynski
Project Implementation Working Group
Northern Virginia Transportation Authority

SUBJECT: Approval of Increase in FY 2014 PAYG Funding Allocation to Loudoun County
Route 28 Hot Spot Improvement Project

DATE: January 23, 2014

Recommendation. Approval of Resolution 14-07 to increase the funding allocation to the Route 28 Hot Spot Improvement Project from the remaining FY 2014 NVTa Pay-As-You-Go funds in the amount of \$6,000,000.

Suggested motion. *I move approval of Resolution 14-07 to increase the funding allocation to the Route 28 Hot Spot Improvement Project from the remaining NVTa FY 2014 Pay-As-You-Go funds in the amount of \$6,000,000.*

Background. Attached is a letter from Joseph Kroboth, III, Director, Loudoun County Transportation and Capital Infrastructure, requesting allocation of an additional \$6,000,000 to fully fund the \$12,400,000 Route 28 Hot Spot Improvement Project from the remaining FY 2014 NVTa PAYG funds. The project will provide an additional lane along Route 28 from Sterling Blvd. to the Dulles Toll Road. The NVTa previously awarded \$6,400,000 in FY 2014 Bond funds to partially fund this project as part of the FY 2014 Program approved on July 24, 2013. The project's design phase is complete. The additional funding will enable all of the construction for the project to be procured and awarded at one time, thereby expediting the commencement and completion of the project.

This request was discussed at the Project Implementation Working Group (hereafter, the "Group") meeting on January 10, 2014. The Group does not object to the recommendation to approve.

Loudoun County staff will be available at the Authority meeting on January 23, 2014, to answer questions. Authority action is required because the request modifies the amount of FY 2014 funding approved for this project.

Discussion. At its July 24, 2013 meeting, the NVTa approved the recommended FY 2014 Program with one modification to increase to the proposed funding for Route 28 from Linton Hall Road to Fitzwater Drive from \$25,000,000 to \$28,000,000 commensurate with the original funding request made by Prince William County. This request was made by Mr. Canizales, representing Prince William County, and supported by the Project Implementation Working Group at its June 28, 2013 and confirmed at the July 8, 2013 meeting.

Loudoun County staff made a similar request to increase funding to the Route 28 Hot Spot Improvement Project prior to the July 24, 2013 NVTa approval of the FY 2014 Program, however the request was outside of the Project Implementation Working Group decision process. Had Project Implementation Working Group received this request at the same time as Prince William County, which was prior to their approval of the FY 2014 Program, the Group would have been able to treat their request similar to Prince William County's request.

The Group understands that this recommendation to increase the funding allocation to the Route 28 Hot Spot Improvement Project by \$6,000,000 represents a special circumstance, whereby the NVTa is being asked to recommend additional funding for a project previously approved during the FY 2014 Program funding round, outside of the planned Six-Year Plan process. If approved by the NVTa, this action will not be used as a precedent for future out-of-cycle funding allocation requests.

Attachments.

- A. Letter from Joseph Kroboth, Director, Loudoun County Transportation & Capital Infrastructure
- B. Resolution 14-07: Approving Increase in FY 2014 PAYG Funding Allocation to Loudoun County Route 28 Hot Spot Improvement Project



Loudoun County, Virginia

www.loudoun.gov

Department of Transportation & Capital Infrastructure – MSC #69

1 Harrison Street, S.E., 4th Floor, P.O. Box 7000, Leesburg, VA 20177-7000

Telephone (703) 737-8624 • Fax (703) 737-8513

VII.A

December 10, 2013

The Honorable Chris Zimmerman, Co-Chairman
Northern Virginia Transportation Authority
Project Implementation Working Group
c/o: Jennifer Fioretti, Regional Transportation Planning Program Coordinator
2100 Clarendon Blvd., Suite 900
Arlington, VA 22201

Ref: NVT A Fiscal Year 2014 Unallocated Funding

Dear Chairman Zimmerman:

I am writing to formally request consideration by the Northern Virginia Transportation Authority (NVT A) Project Implementation Working Group (PIWG) to allocate a portion of the remaining Fiscal Year 2014 NVT A funding to the Route 28 Hot Spots project in Loudoun County.

At a recent PIWG meeting, it was announced that additional funding may be available for allocation from the FY 2014 revenues due to the successful bond validation suit. Loudoun County had previously been awarded \$6,400,000 of a \$12,400,000 project to add an additional lane along Route 28 from Sterling Blvd to the Dulles Toll Road. The award fell short of meeting the entire project funding requirement. On behalf of Loudoun County, I am submitting a request for the project balance of \$6,000,000 to fully fund the project from the remaining FY 2014 proceeds. I am prepared to discuss this request at the next PIWG meeting if you like.

Thank you for your consideration for this request. If you have any questions or need additional information, please do not hesitate to contact me.

Sincerely,

Joseph Kroboth, III, PE, LS, Director
Transportation & Capital Infrastructure

CC: Tim Hemstreet
Penny Newquist
Paul Brown
Terrie Laycock

VII.B

NORTHERN VIRGINIA TRANSPORTATION AUTHORITY

RESOLUTION 14-07

APPROVING INCREASE IN FY 2014 PAY-GO FUNDING ALLOCATION TO LOUDOUN COUNTY ROUTE 28 HOT SPOT IMPROVEMENT PROJECT

WHEREAS, the Northern Virginia Transportation Authority ("NVTA") is a political subdivision of the Commonwealth of Virginia created by the Northern Virginia Transportation Authority Act (the "NVTA Act"), Chapter 48.2, Title 15.2, Code of Virginia of 1950, as amended (the "Virginia Code"); and

WHEREAS, as provided by Section 15.2-4831 of the NVTA Act, NVTA embraces the Counties of Arlington, Fairfax, Loudoun, and Prince William, and the Cities of Alexandria, Fairfax, Falls Church, Manassas, and Manassas Park (collectively, the "Member Localities"); and

WHEREAS, Planning District 8 established pursuant to Chapter 42 of Title 15.2 of Virginia Code is composed of the Member Localities; and

WHEREAS, NVTA prepared and on November 8, 2012, approved a regional transportation plan for Planning District 8 entitled "TransAction 2040 Regional Transportation Plan" ("TransAction 2040") pursuant to Section 15.2-4838 of the NVTA Act; and

WHEREAS, on April 3, 2013, the Virginia General Assembly adopted the Governor's substitute for House Bill 2313 ("HB 2313"), which provides, among other things, for transportation funding and related reform both on a statewide basis and on a regional basis for NVTA and Planning District 8; and

WHEREAS, HB 2313 added Section 15.2-4838.01 to the NVTA Act, under which was established the Northern Virginia Transportation Authority Fund (the "NVTA Fund"); and

WHEREAS, the NVTA Fund will receive the revenues dedicated to it under Sections 58.1-638, 58.1-802.2 and 58.1-1742 of the Virginia Code and any other funds that may be appropriated to the Fund by the General Assembly (the "HB 2313 Transportation Revenues"); and

WHEREAS, subsection B of Section 15.2-4838.1 of the NVTA Act provides that 30% of the revenues received by NVTA (the "NVTA Revenues"), including the HB 2313 Transportation Revenues, shall be distributed on a pro rata basis to the Member Localities to be applied as provided therein; and

WHEREAS, subsection C.1. of Section 15.2-4838.1 provides that in Fiscal Year 2014 NVTA shall use the remaining 70% of the NVTA Revenues plus the amount of any NVTA Revenues to be redistributed pursuant to subsection B (the "Regional NVTA Funds,") to fund (i) transportation projects selected by NVTA that are contained in TransAction 2040 or (ii) mass transit capital projects that increase capacity; and

WHEREAS, on April 25, 2013, NVTa directed the Project Implementation Working Group (the "PIWG") to recommend actions for NVTa to undertake transportation projects, including developing a list of projects to be funded in Fiscal Year 2014 through a process that, among other things, assures that each project will satisfy the statutory criteria for project selection set forth in the NVTa Act (the "Statutory Criteria"); and

WHEREAS, the PIWG developed a selection process (the "FY 2014 Project Selection Process") that on July 24, 2013, was approved by NVTa pursuant to a resolution entitled "**Resolution Approving the Process Used to Select Projects to be Financing with Fiscal Year 2014 NVTa Funds, the Projects to be Financed by such Funds and the Carryover of Certain Projects for Future Consideration**" (the "FY 2014 Project Selection Process Resolution"); and

WHEREAS, as described in the FY 2014 Project Selection Process Resolution, the PIWG (i) applied the FY 2014 Project Selection Process to a list of projects submitted by the Member Localities and transportation agencies and (ii) considered the public comments received regarding such projects as well as the results of the FY 2014 Project Selection Process in developing the projects ultimately approved for financing and attached as Attachment B.1. to the FY 2014 Project Selection Process Resolution (the "Recommended FY 2014 Program"); and

WHEREAS, pursuant to direction received at the June 20, 2013, NVTa meeting, the PIWG developed a selection process to evaluate projects for bond financing (the "Bond Selection Process"); and

WHEREAS, on July 24, 2013, NVTa approved the application of the FY 2014 Bond Selection Process to the projects included in the Recommended FY 2014 Program pursuant to a resolution entitled "**Resolution Authorizing the Issuance of Transportation Facility Revenue Bonds**" (the "Bond Authorization Resolution"); and

WHEREAS, as described in the Bond Authorization Resolution, NVTa selected projects from the Recommended FY 2014 Program to receive bond financing (the "FY 2014 Bond Projects"); and

WHEREAS, one of the FY 2014 Bond Projects is referenced as the Route 28 Hot Spot Improvements (the "Route 28 Hot Spot Project"), which has an estimated total project cost of \$12,400,000 and pursuant to the Bond Authorization Resolution has been designated to receive \$6,400,000 in Fiscal Year 2014 bond financing; and

WHEREAS, before the NVTa meeting of July 24, 2013, but outside of the PIWG decision process, Loudoun County staff requested that NVTa provide an additional \$6,000,000 in pay-as-you-go financing to the Route 28 Hot Spot Project; and

WHEREAS, NVTa expects to receive Regional NVTa Funds in Fiscal Year 2014 in amounts sufficient to fund the entire Recommended FY 2014 Program and the additional request for the Route 28 Hot Spot Project; and

WHEREAS, the PIWG has recommended that NVTa approve the additional \$6,000,000 in pay-as-you-go financing for the Route 28 Hot Spot Project from the Regional NVTa Funds to be received in Fiscal Year 2014 and add the Route 28 Hot Spot Project to the list of FY 2014

PAYGO Projects approved by NVTa on July 24, 2013, pursuant to a resolution entitled **"Resolution Approving the Projects to be Financed with Regional NVTa Funds Received in Fiscal Year 2014 on a Pay-As-You-Go Basis"** (the FY 2014 PAYGO Resolution"); and

WHEREAS, the PIWG has made such recommendation because it (i) has determined that the design for the Route 28 Hot Spot Project is complete and the additional funding will enable all of the construction for the project to be procured and awarded at one time, thereby expediting the commencement and completion of the project, (ii) made a similar adjustment to one of the FY 2014 Bond Projects (Route 28 from Linton Hall Road to Fitzwater Drive) at the request of Prince William County (although Prince William County's request was received in time for consideration in the PIWG decision process); and (iii) understands that Loudoun County's request is a special circumstance and the approval thereof will not be used as a precedent for future out-of-cycle funding allocation requests.

After careful consideration and to further the public purposes for which NVTa was created, NOW, THEREFORE, BE IT RESOLVED BY NVTa THAT:

1. Approval of Addition of Route 28 Hot Spot Project to FY 2014 PAYGO Projects. NVTa hereby approves Loudoun County's request to use an additional \$6,000,000 in Regional NVTa Funds received in Fiscal Year 2014 to pay the costs of the Route 28 Hot Spot Project on a pay-as-you-go and to add the Route 28 Hot Spot Project to the list FY 2014 PAYGO Projects. As such, the Route 28 Hot Spot Project is a FY 2014 Bond Project for up to \$6,400,000 of its estimated total project cost of \$12,400,000 and is a FY 2014 PAYGO Project for the remaining \$6,000,000. NVTa hereby (i) reaffirms the findings, determinations and approvals that are embodied in the FY 2014 Project Selection Process Resolution regarding the Route 28 Hot Spot Project and (ii) states its intention that the approval of Loudoun County's request will not be used as a precedent for future out-of-cycle funding allocation requests.

2. Severability. If any section, subsection, paragraph, sentence, clause, or phrase of, or project approved by, this Resolution is for any reason held or decided to be unconstitutional or invalid, such decision of unconstitutionality or invalidity shall not affect the validity of the remaining portions. NVTa hereby declares that it would have adopted this Resolution and each section, subsection, sentence, clause and phrase thereof and project listed therein even though any one or more sections, subsections, sentences, clauses, phrases or projects might be declared unconstitutional or invalid.

3. Additional Actions. Each member, officer and authorized representative of NVTa is authorized to execute and deliver on NVTa's behalf such other instruments, documents or certificates, and to do and perform such things and acts as he or she shall deem necessary or appropriate to carry out the transactions authorized by this Resolution. Any of the foregoing previously done or performed by any member, officer, or authorized representative of NVTa is in all respects approved, ratified and confirmed. In the Chairman's absence, the Vice Chairman is authorized to take any action specifically assigned to the Chairman under this Resolution.

4. Effective Date. This Resolution shall take effect immediately.

Adopted by the Northern Virginia Transportation Authority on this 23rd day of January 2014.

BY: _____
Chairman

ATTEST: _____
Clerk

NORTHERN VIRGINIA TRANSPORTATION AUTHORITY

MEMORANDUM

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

FROM: John Mason, Executive Director

SUBJECT: Employee Health, Dental and Related Benefits

DATE: January 23, 2014

Recommendation. Ratification of the Executive Director's selection of the Commonwealth of Virginia's Local Choice Health Benefits Program as the provider of health, dental and related programs for Authority employees, as requested at the Authority's October 24, 2013 meeting.

Suggested Motion. *I move ratification of the Commonwealth of Virginia's Local Choice Health Benefits Program as the provider of health, dental and related benefit programs for employees of the Authority.*

Background. Authority sought recommendations and explored opportunities to participate in the health insurance programs of member jurisdictions. Several member jurisdictions are of a size that they have chosen to self-insure, others contract for insurance directly. Joining those programs would create administrative and contractual hurdles that would be difficult to overcome.

Several member jurisdictions and transportation agencies either recommended or suggested the use of the Commonwealth of Virginia's Local Choice Health Benefits (TLC) Program. The Local Choice Health Benefits Program was created by the General Assembly in 1990 for local governments, authorities, and other designated groups. It is managed by the Virginia Department of Human Resource Management. A decision to join TLC is reversible with proper notice.

The Local Choice Health Benefits Program is currently comprised of the purchasing power of 320 employers covering over 50,000 employees, retirees and dependents. Coverage includes medical, prescription drug, dental, routine vision care, wellness services, mental illness and an employee assistance program (EAP) in a combined benefit program. The program reports a 99% persistency rate (customer retention). The cities of Fairfax, Manassas and Manassas Park use the TLC program.

The Code of Virginia requires minimum employer contributions of 80% of the average single employee premium rate and 20% of the average additional dependent cost as applicable. TLC has proposed the following rates (which include dental and all other coverage) effective through June 30, 2014:

Coverage	Monthly Premium	NVTA Cost
Single	\$798	\$638
Dual	\$1,476	\$1,181
Family	\$2,155	\$1,724

Currently the Authority has one employee who would elect insurance coverage. This number will probably change as additional staff are hired. Coverage would begin as early as March 2014 and be available for the recruitment of the two transportation program coordinators and permanent executive director. Both the Authority's approved FY2014 Operating Budget and estimated FY2015 Operating Budget have adequate funds to cover the expected cost of the TLC program.

NORTHERN VIRGINIA TRANSPORTATION AUTHORITY

MEMORANDUM

FOR: Chairman Martin Nohe and Members
Northern Virginia Transportation Authority

FROM: John Mason, Interim Executive Director

DATE: January 20, 2014

SUBJECT: Transition of Working Groups

1. **Recommendation.** Dissolution of Legal, Organizational, and Public Outreach working groups and transition of Financial Working Group role to the Finance Committee when the Chair of Group recommends dissolution.
2. **Proposed motion.** *Mr. Chairman, I move that we approve the dissolution of the Legal, Organizational and Public Outreach work groups. I further move that the Financial Working Group be dissolved when the Chair of that Working Group reports that the work of that Group has been completed and that the executive director report back at the next meeting with recommendation for the Program Implementation Working Group.*
3. **Background.**
 - a. Concept. Working groups were established by Resolution 18-08 in 2007. They have been a cost effective approach to staffing NVTa in the absence of funding. When funds became available, it was a practical approach to standing up the Authority quickly. It was also an effective way for the Authority to benefit from significant expertise available at various local governments and regional and state transportation agencies. Additionally, the working groups were also an inclusive way to discuss issues and prepare recommendations for the Authority's consideration.
 - b. Guidance. At the Authority meeting of December 12, 2013, the Chairman commented that "The working group structure implemented earlier this year has run its course and it is time for that to evolve . . ." Key points of guidance:
 - OWG activities are now being conducted by the executive director. This group should be dissolved.
 - POWG activities are being handled by the executive director, staff, and the Interim PIO. This arrangement should be formalized.
 - As the Council of Counsels is functioning as expected, the LWG may also be disbanded.
 - The FWG's actions continue. However, when the Chair believes the Group's work has been completed, the FWG could dissolve. Additionally, the Authority's Bylaws

- call for a Finance Committee so some actions can be considered within that Committee when it is established.
- The work of the PIWG also continues. Need to give consideration on how best to move forward in this area.
- c. Current situation. Discussions at staff level have led to consensus that:
- 1) Legal, Organizational, and Public Outreach working groups have accomplished their tasks and are ready to be dissolved. These tasks can readily be transitioned to other elements of our organization.
 - 2) The Financial Working Group should remain active until it has satisfied ongoing tasks, including the sale of bonds later this spring.
 - 3) Future role of implementation of projects needs more analysis/coordination.

Coordination:

Staff Coordinators
Council of Counsels

NORTHERN VIRGINIA TRANSPORTATION AUTHORITY

MEMORANDUM

FOR: Chairman Martin Nohe and Members
Northern Virginia Transportation Authority

FROM: John Mason, Interim Executive Director

SUBJECT: Future NVTA Office Site

DATE: January 20, 2013

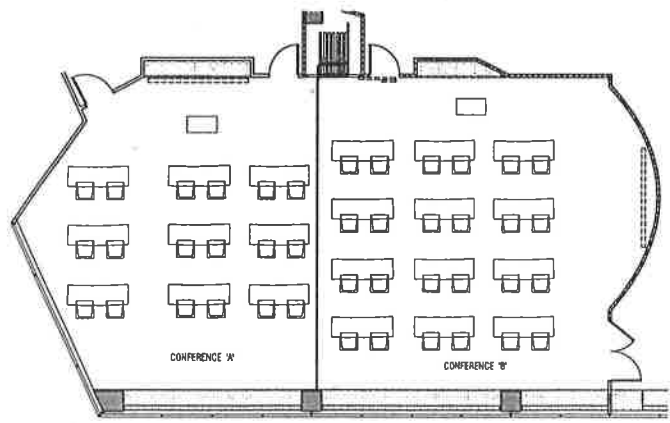
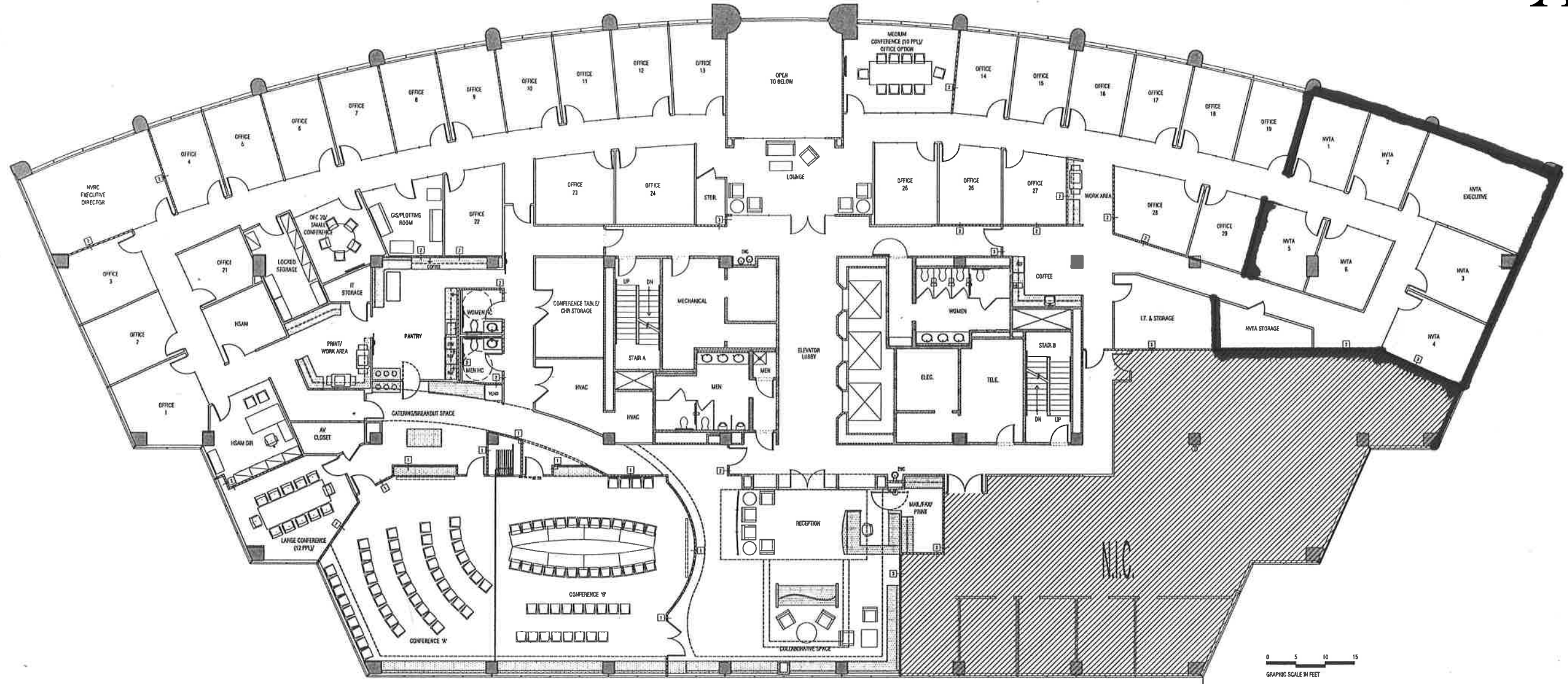
1. **Recommendation.** Approval of concept for continuing co-location of NVTA office with NVRC and moving into adjacent building.
2. **Suggested motion.** *I move that the Interim Executive Director be authorized to negotiate the future co-location of NVTA with NVRC in the building adjacent to current site and that the Interim Executive Director be authorized to sign a 5-year sublease with NVRC consistent with the parameters described in this memorandum, subject to approval by Council of Counsels.*
3. **Background.**
 - a. Current situation. NVTA offices are currently co-located with NVRC consistent with Authority guidance to favor co-location, take advantage of shared support facilities and six (6) months abatement of rent. Collaboration between NVTA and NVRC staffs and coordination of shared facilities is working smoothly.
 - b. Opportunity. GD will be expanding into current NVRC later this year (likely in summer time), therefore we will need to move out of current space. NVRC has offered option for us to continue co-location arrangement when it moves into an adjacent building managed by same landlord. Space will be built out to NVRC requirements that will take into consideration NVTA's interest in meeting space, etc. Attachment A shows proposed NVTA office space area.
4. **Parameters.** See Attachment B for evaluation of proposed space against NVTA guidelines. Guidelines are well satisfied, although walking access to Metrorail is not achieved (may have "on demand" shuttle).
 - a. Cost. Initial rent will be less than current rate (\$30 per square foot). See Attachment C.
 - b. Abatement. Five and one-half (5.5) months of rent will be abated, with option to take up front or spread over five year period. Initial analysis suggests taking up front as we will need to purchase furniture, arrange for relocation of internet services, and purchase a financial/accounting software program package.
 - c. Term. Initial term will be five (5) years renewable.

- d. Meeting space. Meeting space shown on Attachment A is considerably greater than current space and will accommodate approximately 100 persons (dependent upon arrangements).
- e. Longer term arrangements. In planning beyond the five (5) year initial term, an effort should be made to consider the inclusion of Northern Virginia Transportation Commission (NVTC) (and perhaps other regional organizations) to co-locate, potentially leading to a site within walking distance of Metrorail. An ideal location might be in the Mosaic District, although to be affordable this would likely require a development proffer that reduces lease rates.

5. Coordination. Because this option was offered within the last few days, it has not been fully coordinated. It has been shared with key jurisdictional staff, but not with Council of Counsels; will be done prior to my approval of proposed lease.

Attachments:

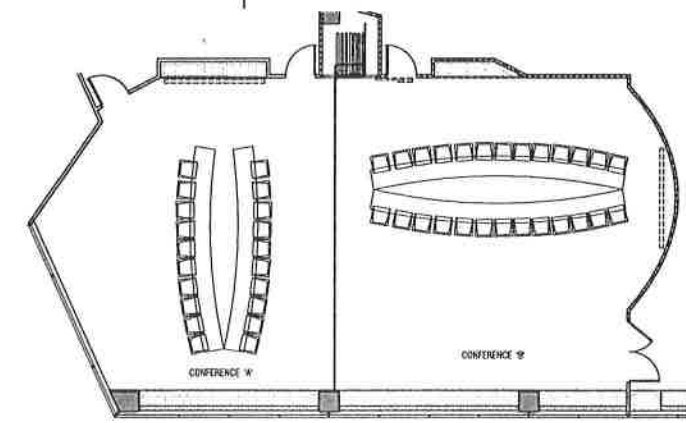
- A. NVRC Office Plan
- B. Evaluation Against Guidelines
- C. Rental Terms



TRAINING LAYOUT FOR CONFERENCE RM A & B

NORTHERN VIRGINIA REGIONAL COMMISSION
PRELIMINARY PLAN 2ND FLOOR
3040 WILLIAMS-PLAZA I
08 NOVEMBER 2013
FAIRFAX, VA

A R K T X
ARCHITECTURE | DESIGN | PLANNING
INTERIORS | PROJECT MANAGEMENT
4301 CONNECTICUT AVE. N.W. | SUITE 150
WASHINGTON, D.C. 20008
T: 202 866 2104 F: 202 866 2105



DUAL CONFERENCE LAYOUT FOR CONFERENCE RM A & B

Evaluation of Proposed Office Site vs. NVTAGuidelines

1. First priority (essential)

- a. Reasonable lease cost in the context of other regional agencies and within NVTABudget guidance. *Below current rate.*
- b. Minimum of six (6) offices and storage space approximately equivalent to one interior office, with option to expand (not anticipated in immediate future). *Satisfied.*
- c. Reasonably central location from the perspective of nine (9) jurisdictions. *Satisfied, with the appreciation that meetings held at 5:30pm are inconvenient for some members and staff.*
- d. Meeting/conference facilities easily accessible (preferably first floor), to include availability during non-regular working hours with appropriate HVAC. *Facilities will be on second floor with assurance of access during non-business hours.*
- e. Accessible by the public, i.e., no inconveniences or obstacles to public access to public meetings or offices. *Satisfied. Building may be entered from garage, a significant advantage in inclement weather.*
- f. Served by regional transit, with the understanding that such service is within comfortable walking distance and includes good service in midday and evenings (as that is when most meetings occur). *Limited bus service within walking distance. Shuttle service to Metro is provided. Discussions ongoing to extend hours and/or provide designated after hours service. The reality is that it's not likely that – in the short term – an office location can be found (or afforded) that will satisfy the level of transit service that may be preferred.*
- g. Professional building management with a solid reputation. *Satisfied. Our current offices and common areas are very well maintained.*
- h. Capabilities needed for telephone and internet services. *Satisfied, with the understanding that our Internet, e-mail and website as well as other hosting services will be discreet (not integrated with NVRC). NVTAGuidelines will use NVRC office networking facilities for access to these external services.*
- i. Teleconference capability not constrained by sharing. *Satisfied. We have independent service.*

2. Second priority (important)

- a. Opportunity for cost reductions from potential consolidation of selected functions (e.g., reception, conference space, workroom and storage space, back office functions) by co-location of multiple regional agencies. *Well satisfied. Better common facilities at lesser rental rate.*
- b. Meetings and public hearings held at same location. *Satisfied unless a public hearing would attract more than a hundred attendees.*
- c. Employee and visitor friendly. *Satisfied. Employee facilities include kitchen, gym (at no cost) and small café.*
- d. Individual offices for NVTAGuidelines staff with doors (lockable) and windows. *Five offices will have windows; two will be interior without windows. Rooms may be locked.*
- e. Appropriate janitorial services (for offices). *Already experiencing excellent service.*

- f. NVTA listing on building directory. *NVTA will be listed on the building directory.*
 - g. Furnished (basic office furniture in good condition). *Currently have NVRC surplus/used furniture. As much of this furniture has exceeded its useful life there is a need to purchase some new furniture.*
 - h. Minimum term of three (3) year term with option to renew. *Will have 5-year term, renewable.*
3. Third priority (preferred)
- a. HVAC adjustable for each office. *Building is a Variable Air Volume (VAV) system with thermostat in every other office. VAV systems are considered current "state of the art," although they do not allow for individual adjustment of temperature.*
 - b. Café within building or within walking distance. *As noted above, satisfied.*
 - c. Garage parking available (in addition to surface parking). *Satisfied.*
 - d. Break/lunch room/kitchen facilities. *Satisfied.*
 - e. Wellness/exercise facilities. *Satisfied; facility available.*

Future NVTA Office Site Rent Cost and Payment Options

NVRC has negotiated a lease that permits subletting space to NVTA. The NVTA lease cost parallels the NVRC cost, including a 5.5 month rent abatement. The terms of the lease are in the table below:

Lease Terms		
Space Size	3,087	Square Feet
Base Rent	\$26.50	Per Sq. Ft.
Escalation	2.50%	Per Year
Abatement	5.5	Months at Year 1 Rate
Abatement Value	\$ 37,301	

The total cost over the term of the lease will be effectively the same regardless of how the abatement is executed. However, the choice of how the abatement is used will make a year to year difference in the budgeting for rent on a fiscal year basis as shown below.

Lease Year - Predominate NVTA Fiscal Year	Annual Rent Without Abatement	Annual Rent With Annualized Abatement	Annual Rent With Abatement Used In First Year
Year 1 - FY 2015	\$ 81,806	\$ 74,345	\$ 44,311
Year 2 - FY 2016	\$ 83,851	\$ 76,390	\$ 83,851
Year 3 - FY 2017	\$ 85,947	\$ 78,487	\$ 85,947
Year 4 - FY 2018	\$ 88,096	\$ 80,635	\$ 88,096
Year 5 - FY 2019	\$ 90,298	\$ 82,838	\$ 90,298
Cost Over Term	\$ 429,997	\$ 392,695	\$ 392,502

Depending on the NVTA cost for network and telecommunications cabling, as well as other startup and moving expenses, it may be advantageous for the Authority to utilize the rent abatement up front versus over the lease life. The decision on the use of the abatement will be made as these costs are fully assessed.

NORTHERN VIRGINIA TRANSPORTATION AUTHORITY MEMORANDUM

FOR: Chairman Martin Nohe and Members
Northern Virginia Transportation Authority

FROM: John Mason, Interim Executive Director

SUBJECT: Selection of Executive Director

DATE: January 20, 2014

1. **Recommendation.** Approval of concept for recruitment and selection of permanent executive director.
2. **Proposed motion.** *I move approval of the proposed approach for recruitment of permanent executive director, associated job description and Chairman's appointment of a Selection Committee.*
3. **Background.**
 - a. Statutory requirement. Code of Virginia §15.2-4833. The Authority shall employ a chief executive officer and such staff as it shall determine to be necessary to carry out its duties and responsibilities.
 - b. Resolution 13-08. Executive Director responsible for day-to-day operations of Authority.¹
 - Leadership
 - With the working committees and local jurisdictions, sets the strategic vision for the NVTa and ensures development of Long Range Plan
 - Oversees administrative procedures
 - Develops, implements, and evaluates an annual operational plan, programs, and budget
 - Recommends an annual budget . . . and, in concert with CFO, prudently manages NVTa's resources
 - Provides leadership to NVTa staff.
 - Building working relationships
 - Develops and maintains relationships with Board members
 - Works in close, frequent, and occasionally confidential collaboration with Board to identify problems, needs, opportunities, and to coordinate responsibility for achieving both near-term and long-term goals
 - Reports monthly on specific tasks and responsibilities
 - Forges effective, mutual relationships with elected officials and staff at all levels of government, private sector partners, and members of community groups and the general public.

¹ Phrasing of tasks has been modified to reflect realities of role.

c. Observations of Interim Executive Director.

- Definition of role in a complex context. As noted above, the statute prescribes a chief executive officer (CEO); NVTa practice has been to have an executive director (ED). The latter is a more appropriate title (and role) at this stage of NVTa maturation as the Authority itself is not constructing or operating facilities (although it has that legislative option if it cares to in the future). In the near term, the NVTa ED will have a role analogous to the directors of NVRC or NVTC. In both cases policy decision-making is the prerogative of the elected/appointed “board;” similarly, execution of policy and programs is the responsibility of jurisdictions/agencies.
- Committee context. Given the structure of NVTa with its multiple committees, it is important that all participate in a manner that ensures the Authority, when making a decision has a range of advice. The ED should ensure that this happens.
- Policy leadership. The ED should provide policy and visionary leadership, recognizing the roles of the various committees. Given the inherent constituency interests of committees, it is appropriate for the ED to provide independent, regional perspective in his/her advice to the Authority.
- Relations with Authority. The Chairman and ED should have a working relationship similar to a mayor and his/her city manager. The ED is a principal advisor to the Chairman and cultivates a good working relationship with all Authority members.
- NVTa staff. ED has clear responsibility for NVTa staff performance.

4. Proposed approach. Concept centers on Authority member engagement (lead by a Search Committee) in all stages that involve decisions, e.g., initial screening of applications, down-select, interviews, references checks and final recommendation. Staff provides administrative support.

- a. Job description. Attachment A.
- b. Search process. Attachment B.
- c. Application process. Attachment C.

Attachments:

- A. Job Description
- B. Proposed Executive Director Search Process
- C. Proposed Executive Director Application Process

Coordination:

Chairman Nohe
Chairman York, Chair of Organizational Working Group
Mayor Euille, Chair of Selection Committee in 2008
Principal staff coordinators
Council of Councils

NORTHERN VIRGINIA TRANSPORTATION AUTHORITY

POSITION TITLE: Executive Director

REPORTS TO: NVTa [Board]

BACKGROUND:

The Northern Virginia Transportation Authority (NVTa) is a regional transportation authority established by the Virginia General Assembly in 2002. In 2013, the General Assembly passed legislation authorizing that certain taxes and fees will be levied in Northern Virginia jurisdictions¹ for the funding of transportation improvements in the heavily congested region of Northern Virginia. The Authority will be responsible for allocating approximately \$300 million in revenue per year for transportation improvements, of which 30% will be allocated to jurisdictions and 70% will be programmed by NVTa in accordance with statutory guidance focused on regional congestion reduction. Although permitted by statute, currently NVTa intends to allocate funds to jurisdictions and regional transportation agencies for implementation of proposed projects; therefore at this time it is not an operating agency.

At least initially, it is envisioned that the Authority will have a small office staff, consisting of an executive director, a chief financial officer, two (2) transportation planners (planning, programming and oversight of jurisdictional/agency implementation), an accountant and an administrative assistant who will also serve as executive assistant to the executive director, staff assistant to other members of staff, and human resources coordinator. In FY2015 (beginning July 1, 2014), it is anticipated that a part-time public information officer (PIO) will be added to staff.

Organization of the Authority:

- The Authority functions similar to a board of directors, responsible for general policy and decision-making with respect to planning, programming and implementation of regional transportation improvements; additionally, it has fiduciary responsibility for revenue transferred to it by the Commonwealth to include compliance with statutory guidance on Authority and member jurisdictional use of funds.
- Key committees:
 - Finance Committee. Advises Authority on all financial matters and oversees NVTa's financial activities.
 - Technical Advisory Committee (TAC). Advises and provides recommendations on the development of projects, funding strategies and other matters as directed by Authority.

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.

- Program Planning Advisory Committee (PCAP). Advises Authority on broad policy issues related to periodic update of NVTAs Long Range Transportation Plan and Six Year Plan, with specific consideration to regional transportation, land use and growth issues.
- Jurisdiction and Agency Coordinating Committee (JACC). Advises Authority on transportation projects and services, regional transportation planning, long range planning, air quality and legislation; functions as NVTAs lead committee for coordination of regional transportation plans and programs.
- Council of Councils. Provides legal counsel and advice to Authority.
- Staff. Executive Director and staff as described above.

As the key member of the Authority's management team, the executive director is responsible for day-to-day operations of the Authority, to include

- Leadership
 - In collaboration with committees and local jurisdictions, sets the strategic vision for the NVTAs and ensures planning and programming of NVTAs directed investment that supports achievement of its Long Range Plan.
 - Oversees administration of NVTAs.
 - Ensures that a coordinated annual operational plan and calendar is drafted for Authority approval.
 - Recommends an annual operations budget and debt service (capital) budget and, in concert with CFO, manages NVTAs resources.
 - Provides leadership to NVTAs staff.
- Building working relationships
 - Develops and maintains relationships with Authority [board] members.
 - Works in close, frequent, and occasionally confidential collaboration with Authority [board] to identify problems, needs, opportunities, and to coordinate responsibility for achieving both near-term and long-term goals.
 - Reports monthly to Authority on specific tasks and responsibilities.
 - Forges effective, mutual relationships with elected officials and key jurisdictional/agency staffs at all levels of government, private sector partners, and members of community groups and the general public.

SPECIFIC RESPONSIBILITIES:

- a. Is principal staff advisor to the Authority and its members on all matters related to responsibilities and functioning of NVTAs.
- b. Is principal NVTAs staff coordinator with jurisdictions and relevant agencies, recognizing that various committee staff leads work directly with counterpart staff members.
- c. In collaboration with appropriate committee, takes a leading role in drafting strategic vision and plans to Authority.
- d. Ensures coordination amongst the various committees and Council of Counsels so that Authority receives coordinated recommendations, while also ensuring that advisory committee advice is also directly received by the Authority.

- e. Ensures that financial responsibilities and accountability are fulfilled.
- f. Drafts staff coordinated agenda for Chairman's consideration and ensures that meeting informational packets are prepared and distributed in a timely fashion in advance of meetings.
- g. Selects and supervises NVTa staff.
- h. Presents annual proposed operations budget to Authority.

PREFERRED CHARACTERISTICS:

- Self-starter comfortable working with broad [board] guidance and minimal oversight
- 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.
- Ability to cast and exercise broad leadership vision, while demonstrating willingness to engage with hands-on participation necessary in a small office environment.
- Accustomed to representing an organization in front of various media (e.g., print, radio and television).

QUALIFICATIONS:²

- Master's degree preferred in business administration, public policy, transportation planning or a related, relevant discipline
- Demonstrated knowledge/experience:
 - ✓ Working in a complex political and policy environment where consensus building is critical to organizational success
 - ✓ of regional transportation planning and programming in the context of an Metropolitan Planning Organization (MPO) environment
 - ✓ of the general principles and practices related to public financial systems, ideally to include capital financing and budgeting
 - ✓ large regional multi-year capital transportation infrastructure projects
 - ✓ coordination of presentation and project deadlines across jurisdictions and agencies.
- Knowledge of
 - ✓ federal rules relating to transportation planning in a MPO with non-attainment of air quality standards

² It is not anticipated that candidates will be experts or experienced in every listed qualification. The list is intended to provide the scope and breadth of the challenges and work that will engage the Executive Director.

- ✓ large transportation/transit service project management oversight standards, tools and techniques
 - ✓ financial planning and best approaches to oversight of funds
 - ✓ methods for transportation/transit performance evaluation (from regional perspective) and measurement tools
 - ✓ Board meeting/presentation organization and time management.
- 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 typical office software programs.
 - ✓ Work/interact effectively and professionally with Authority and key jurisdictional staff.

ADDITIONAL CONSIDERATIONS:

- Executive Director will travel often (normally with his/her vehicle) in Northern Virginia; will be provided a monthly travel allowance.
- Executive Director is expected to live in Northern Virginia.

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. Considerable travel within the region is to be expected.

NORTHERN VIRGINIA TRANSPORTATION AUTHORITY

Executive Director Search Process

1. Purpose. To describe the process to search for and select a permanent Executive Director.

2. Concept. Search process will be driven by an appointed Search Committee, with final approval of selection of Executive Director by action of the Authority.

3. General timeline:

- January 23: Authority approval of process and job description; Chairman appoints Search Committee.
- January 27 – February 14 (3 weeks): Position advertised (nationally, regionally and locally); applications received by Clerk.
- February 17 – 21: Search Committee reviews all applications received; identifies a “short list” for interviews.
- February 24 – 28: Interviews of short-listed candidates; candidates rank-ordered.
- March 3 - 5: References consulted and background checks performed.
- March 6 or 7: Search Committee meets to draft recommendation.
- March 13: Authority selects preferred candidates rank-ordered (closed session).
- March 17 – 21: Additional interviews or discussions if needed.
- March 24 – 28: Negotiations with preferred candidate; if not successful, #2.
- April 1 -4: Formal offer letter extended and accepted.
- April 10: Selected candidate introduced
- TBD: Selected candidate begins employment.

4. Criteria for evaluation/selection:

- Qualifications
 - Master’s degree in a relevant field (e.g., public administration, transportation planning)
 - Demonstrated experience of
 - transportation planning process in a large MPO (metropolitan planning organization) environment
 - policy analysis
 - overseeing financial responsibilities in the public sector, e.g., operating budgets, bond debt, audits
 - preparing and presenting staff recommendations and briefing, preferably in a public sector environment
 - goal setting and monitoring performance
 - supervising staff in a collaborative environment

- Knowledge/awareness of
 - relevant federal laws and regulations (primarily in transportation planning)
 - federal and state grant policy
 - advocacy at local and state levels
- Preferred characteristics
 - Personal demeanor that “presents well” to public officials (elected and appointed)
 - Self-starter, accustomed to operating with broad guidance
 - “Team player” in an environment with competing jurisdictional/agency imperatives
 - Establishing and maintaining effective working relationships with peers and colleagues
 - Exercises good time management and balancing priorities
 - Familiarity with commonly used office software, e.g., Word, Excel, etc.

5. Responsibilities:

- Authority
 - Agreeing job description and evaluation criteria.
 - Selection decision.
- Search Committee
 - Review of all applications, resulting in “short list” that is shared with Authority
 - Interviews of short-listed candidates and establishing rank-ordered list.
 - Additional interview(s) as needed.
 - If preferred, reference checks (or by Interim ED if requested)
 - Final recommendation to present to Authority (in closed session).
 - Follow-up based on any Authority guidance.
- Interim Executive Director/Staff
 - Administrative support associated with process
 - Personal coordination with candidates as needed
 - Background checks
 - Orientation of executive director

NORTHERN VIRGINIA TRANSPORTATION AUTHORITY

Executive Director Application Process

1. Go to www.thenovaauthority.org for general information about NVTa. Additionally, suggest that you scan recent Authority (board) minutes as they will provide you with a sense of current and projected activity.
2. Follow the link to NVTa recruitment page.
3. Review carefully the job description and this application process.
4. Before 5:00 pm on [date], submit the following materials to recruitment@thenovaauthority.org:
 - Signed and dated cover letter stating interest in position
 - Detailed resume of educational and employment experience
 - Recent salary history (if not evident in resume)
5. Certain applicants may be initially interviewed by telephone, internet or in person. Initial interviews are anticipated to be scheduled between [date] – [date]. The top ranked applicant(s) may also be asked to provide permission for NVTa to conduct credit check and criminal background investigation.
6. It is anticipated that the Authority will make selection by [date], with a preferred starting date of [date].
7. To ensure confidentiality, all questions from applicants should be referred to recruitment@thenoveauthority.org.

3060 Williams Drive (Ste 510)
Fairfax, VA 22031

Northern Virginia Transportation Authority
2014 Legislative Program
Updated January 23, 2014

STATE

TRANSPORTATION FUNDING

The passage of HB 2313 was the result of bipartisan cooperation throughout the Commonwealth, as the Governor, General Assembly, localities and the business community worked vigilantly to enact a transportation funding package that provides substantial new resources in addressing statewide transportation needs that had long been underfunded. Of particular interest to Northern Virginia was the inclusion of a regional package generating \$300 million annually in increased Northern Virginia revenues. This funding is a significant step towards addressing the transportation needs of Northern Virginia, estimated in the TransAction 2040 Long-Range Transportation Plan at approximately \$950 million per year in additional funding. It is critical, that Northern Virginia continues to receive its fair share of statewide revenues, as required by HB 2313, and that any potential changes to the HB 2313 statewide revenues generate funds at least equal to the law as enacted.

NVTA initiated a bond validation proceeding related to the regional funds to test the validity of the bonds, processes, and authorizing statute. The Fairfax County Circuit Court ruled in NVTA's favor on all matters. It is imperative that no changes be made to the Northern Virginia portions of HB 2313 or to the code sections specifically related to NVTA, as it begins implementing these new funding provisions.

Additionally, ongoing coordination between Commonwealth and NVTA, other regional agencies, and local governments is essential as we all work to implement HB 2313's regional provisions. This is especially critical as VDOT continues work on the evaluation required by HB 599/SB 531 (2012), which will directly impact NVTA and its future actions.

Due to legislative changes in 2012, the Commonwealth Transportation Board now has the authority to allocate up to \$500 million to priority projects before funds are provided to the construction fund. Due to this provision, the secondary and urban construction programs will receive no new funds until 2017, despite the additional transportation revenues. This is especially alarming as localities have not received funds for this program since FY 2010. Further, this change gives the CTB significant authority in allocating statewide resources, resulting in funds being allocated to a few large projects, rather than funds being provided equitably to localities throughout the state through the normal funding formula. It is imperative that the region receives its share of the statewide funds. It is recommended that this set aside be eliminated or modified to, at the very least, ensure equitable distribution of funds to each region.

During the 2013 Session, the General Assembly passed SB 1140, which changed the methodology for distribution of new transit funding. NVTA is concerned about implementation decisions that go beyond the intent of the legislation; in particular, DRPT's method of counting Metrorail riders could negatively impact transit operating assistance for WMATA compact jurisdictions. Such calculations should be based on boardings and alightings at stations within the Commonwealth, rather than residency or other methodologies not based specifically on ridership. Additionally, NVTA is opposed to DRPT's decision to change the allocation of state funds for capital costs from the non-federal cost of a project to the total project cost. As several Northern Virginia transit systems do not receive federal funds, this change increases the local share our localities must pay while reducing the share for those other systems in the Commonwealth that provide far less local funding.

A modern, efficient, multimodal transportation system is essential to the Commonwealth, and is intrinsically tied to continued economic development and the ability to compete in a global economy. We must all work together to maintain and build the multimodal infrastructure that Virginia needs to remain an active and dynamic participant in a 21st Century economy. *(Revises previous transportation funding position)*

Various bills related to HB 2313 statewide and regional funding have been introduced during the 2014 General Assembly Session. Those bills related to NVTA and Northern Virginia include:

- ***HB 41 (Marshall, R) provides that the Commonwealth Transportation Board (CTB) would select the projects funded by the Authority.***
- ***HB 84 (Marshall, R) removes the General Assembly Members from the Authority.***
- ***HB 281 (Albo) prohibits the Authority from providing funds to a project undertaken by a multi-state body unless a contract provides that all costs of that project will be borne equally.***
- ***HB 425 (LeMunyon) adds three additional General Assembly Members to the Authority.***
- ***HB 635 (LaRock) would require that all of NVTA's regional (70%) funds must be allocated to only projects included in the Authority's Long-Range Plan (TransAction 2040) that are included in VDOT's congestion and emergency evacuation evaluation required by HB 599 (2012).***
- ***HB 653 (LaRock) limits allocations by NVTA to transit projects to no more than 25% of its total allocations.***
- ***HB 658 (LaRock) limits transit allocations by the CTB to the Northern Virginia highway construction district to no more than 25% of total allocations.***
- ***HB 824 (Minchew) would prohibit the Authority from exercising its bonding authority until July 1, 2018 and require it to go through another bond validation lawsuit.***
- ***HB 1254 (Marshall, R) would require the Authority identify both the capital and operating costs of the project per rider for transit projects and compare the costs and benefits of at least three competing projects potentially eligible for the same source of funding for highway projects.***

HB 41, HB 84, HB 425, HB 635, HB 653, and HB 824 were Tabled by House Transportation Subcommittee #4. HB 281, HB 658, and HB 1254 are awaiting action.

Bills related to HB 2313's statewide provisions include:

- ***Annual License Tax on Hybrid Vehicles:*** Numerous bills repealing this fee were introduced. The House bills were incorporated into HB 975 (Rust) and the Senate bills were incorporated into SB 127 (Newman). On January 23, 2014, HB 975 passed the House 89-9 and SB 127 passed the Senate 35-3. Each will now be considered by the other Chamber.
- ***HB 3 (Cline)*** would expire all provisions of HB 2313 on July 1, 2014. HB 3 was Tabled by the House Finance Subcommittee #3. HB 40 (Marshall, R.) would repeal the language in HB 2313 requiring an increase in the gasoline tax if Congress has not enacted the Marketplace Fairness Act by January 1, 2015. HB 40 was Tabled by House Finance Subcommittee #3. HB 68 (Marshall, D) would change the cutoff date for Congressional action, from January 1, 2015, to January 1, 2016. That bill is currently in the House Finance Committee. HB 65 (Marshall, D) would exclude credit given for a trade-in from the sale price for determining motor vehicle sales tax – HB 2313 included an increase in the vehicle sales tax, with those revenues being provided to the Commonwealth Transportation Fund. HB 65 is currently in the House Finance Committee.

Other bills have been introduced related to the allocation of transportation funds, including:

- ***HB 2 (Stolle)*** requires funds allocated by the CTB in Northern Virginia and Hampton Roads be made giving priority to projects expected to provide the greatest congestion reduction relative to the cost of the project. Allocations for the other seven highway construction districts be made giving priority to either (i) the projects expected to provide the greatest congestion reduction relative to the cost of the project or (ii) the projects that promote economic development and promote commerce and trade.
- ***HB 1100 (Yancey)*** requires the CTB's Six-Year Improvement Program give priority to either projects expected to provide the greatest congestion reduction relative to the cost of the project or projects that promote economic development and promote commerce and trade.
- ***HB 87 (Cole)*** provides that all state funds expended on transportation projects be for (i) projects expected to provide congestion reduction or (ii) projects that increase safety for travelers.
- ***HB 626 (Watts) and HB 920 (Sickles)*** eliminates the ability of the CTB to allocate up to \$500 million for priority projects prior to funds being provided to the construction formulas.

These bills are awaiting consideration by various House Committees.

WMATA FUNDING

The Commonwealth must work with the Federal Government to ensure that it, too, provides sufficient resources to address transportation needs. The Commonwealth is a valuable partner in ensuring that WMATA continues to move ahead with important safety and infrastructure capital improvements in its system. As part of the federal Passenger Rail Investment and Improvement Act (PRIIA) of 2008, WMATA received a 10-year, \$1.5B federal authorization to address urgent capital needs. The region matches these federal funds with \$50M each annually from DC, MD, and VA. The

capital funding is used to support areas such as: meeting safety requirements of the NTSB, repairing aging rail track, investing in new rail cars, fixing broken escalators and elevators, rehabilitating decaying rail stations and platforms, modernizing the bus fleet, and improving bus facilities. *(Revises and reaffirms previous position).*

VRE TRACK ACCESS FEES

Since its inception, VRE has received money from the Commonwealth through the Equity Bonus Program for the track access fees. MAP-21 eliminated the Equity Bonus Program while keeping the level of program funding the same through the first two years of the law. If VRE is unable to resolve this potential funding shortfall then there will be significant budgetary ramifications which could include reductions in service, 58% jurisdiction increase in subsidies, and/or a 28% fare increase. NVTA supports the inclusion of VRE track access funding within the Commonwealth's transportation budget. If this does not occur then NVTA supports a separate appropriation through eligible federal pass through money for track access fees within its capital program. *(Revises and Reaffirms Previous Position)*

SECONDARY ROAD DEVOLUTION/LOCAL MAINTENANCE PROGRAMS

NVTA opposes any legislation that would require the transfer of secondary road construction and maintenance responsibilities to counties, especially if these efforts are not accompanied with corresponding revenue enhancements. While there are insufficient resources to adequately meet the maintenance and improvement needs of secondary roads within the Commonwealth, the solution to this problem is not to simply transfer these responsibilities to local government that have neither the resources nor the expertise to fulfill them. Further, NVTA also opposes any legislative or regulatory moratorium on the transfer of newly constructed secondary roads to VDOT for the purposes of ongoing maintenance.

Additionally, NVTA is opposed to changes to maintenance allocation formulas detrimental to localities maintaining their own roads. Urban Construction Funds are already far below what is needed and localities must already find other ways to fund new construction initiatives and changing current formulas or requiring additional counties to maintain their roads could lead to a reduction in Urban Construction and Maintenance Funds, placing a huge extra burden on these localities. *(Reaffirms previous position).*

EQUAL TAXING AUTHORITY FOR COUNTIES, CITIES AND TOWNS

NVTA supports granting counties the authority cities and towns currently have to enact local excise taxes, including the cigarette tax, admissions tax, and meals tax. Doing so would allow counties to raise additional revenues for transportation projects. *(Reaffirms previous position)*

BASE REALIGNMENT AND CLOSURE (BRAC) RECOMMENDATIONS

NVTA supports the inclusion of sufficient funding to ensure significant fiscal resources to address the enormous planning and transportation issues associated with the Base Realignment and Closure Commission recommendations. This is particularly critical,

because the BRAC relocations have occurred, and Northern Virginia localities are facing significant shortfalls in the capacity of current infrastructure to support the additional military and civilian jobs. *(Reaffirms previous position).*

PEDESTRIAN AND TRANSIT SAFETY

Safe access to transit facilities can be improved through infrastructure improvements and better traffic safety laws. NVTa supports revisions to Virginia's existing pedestrian legislation to clarify the responsibilities of drivers and pedestrians in order to reduce the number of pedestrian injuries and fatalities that occur each year. In particular, support legislation that would require motorists to stop for pedestrians in crosswalks at unsignalized intersections on roads where the speed is 35 mph or less and at unsignalized crosswalks in front of schools. This issue is of special importance for pedestrians with physical or sensory disabilities, who are at particular risk of injury when crossing streets. Further, strong safety records depend on strong safety practices and training and NVTa supports training programs for transit systems, pedestrians and bicyclists. *(Revises and reaffirms previous position.)*

That all state funds expended on transportation projects be for (i) projects expected to provide congestion reduction or (ii) projects that increase safety for travelers.

HB 277 (Krupicka) requires motorists to stop for pedestrians in crosswalks where the speed is 35 mph or less and yield to pedestrians in crosswalks where the speed is more than 35 mph. HB 277 Failed to Report in House Transportation Subcommittee #2.

MAXIMIZING USE OF EXISTING FACILITIES

High performance, high capacity transit requires smart usage of existing road facilities. Localities in cooperation with the Commonwealth (DRPT and VDOT) should ensure that urban design standards for transportation system components allow for the efficient movement of vehicles; accommodate safe pedestrian and bicyclist movement; and encourage user-friendly access to transit. More flexibility in the design of transit infrastructure and facilities that enhance safety should be provided. Additionally, localities with cooperation of the Commonwealth, should to identify existing facilities that can be flexed or used by transit vehicles on an as needed or scheduled basis in order to maximize the efficient use of roadways to expand capacity. Examples are:

- The conversion of shoulders for bus use during peak rush hour - with safety practices and improved infrastructure - will improve service and expand capacity on important corridors.
- Express Bus, Commuter Bus, and Bus Rapid Transit as well as Light Rail and Streetcar; and
- Expanded use of Buses in HOT lanes.

(New Position)

CHAPTER 729 PLANNING

Land use provisions included in legislation during the 2012 Session changed transportation planning requirements for jurisdictions. Specifically, the Virginia Department of Transportation (VDOT) and the Commonwealth Transportation Board (CTB) can decide whether local transportation plans are consistent with their current priorities. If they decided this is not the case, they are able to withhold funding for transportation projects in counties. While the NVTa is appreciative of efforts to better

coordinate local and state transportation planning, the Authority is concerned that these provisions essentially transfer the responsibility for land use planning from local governments to the Commonwealth. Land use and zoning are fundamental local responsibilities and these provisions can override the work done by our local governments and our residents, property owners, and the local business communities on land use and transportation plans. *(Reaffirms previous position)*

TRANSPORTATION COORDINATION AND REGIONAL STUDIES

NVTA believes it is critical for ongoing coordination between the Authority and the Commonwealth. Additionally, it is vital that the Commonwealth involve local and regional officials in any studies or audits related to funding, planning, operations, organizational structure and processes related to agencies in the Transportation Secretariat. This is essential as VDOT continues work on the evaluation created by HB 599 (2012), which will directly impact NVTA and its future actions. Further, NVTA recommends that the Code of Virginia be amended to specify that transportation studies related to facilities wholly within one VDOT construction district, should be managed by that construction district rather than the VDOT Central Office. Regional VDOT staff is better equipped to address the concern of the affected citizens and local governments. *(Revises and reaffirms previous position).*

Del. Albo edits accepted; revised 1-22-14

Northern Virginia Transportation Authority (“NVTA”) Policy for Use of 70% Funds under 2013 Va. Acts Ch. 766 Regarding Funding of Projects Undertaken by NVTA or on its Behalf with the District of Columbia, Virginia, any other State or a Political Subdivision thereof, or The United States of America

Whereas, in its 2013 session, the Virginia General Assembly enacted 2013 Va. Acts Chapter 766 (“Chapter 766”); and therein authorized NVTA’s funding of regional transportation projects with certain taxes and fees imposed in accordance with Chapter 766; and

Whereas, in accordance with the requirements set forth in Chapter 766, NVTA must use and apply all funds generated by the taxes and fees imposed by Chapter 766 in accordance with all the requirements and restrictions set forth in Chapter 766 and the NVTA Act; and

Whereas, in accordance with Chapter 766, NVTA is the sole determinant of the funding for regional projects with the revenues set forth by Va. Code Ann. Section 15.2-4838.1(C) (1) (“the 70% Funds”); and

Whereas, NVTA recognizes that certain projects within NVTA otherwise eligible and approved for funding under Chapter 766 may be part of a larger project, projects, or system undertaken by NVTA or one or more of its member localities in conjunction with other state, local, or federal governmental entities). These entities include but are not limited to the District of Columbia, WMATA, and VRE (“extra-territorial funding partners”); and

Whereas, in order to ensure compliance with Va. Code Ann. Section 15.2-4838.1, which states, in part, “A. All moneys received by the Authority and the proceeds of bonds issued pursuant to § [15.2-4839](#) shall be used by the Authority solely for transportation purposes benefiting those counties and cities that are embraced by the Authority”, and all other applicable requirements of Chapter 766 and the NVTA Act, when distributing the 70% Funds to projects which are built or managed in concert with extra-territorial funding partners, prior to any NVTA funds being released for any such project or system, the NVTA must first ensure that, all NVTA’s extra-territorial funding partners pay or officially commit to pay their appropriate, respective proportionate share or shares of the larger project or system costs commensurate with the benefits to each on a basis agreed upon between the member localities. Furthermore, the NVTA funds must be in addition to the funds that the NVTA member locality is to receive from, or credited with by, the extra-territorial funding partner for the larger project or system;

Now, Therefore, be it resolved that the NVTA adopts the following policy with regard to all projects funded from the 70% Funds which are built or managed in concert with extra-territorial funding partners:

1. Prior to any NVTAs funds being released for any such project or system, the NVTAs must first ensure that all NVTA's extra- territorial funding partners pay or officially commit to pay their appropriate, respective proportionate share or shares of the larger project or system costs commensurate with the benefits to each on a basis agreed upon between the member localities;
2. The NVTAs must ensure that the funds being released for any such project or system are in addition to the funds that the NVTA member locality is to receive from, or be credited with by, the extra-territorial funding partner for the project or system;
3. There shall be no funding made available by NVTA until such time as all extra-territorial funding partners for such project or system pay or officially commit to funding their appropriate, respective shares of such larger project or system commensurate with the benefits to each on a basis agreed upon with NVTA; and
4. NVTA's Standard Project Administration Agreement for the funding of all projects with 70% Funds shall include conditions consistent with and in furtherance of this policy.

**NORTHERN VIRGINIA DISTRICT
VIRGINIA DEPARTMENT OF TRANSPORTATION**

MEMORANDUM

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

FROM: Helen Cuervo, VDOT NoVA District Administrator

SUBJECT: NoVA Significant Projects Evaluation and Rating Study – Update

DATE: January 21, 2014

I am happy to share with the Authority and its members a summary of the accomplishments since the Authority's December 12, 2013 meeting, and briefly outline the planned next steps.

I look forward to continuing to work with you in conducting this study to evaluate the significant transportation projects in Northern Virginia that would help reduce congestion and improve mobility

Accomplishments since Dec. 2013

1. The NVTA (Authority) Board held a workshop on Dec. 12, 2013 to review the methodology proposed to be used by VDOT/DRPT in the subject study. Members of the Authority received a briefing on the proposed project selection methodology and a recommendation on a method to assign "weights" to the inputs received from representatives of the Northern Virginia localities and transit agencies. Members concurred with the recommended project selection methodology and the "weights" to be used. VDOT and DRPT anticipate presenting this to the CTB and using this in the study.

The purpose of the project selection methodology is to examine each project nominated to be included in the subject study, by the NVTA and/or the CTB, to determine if the proposed project is significant from a regional perspective and if it has the potential to reduce congestion and improve mobility. VA code section §33.1-13.03:1 mandates that this study evaluate significant projects and rate them in terms of its ability to reduce congestion and improve mobility during homeland security emergency.

2. In response to requests from member jurisdictions of the NVTA, VDOT has decided to expand the scope of work of this study to evaluate 40 projects as part of this study from the 30 projects previously scoped. VDOT/DRPT has not revised the scheduled completion date for the study which is December 2014.
3. Based on feedback received from members of the NVTA, VDOT has decided to ask the CTB for funds for an update to this study in 2015 in order to develop a larger set of significant transportation improvement projects that would have been evaluated and

rated with regard to the project's ability to reduce congestion. The legislative requirement is for the study to be updated once every four years.

4. The subject study team members are working with the technical representatives from the Northern Virginia transportation and transit agencies and discussing the technical methods and tools (travel demand and traffic operational models) to be used in analyzing the projects selected for evaluation in this study. Discussions are also underway on the potential measures of effectiveness (MOEs) that best represents the project's impact on congestion and mobility and how the magnitude of these MOEs can be used to develop a quantitative rating for the project. A technical discussion was held on Jan. 6, 2014 and a Q&A Webinar was held on Jan. 16, 2014.

Planned Activities for 1st Quarter of 2014:

1. Baseline congestion estimates: The subject study team is currently developing estimates of congestion (location and severity) for the year 2020. These baseline congestion estimates will be used to help score each project with regard to its significance and potential to reduce congestion/improve mobility. These scores will be used to select projects to be included in this study. This work is anticipated to be completed and shared with northern Virginia jurisdictions and agencies in early February.
2. Project Nominations: The subject study team is seeking an initial list of projects from the NVTa in February, to be included in the evaluation and rating study this year. The study team will then assess each project with regard to its significance and potential to reduce congestion using the project selection methodology endorsed by the NVTa. This work is anticipated to occur in late February and early March.

The study team understands that the NVTa will then finalize a list of projects, using the project selection scores as one of its considerations, and nominate those projects to be included in the subject study's evaluation and rating exercise. The study team anticipates presenting this to the CTB for its concurrence/approval on March 19.

3. Project Evaluation: The MOEs to be used to evaluate each project and the relative importance (weights) of these MOEs is scheduled to be developed and finalized by early March. The MOEs will indicate the congestion reduction and improvement in mobility provided by each project as estimated by the analytical methods and tools used to analyze each project. An "input session" is scheduled for Jan. 31 when representatives of the northern Virginia jurisdictions and transit agencies will be providing their input on the MOEs and their relative importance. These inputs with the "weights" are scheduled to be presented to the NVTa, for its concurrence, in a workshop session on March 13. The study team anticipates presenting this to the CTB for its concurrence/approval on March 19.

NORTHERN VIRGINIA TRANSPORTATION AUTHORITY

MEMORANDUM

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

THROUGH: John Mason, Executive Director

FROM: Michael Longhi, Chief Financial Officer

SUBJECT: HB 2313 Funding Status

DATE: January 23, 2014

1. **Purpose:** Update of HB 2313 receipts and revenue estimates.
2. **Background:** NVTa receives funding through sales tax, grantors tax and transient occupancy tax (TOT). Revenues are received monthly from the Commonwealth for transactions that occurred in preceding months. The attached report reflects funding received through January 9, 2014 on a cash basis.
3. **Comments:**
 - a. Attachment 1
 - i. NVTa is receiving revenue streams for the first time, therefore no prior annual month-to-month transaction history is available for comparison and evaluation purposes.
 - ii. No changes in the revenue estimates are recommended at this time. Member jurisdiction updates to their original revenue estimates are solicited on an ongoing basis. Particular attention is being paid to sales tax from the holiday season. The December 2013 sales tax proceeds will be in the February 2014 distribution from the Commonwealth.
 - iii. Fees of \$619,000 have been deducted by the Virginia Department of Taxation from the sales tax receipts. The Department of Taxation points to the Appropriation Act (Chapter 806, Item 275, Paragraph B) as authorizing cost recovery. The above reference specifically refers to HB 2313. Once one-time costs have been recovered, the ongoing costs are estimated by the Department of Taxation at less than \$10,000/month.
 - b. Attachment 2 - This attachment reflects the pending 30% distribution to member localities. The pending distribution amounts do not reflect accrued interest or possible reductions for the C&I tax rate differentials.

Attachment: Attachment 1 - Revenues Received By Tax Type, Compared to Estimate.
Attachment 2 - Revenues Received With Pending 30% Distribution

Coordination:
Financial Working Group
S. Kalkwarf (NVTC)

**NORTHERN VIRGINIA TRANSPORTATION AUTHORITY
REVENUES RECEIVED, BY TAX TYPE AND JURISDICTION, COMPARED TO ESTIMATES
JULY 1, 2013 THROUGH JANUARY 9, 2014
(CASH BASIS)**

Grantors Tax			Received		FY 2014	Annualized - Actual	Projected
Transaction Months		6	To Date	Annualized	Projection	To Projection	Variance
City of Alexandria			\$ 1,565,906	\$ 3,131,812	\$ 3,391,565	\$ (259,753)	
Arlington County			\$ 2,203,450	\$ 4,406,899	\$ 4,574,287	\$ (167,388)	
City of Fairfax			\$ 157,069	\$ 314,139	\$ 289,079	\$ 25,060	
Fairfax County			\$ 8,030,242	\$ 16,060,484	\$ 15,169,980	\$ 890,504	
City of Falls Church			\$ 146,162	\$ 292,325	\$ 261,761	\$ 30,564	
Loudoun County			\$ 4,596,470	\$ 9,192,939	\$ 6,093,105	\$ 3,099,834	
City of Manassas			\$ 177,488	\$ 354,976	\$ 271,303	\$ 83,673	
City of Manassas Park			\$ 153,576	\$ 307,151	\$ 148,806	\$ 158,345	
Prince William County			\$ 2,867,217	\$ 5,734,435	\$ 4,476,903	\$ 1,257,532	
Total Grantors Tax Revenue			\$ 19,897,580	\$ 39,795,160	\$ 34,676,789	\$ 5,118,371	15%
Regional Sales Tax*			Received		FY 2014	Annualized - Actual	
Transaction Months (Retail Sales)		5	To Date	Annualized	Projection	To Projection	
City of Alexandria			\$ 6,076,061	\$ 14,582,546	\$ 15,806,507	\$ (1,223,961)	
Arlington County			\$ 9,372,099	\$ 22,493,038	\$ 24,473,867	\$ (1,980,829)	
City of Fairfax			\$ 3,043,706	\$ 7,304,894	\$ 6,462,525	\$ 842,369	
Fairfax County			\$ 40,584,876	\$ 97,403,703	\$ 104,977,104	\$ (7,573,401)	
City of Falls Church			\$ 852,935	\$ 2,047,045	\$ 2,470,340	\$ (423,295)	
Loudoun County			\$ 15,791,239	\$ 37,898,975	\$ 39,833,324	\$ (1,934,349)	
City of Manassas			\$ 1,884,789	\$ 4,523,493	\$ 4,568,248	\$ (44,755)	
City of Manassas Park			\$ 455,497	\$ 1,093,192	\$ 920,350	\$ 172,842	
Prince William County			\$ 13,235,914	\$ 31,766,193	\$ 32,943,958	\$ (1,177,765)	
Total Sales Tax Revenue*			\$ 91,297,116	\$ 219,113,078	\$ 232,456,223	\$ (13,343,145)	-6%
Transient Occupancy Tax (TOT)			Received		FY 2014		
Transaction Months		**	To Date		Projection		
City of Alexandria			\$ 1,059,458		\$ 3,570,388		
Arlington County			\$ 3,373,166		\$ 8,890,830		
City of Fairfax			\$ 78,088		\$ 345,984		
Fairfax County			\$ 2,552,467		\$ 9,984,936		
City of Falls Church			\$ 30,348		\$ 141,857		
Loudoun County			\$ 520,367		\$ 806,445		
City of Manassas			\$ 24,068		\$ 77,750		
City of Manassas Park			\$ -		\$ -		
Prince William County			\$ 355,427		\$ 530,452		
Total TOT Revenue			\$ 7,993,390		\$ 24,348,642		
Total Revenue Received			\$ 119,188,086	\$ 283,256,881	\$ 291,481,654	\$ (8,224,773)	-3%
				Annualized Total Revenue Includes total projection for TOT.			
*The Regional Sales Tax is reported net of the following fees:							
	October Receipt			\$ 210,894			
	November Receipt			\$ 160,884			
	December Receipt			\$ 133,857			
	January Receipt			\$ 113,412			
				\$ 619,047			
**TOT Revenues are not processed and distributed in a manner which currently permits monthly analysis. More actual transaction history is needed.							

NORTHERN VIRGINIA TRANSPORTATION AUTHORITY REVENUES RECEIVED, BY JURISDICTION WITH PENDING 30% DISTRIBUTION JULY 1, 2013 THROUGH JANUARY 9, 2014 (CASH BASIS)						
Jurisdiction	Grantor's Tax	Regional Sales Tax*	Transient Occupancy Tax**	Total	Potential 30% Distributions***	Actual Distributions
City of Alexandria	\$ 1,565,906.00	\$ 6,076,060.92	\$ 1,059,458.22	\$ 8,701,425.14	\$ 2,610,427.54	\$ -
Arlington County	\$ 2,203,449.60	\$ 9,372,099.08	\$ 3,373,166.03	\$ 14,948,714.71	\$ 4,484,614.41	\$ -
City of Fairfax	\$ 157,069.45	\$ 3,043,705.63	\$ 78,087.92	\$ 3,278,863.00	\$ 983,658.90	\$ -
Fairfax County	\$ 8,030,242.05	\$ 40,584,876.34	\$ 2,552,467.30	\$ 51,167,585.69	\$ 15,350,275.71	\$ -
Falls Church	\$ 146,162.30	\$ 852,935.34	\$ 30,348.29	\$ 1,029,445.93	\$ 308,833.78	\$ -
Loudoun County	\$ 4,596,469.50	\$ 15,791,239.39	\$ 520,367.21	\$ 20,908,076.10	\$ 6,272,422.83	\$ -
City of Manassas	\$ 177,488.20	\$ 1,884,788.68	\$ 24,067.71	\$ 2,086,344.59	\$ 625,903.38	\$ -
City of Manassas Park	\$ 153,575.70	\$ 455,496.59	\$ -	\$ 609,072.29	\$ 182,721.69	\$ -
Prince William County	\$ 2,867,217.44	\$ 13,235,913.94	\$ 355,427.05	\$ 16,458,558.43	\$ 4,937,567.53	\$ -
Total Revenue	\$ 19,897,580.24	\$ 91,297,115.91	\$ 7,993,389.73	\$ 119,188,085.88	\$ 35,756,425.76	\$ -
* Net of Dept. of Taxation Fees						
** County TOT includes any Town collections						
*** Amounts do not reflect accrued interest or possible reductions for C&I tax rate differentials						

NORTHERN VIRGINIA TRANSPORTATION AUTHORITY

MEMORANDUM

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

THROUGH: John Mason, Executive Director

FROM: Michael Longhi, Chief Financial Officer

SUBJECT: FY 2014 Financing Status

DATE: January 23, 2014

1. **Purpose:** Update on the activities in support of procuring the interim line of credit and issuing revenue bonds for FY 2014.
2. **Background:**
 - a. The July 24, 2013 Resolution – Authorizing the Issuance of Transportation Facilities Revenue Bonds (the “Bond Resolution”) forms the basis for the first debt financing by the Authority.
 - b. The Authority is concurrently preparing an interim line of credit and revenue bonds to ensure liquidity is available when required for the projects approved in FY 2014.
3. **Activities:**
 - a. The debt selection advisory committee met to begin the line of credit and revenue bond preparation process. The previous Plan of Finance was revised to better match timing of the line of credit to projected liquidity needs. No changes were made to the revenue bond schedule.
 - b. The scope of work for the Financial Advisor (FA) is being revised to better specify the work activities required. FA services were acquired through a contract rider with Prince William County.
 - c. Requests for proposals for additional support services and the line of credit facility are being prepared or are under review by the committee.
 - d. An updated Plan of Finance - Draft Critical Path is attached.

Coordination:

Debt Selection Advisory Committee
JoAnne Carter – NVTa Financial Advisor (Public Financial Management)
Arthur Anderson – NVTa Bond Counsel (McGuire Woods)

Attachment: NVTa FY 2014 Plan of Finance, Draft Critical Path

Northern Virginia Transportation Authority
FY2014 Plan of Finance
Draft Critical Path

Timeframe	Activity	Financing
Mid-March 2014	Distribute RFP for Line of Credit Facility	Line of Credit
Mid-March 2014	Develop RFPs for Additional Financing Team Members (printer, trustee/paying agent, underwriters)	Long Term Bonds
Early April 2014	Proposals for Line of Credit Facility received & evaluated	Line of Credit
January 2014 – March 2014	RFPs issued for & Proposals received for Additional Financing Team Members (printer, trustee/paying agent, underwriters)	Long Term Bonds
May 1, 2014	Line of Credit Facility delivered & available for FY2014 (bond list projects only) drawdown as required for projects	Line of Credit
January 2014 – March 2014	Data collection & development for disclosure document, rating agency presentation	Long Term Bonds
April - May 2014	Authority consideration of Resolution for Bond issue	Long Term Bonds
April 2014	Rating agency meetings	Long Term Bonds
May 2014	Negotiated sale & settlement of bonds	Long Term Bonds
NLT June 30, 2014 (if not sooner)	Settlement of bonds	Long Term Bonds

NORTHERN VIRGINIA TRANSPORTATION AUTHORITY

MEMORANDUM

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

THROUGH: John Mason, Executive Director

FROM: Michael Longhi, Chief Financial Officer

SUBJECT: NVTa Operating Budget

DATE: January 23, 2014

- 1. Purpose:** To update the Authority on the NVTa Operating Budget
- 2. Background:** NVTa is funded through the participating jurisdictions and interest earnings. The Memorandum of Agreement (MOA) between NVTa and the member City or County permits the appropriate jurisdictional share of NVTa operational costs to be deducted directly from the 30% distribution or to be billed to jurisdictions.
- 3. Comments:**
 - a. Pending the approval and execution of the MOAs, NVTa's operating resources are constrained to the cash on hand at the beginning of this fiscal year. Recognition of interest earnings on the 70% funding is also awaiting the MOA execution and disbursement of the 30% revenues to member jurisdictions.
 - b. Interest income is tied to the projected rate of regional (70%) project funding utilized by member jurisdiction as well as market rates. Interest earned on the 30% funding will be remitted to the member jurisdictions.
 - c. The majority of NVTa expenses to date are related to preparation for the first bond issuance (bond validation suit and development of debt policy). Those expenses are recognized as committed but are unpaid, pending receipt of cash related to the execution of the MOAs.
 - d. The rate of budgeted expenditures will increase as NVTa staff is hired, employee benefits are established and additional startup costs such as an accounting system are acquired.
 - e. Evaluation of prospective accounting systems is ongoing. Initial cost proposals for the system are in the \$30,000 range with web based or cloud hosting at approximately \$10,000/yr.
 - f. No changes to the operating budget are recommended at this time.

Attachment: NVTa Operating Budget for FY 2014, through December 31, 2013

XVII. ATTACHMENT

Northern Virginia Transportation Authority Operating Budget - FY 2014 July 1, 2013 through December 31, 2013				
				Projected
	Approved Budget	Received	Anticipated	Revenue
<u>INCOME:</u>				
Cash on hand	\$ 212,117.00	\$ 212,117.00	\$ -	\$ 212,117.00
Interest (70% Regional Revenues	\$ 100,000.00	\$ -	\$ 100,000.00	\$ 100,000.00
Billed to Member Jurisdictions	\$ 591,595.00	\$ -	\$ 591,595.00	\$ 591,595.00
<u>Total Income</u>	\$ 903,712.00	\$ 212,117.00	\$ 691,595.00	\$ 903,712.00
				Available
<u>EXPENDITURES:</u>	Approved Budget	Expended	Committed	Balance
<u>Professional Service</u>				
Legal	\$ 125,000.00	\$ 4,899.50	\$ 69,193.63	\$ 50,906.87
Public Outreach	\$ 30,000.00	\$ -	\$ -	\$ 30,000.00
Financial Services	\$ 80,000.00	\$ -	\$ 83,000.00	\$ (3,000.00)
Professional Subtotal	\$ 235,000.00	\$ 4,899.50	\$ 152,193.63	\$ 77,906.87
<u>Operational Expenses</u>				
Start Up Expenses				
Office Space Build Out	\$ 4,000.00	\$ -	\$ -	\$ 4,000.00
One-time h/w,s/w	\$ 948.00	\$ -	\$ -	\$ 948.00
IT/Telecommunications	\$ -	\$ -	\$ -	\$ -
Computers/Installation	\$ 9,972.00	\$ 6,720.82	\$ 4,000.00	\$ (748.82)
Start Up Subtotal	\$ 14,920.00	\$ 6,720.82	\$ 4,000.00	\$ 4,199.18
Annual Expenses				
Telephone Service	\$ 1,650.00	\$ -	\$ -	\$ 1,650.00
Copier/Postage	\$ 9,000.00	\$ -	\$ -	\$ 9,000.00
Annual 3d party s/w costs	\$ 895.00	\$ -	\$ -	\$ 895.00
Monthly internet fee (Cox)	\$ 840.00	\$ -	\$ -	\$ 840.00
Cell phones	\$ 10,000.00	\$ -	\$ -	\$ 10,000.00
Lease Space	\$ 5,460.00	\$ -	\$ -	\$ 5,460.00
Mileage/Transportation	\$ 6,000.00	\$ 468.76	\$ -	\$ 5,531.24
Operating/Meeting Expenses	\$ 1,000.00	\$ 1,183.35	\$ -	\$ (183.35)
Insurance	\$ 3,000.00	\$ 2,673.00	\$ -	\$ 327.00
Annual Expenses	\$ 37,845.00	\$ 4,325.11	\$ -	\$ 33,519.89
Operational Subtotal	\$ 52,765.00	\$ 15,945.43	\$ 4,000.00	\$ 32,819.57
<u>Personnel Expenses</u>				
Salaries & Taxes	\$ 342,628.00	\$ 54,793.84	\$ -	\$ 287,834.16
Benefits	\$ 122,700.00	\$ 3,202.68	\$ -	\$ 119,497.32
Personnel Subtotal	\$ 465,328.00	\$ 57,996.52	\$ -	\$ 407,331.48
Expense Subtotal	\$ 753,093.00	\$ 78,841.45	\$ 156,193.63	\$ 518,057.92
Operating Reserve (20%)	\$ 150,619.00	\$ -	\$ 150,619.00	\$ -
Total Expenditures	\$ 903,712.00	\$ 78,841.45	\$ 306,812.63	\$ 518,057.92
<u>Billed to Local Governments</u>	\$591,595			
	<u>2010</u>	<u>Billed</u>		
	<u>Population</u>	<u>Amounts</u>		
Alexandria	6.30%	\$ 37,270		
Arlington	9.40%	\$ 55,610		
Fairfax City	1.00%	\$ 5,916		
Fairfax County	48.00%	\$ 283,966		
Falls Church	0.60%	\$ 3,550		
Loudoun	14.20%	\$ 84,006		
Manassas	1.70%	\$ 10,057		
Manassas Park	0.60%	\$ 3,550		
Prince William	18.20%	\$ 107,670		
	100.00%	\$ 591,595		

NORTHERN VIRGINIA TRANSPORTATION AUTHORITY

MEMORANDUM

FOR: Chairman Martin Nohe and Members
Northern Virginia Transportation Authority

FROM: John Mason, Interim Executive Director

DATE: January 17, 2014

SUBJECT: Executive Director Report

1. **Purpose.** To update Authority on items of interest not presented in context of other agenda items.
2. **MOAs.** All of the City/County/Town MOAs have been sent to city/county managers/executives. Paper and electronic copies were provided. Anticipate that signed copied should be returned by early February.
3. **NVTA staffing.**
 - a. On board. Total of three on board: Interim Executive Director, CFO (Michael Longhi), and Clerk/Administrative Assistant (Camela Speer)
 - b. Selected. Peggy Teal as accountant. She is currently Assistant Treasurer in Dover, Delaware; however lives in Northern Virginia. Anticipate her start on January 27.
 - c. To be hired. Two program coordinators to be hired. Will advertised positions within the week.
4. **Metro 2025.** On January 26, attended a meeting at Metro (WMATA) focused on Metro 2025 capital financial planning. Attendance from District of Columbia, Maryland and District of Columbia. Representatives from MD and DC expressed concern about magnitude and pace of capital initiatives; debt capacity an issue; urged phased approach. My engagement involved explaining NVTA process and underscoring that, on Virginia side, support will largely be determined by participating jurisdictions. Additional meetings will be planned.
5. **Technical Advisory Committee (TAC).** My first meeting with the TAC was held on January 15. Chairman Nohe attended. I sensed that Committee members feel frustrated by not having been engaged in a substantive way as advisors to the Authority in its decision making process. Both Chairman Nohe and I committed to addressing this concern. Subsequently, I have engaged key jurisdictional staff members in discussion on how best to integrate the TAC (and PCAC) in a timely fashion as we address programs and planning.

6. **NVTA organization.** I had hoped to bring to Authority a set of organizational recommendations more broadly based than the ones I addressed with respect to transition of working groups. In discussions with key jurisdictional staffs, it has become clear that further discussions are needed to ensure consensus on the best approach to coordinate operational committees (e.g., JACC, Finance) with advisory committees (e.g., TAC and PCAC), integration of the program planning function and VDOT evaluation process, and the relationship of NVTA staff to these committees and functions. There is general agreement on the importance of ensuring that our organizational arrangements are supportive of providing a regional perspective in staff/committee recommendations to the Authority.

Financial Working Group
Northern Virginia Transportation Authority

MEMORANDUM

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

Members
Northern Virginia Transportation Authority

FROM: William Euille, Chairman
Financial Working Group
Northern Virginia Transportation Authority

SUBJECT: Report of the Financial Working Group (Agenda Item XX.)

DATE: January 17, 2014

Since the December 12, 2013, Authority meeting, the Financial Working Group has met once to continue its efforts to implement the financial aspects of HB 2313. Several subcommittee meetings were also held. Progress on each of the working group's activities is discussed below.

Agreements

The Financial Working Group and the Legal Working Group established a joint subcommittee to prepare four agreements for the Authority's consideration. Two on those agreements (between the Authority and the cities and counties and between the Authority, the counties and towns) were approved by the Authority on December 12, 2013. The Authority's executive director has distributed those agreements to the cities and counties, and each jurisdiction is scheduling the agreements for consideration by its governing body.

Two additional agreements will be submitted for the Authority's consideration in the future. These agreements are:

- a) An agreement between the Authority and agencies implementing projects and services funded by the 70 percent funding that the Authority will be retaining for regional projects. Since the Authority will have limited capabilities to implement projects and services on its own, particularly in the short term, it will need to coordinate with local jurisdictions, regional transportation agencies, state transportation agencies, and

potentially others to implement projects and services using the 70 percent funding that the Authority will retain. To accomplish this, the Authority will need to develop a standard project agreement with these implementing agencies establishing appropriate policies and procedures to protect the Authority, outline reimbursement practices and specify documentation and records keeping requirements. STATUS: A draft of the project agreement has been developed and is being reviewed. Several practical issues have been discussed and resolved. It is anticipated that the standard agreement will be ready for the Authority's consideration at the March 13, 2014, meeting. Assuming the Authority approves the standard project agreement, individual project agreements will be brought to the Authority for consideration beginning at the April 10, 2014, meeting.

- b) An agreement between the Authority and the Commonwealth (Virginia Department of Transportation and the Department of Rail and Public Transportation) related to the roles and responsibilities of each agency associated with the collection and distribution of the regional transportation revenues, the implementation of projects and the applicability of the Authority's regional funding for local matches to state transportation funding. STATUS: VDOT and DRPT have prepared a draft agreement for the Authority's consideration. The Financial and Legal Working Groups have reviewed the draft and are scheduled to meet with VDOT and DRPT staff on January 21, 2014, to discuss various aspects of the agreement. It is anticipated that an agreement may be ready for the Authority's consideration at the March 13, 2014, meeting.

Line of Credit and Initial Bond Issuance

A subcommittee of the Financial Working Group has been working with the Authority's financial advisor, bond counsel and members of the Legal Working Group to support efforts for a line of credit and an initial bond sale in Spring 2014. The subcommittee reviewed a schedule for debt related activities offered comments. The subcommittee is also reviewing revisions to the financial advisors scope of work and a draft request for proposals for a line of credit. In addition, the subcommittee will be assisting with the development of requests for proposals for other services needs to facilitate the line of credit and the initial bond issue.

Martin E. Nohe, Chairman
Members, Northern Virginia Transportation Authority
January 17, 2014
Page Three

Revenue Collections

Through January 9, 2014, the Commonwealth has transferred \$119.2 million in transportation revenues to the Authority. The revenues collected and transferred are reported in Agenda Item XVI.

FY 2015 and FY 2016 Revenue Projections

The Financial Working Group has established a subcommittee to prepare revenue estimates for FY 2015 and FY 2016. The subcommittee will use the expertise of local government financial staffs and the Authority's FY 2014 collections to date to develop estimates for the next two years. These estimates will be used by the Project Implementation Working Group in preparing project funding recommendations for the Authority's consideration later this year.

On-Going Activities

The Financial Working Group is still working on several additional tasks with the Executive Director and the Chief Financial Officer. These include:

- developing review and verification procedures;
- preparing a recommendation for the Authority related to the calculation of the long-term benefit that jurisdictions will receive from the implementation of the projects and services supported by the 70 percent of funding that the Authority will retain for regional projects.

Member of the Financial Working Group, the Council of Counsels and I will be available at the NVTa meeting on January 23, 2014, to answer questions.

Cc: Members, NVTa Jurisdiction and Agency Coordinating Committee
Members, NVTa Financial Working Group
Members, NVTa Legal Working Group

NORTHERN VIRGINIA TRANSPORTATION AUTHORITY

MEMORANDUM

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

FROM: Chairman Christopher Zimmerman
Vice-Chairman Gary Garczynski
Project Implementation Working Group

SUBJECT: Report of the Project Implementation Working Group (Agenda Item XXI)

DATE: January 21, 2014

Since the December 12, 2013, Authority meeting, the Project Implementation Working Group (hereafter, the "Group") has met once to continue its efforts to coordinate with the Virginia Department of Transportation (VDOT) Project Evaluation and Rating Study (HB599) and to implement the Northern Virginia Transportation Authority's Six-Year Plan. Progress on the Group's activities is discussed below.

Coordination with VDOT Project Evaluation and Rating Study (HB 599)

As directed by the Authority on September 26, 2013, the Group continues to take the lead on discussions related to the coordination with VDOT on the implementation of Chapter 768 (hereafter, "HB599") of the 2012 Acts of the General Assembly. The Group met three times since receiving this charge.

On January 6, 2014, VDOT held a stakeholders meeting to discuss the study model approach and potential measures of effectiveness for the VDOT Evaluation and Rating Study (Attachment B). On January 10, 2014, VDOT distributed a memorandum dated January 9, 2014 (Attachment C) outlining the revised project evaluation approach (Project Evaluation Framework) for the Evaluation and Rating of Significant Projects in Northern Virginia. VDOT is proposing to use this approach to evaluate nominated projects (if selected for evaluation) for their ability to reduce congestion and improve regional mobility in the event of a homeland security emergency. Given the highly technical nature of the material, VDOT also provided a webinar on Thursday, January 16, 2014, to further explain the proposed Project Evaluation Framework.

At its January 10, 2014, meeting, the Group discussed VDOT's proposed model and measures of effectiveness. Pursuant to its charge, the Group prepared comments dated January 19, 2014, outlining its concerns. These comments are summarized below.

Martin E. Nohe, Chairman
Members, Northern Virginia Transportation Authority
January 22, 2014

Process

At the December 12, 2013, NVTA work session on VDOT's Project Selection Framework, the Authority agreed, notwithstanding the Project Implementation Working Group's concerns outlined in the report to the Authority dated December 9, 2013, to support a Blended Weighting approach.

The Group remains concerned with VDOT's continued resistance to addressing some fundamental issues with their process. As stated in the Group's comments submitted to Ms. Cuervo on November 14, 2013, VDOT continues to limit the number of projects it will rate. At the January 10, 2014, Group meeting, Ms. Cuervo indicated that VDOT will be able to rate up to 40 projects during the first round evaluation instead of the initial 25-30 project limit stated originally. The self-imposed limit on the number of projects to be rated may restrict or otherwise limit NVTA's ability to develop a Six Year Program even if the NVTA submits 40 "packages" of projects. HB599 provides that VDOT must rate a *minimum* of 25 projects at least every four years. This means that the 25-30 projects rated this year may be the only projects rated until CY 2017 (although we understand that VDOT intends on conducting more frequent project ratings). If VDOT restricts the number of projects to be rated and the rating occurs every four years, it is likely that this process will interfere with NVTA's ability to fulfill its statutory obligations.

The VDOT Project Selection Framework includes criterion that rate projects on their congestion reduction potential. The Group questions the inclusion of this criterion, because there is no factual basis for judging the impact until the project is evaluated, meaning that judgments about a candidate project's congestion reduction potential at the project selection stage would be subjective. Criteria that are inherently subjective should not be used in a project selection decision.

Finally, the Group has concerns about the manner in which VDOT envisions collecting input data for project selection purposes -- via a series of "stakeholder" meetings comprised of Northern Virginia jurisdictions, transit agencies and organizations as well as through work sessions with the NVTA. The Group—believes that the NVTA would have been better served if the input data had been sought via the Project Implementation Working Group as this Group is the lead for the Authority as it relates to the implementation of HB599.

VDOT Evaluation and Rating Modeling Approach

While the Group recognizes that VDOT is making an effort to use the most progressive modeling techniques available, it is still an evolving field. Even the most sophisticated models do not accurately reflect the reality of non-vehicular travel, particularly walking in urban areas. As such, VDOT should accept detailed local data to help calibrate its model as accurately as possible, including:

Martin E. Nohe, Chairman
Members, Northern Virginia Transportation Authority
January 22, 2014

- Mode split data for analysis zones and Metro station access.
- Pedestrian and bike counts on major corridors.
- Average costs for off-street parking in urban locations.
- Analysis of key regional bike/ped trail facilities (such as W&OD).

The VDOT memorandum notes that the model is designed to evaluate the potential impact of transportation improvements with a single base demographic/land use forecast. As a result, the effect of the project on land-use will not be captured. Since increases in transportation capacity will affect land use, the Group recommends that VDOT include the impact of the land use in the memorandum and final report.

Suggested Measures of Effectiveness (MOE's)

The VDOT memorandum dated January 9, 2014, includes eight Measures of Effectiveness (MOE). The proposed MOE's assume a definition of congestion and regional significance that is not consistent with the work of previous regional bodies including the National Capital Region's Transportation Planning Board (TPB), the Authority, and the Washington Metropolitan Area Transit Authority (WMATA). This work does not need to be recreated by VDOT. In November 2012, the Authority and eight of nine jurisdictions adopted TransAction 2040 which was prepared as required by the Authority's authorizing statute. VDOT participated in this plan and precursors. TransAction 2040 defines regionally significant projects and evaluates them based on their ability to reduce congestion and improve regional mobility. The measures used to evaluate projects in the TransAction 2040 Plan have been vetted by the Authority and its member jurisdictions and regional transportation agencies, including VDOT and DRPT. It is unnecessary for VDOT to take the time to evaluate the criteria, since there is data that is readily available and current from the measures included in TransAction 2040.

Additional comments related to the MOEs presented in the VDOT memorandum are listed in the Group's letter to Ms. Cuervo, dated January 23, 2014 (Correspondence, Attachment D)

Measurement Methods

The VDOT memorandum states that the model was designed to evaluate 30 projects. The memorandum should be revised to reflect Ms. Cuervo's most recent statement to the Group on January 10, 2014, where she indicated that VDOT would be willing to rate up to 40 projects.

The Group is concerned with VDOT's attempt to prioritize projects as part of the VDOT Evaluation and Rating Process. The following excerpt from Page 2 of the VDOT memorandum makes the case for prioritization:

"It is possible that multiple projects will be nominated as alternative solutions to the same congestion problem, but it is more likely that the nominated projects will represent solutions to congestion problems in different locations throughout Northern Virginia. This makes it imperative that the evaluation and rating process consider both

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the specific congestion problem the project is intended to address, **as well as the relative importance of that problem with respect to others that may also be identified** [emphasis added].”

HB599 requires that VDOT evaluate projects “according to the degree to which the project is expected to reduce congestion and, to the extent feasible, the degree to which the project is expected to improve regional mobility in the event of a homeland security emergency.” VDOT’s proposed measurement method goes beyond what is called for in the law and attempts to prioritize for the region. It proposes to identify the magnitude of changes associated with each project by combining the scores from the project selection process with the project evaluation scores or “Composite Total Score” method. In other words, the VDOT memorandum states that projects that are deemed more significant in the project selection score have a higher potential to reduce congestion, and/or have greater potential to improve mobility during homeland security emergencies. This method is untested and may be flawed, as the project selection process not only evaluates regional significance but also congestion benefits. Combining the scores from the selection and evaluation process may double count some measures and undercount others, thereby producing inequitable results. To that point, the VDOT memorandum recognizes that using a total composite approach (preferred VDOT option) “**is not a “pure” congestion rating**, but it may not take into consideration other aspects of the project that are important to stakeholders” [emphasis added]. This process of prioritization should be left up to the Authority to consider after the VDOT Rating and Evaluation Study is completed.

Although VDOT has made an effort to consider a variety of factors in its new study, the Group still feels that it is overly complicated, time consuming, and reaches beyond the HB599 requirement. The Group recommends that the study team instead use the TransAction 2040 approach and associated data to conduct its analysis as the Group has continuously stated throughout this process.

Rating Scores and Factoring Approach

VDOT should provide project ratings as required by law, but should not go beyond the HB599 requirement by weighting the project ratings which in essence creates a relative ranking among them. The evaluation, prioritization and selection of projects will be completed by the Authority. In addition, the scores from the Project Selection Model (PSM) should not be included in the Project Evaluation Framework (PEF). Combining these two scores may over-count some measures and undercount others, thereby producing inequitable results. If necessary, relevant PSM criteria should be incorporated into the PEF.

Finally, we need more information about how the approach uses indexing to normalize project impact and would like assurances that this will not favor one type of project over another.

Martin E. Nohe, Chairman
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Planning Costs

The VDOT Evaluation and Rating study proposes to provide planning level cost estimates of each of evaluated project. The VDOT memorandum notes that “planning level cost estimates will be provided so that, if warranted, the congestion rating can be viewed in terms of congestion reduction relative to cost.” Again, the purpose of the study is to evaluate the projects. Additional planning cost information is unnecessary and may actually be harmful since no engineering has been done on some projects

Next Steps

VDOT is requesting comments on the proposed Project Evaluation Framework by close of business on Thursday, January 23, 2014. VDOT will hold a stakeholders meeting on January 31, 2014, where it will ask members to vote on the preferred Measures of Effectiveness.

A work session with the Authority has not yet been scheduled to review the Project Selection Rating results; however it is recommended that the information be shared with the Authority prior to VDOT presenting this information to the Commonwealth Transportation Board on March 19, 2014, preferably on or before the Authority’s tentatively scheduled March 13, 2014, meeting

VDOT Evaluation and Rating Study (HB 599) Project Nominations

According to the Final Project Selection Model memorandum, dated December 2, 2013, VDOT will seek project nominations from the Commonwealth Transportation Board (CTB) and NVTA for the first round of project evaluations. At the December 12, 2013, NVTA meeting, VDOT reported that it anticipated issuing its call for projects by mid-January 2014 with project nominations due by mid-February 2014. At the time, VDOT stated that they would study up to 30 projects or project packages for the first round of project evaluations. At the January 10, 2014, Group meeting, VDOT indicated that they would be willing to evaluate up to 40 projects or project packages.

At its January 10, 2014, meeting the Group discussed how to develop an initial list of projects that it will recommend to NVTA for nomination to the VDOT Evaluation and Rating Study. The Group developed and by consensus, agreed to use the following approach:

- 1) Project nominations may include both individual projects and project packages.
- 2) All projects will be considered for inclusion in the NVTA project nominations except for mass-transit projects that increase capacity (projects that are legally exempt by HB2313 from the rating criteria).
 - a. This subset of projects must meet the NVTA Project Selection Process Tier I Screening Criteria (Attachment A).

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The Group will use the project submissions due to NVTA by January 31, 2014, to develop the proposed list of project nominations. Per VDOT's initial guidance, with each project or project package submitted, the Group will identify the congestion problem that it is trying to solve using baseline congestion estimates provided by VDOT as well as from data contained in the TransAction 2040 Plan.

Development of Six-Year Program

At the September 26, 2013 Authority meeting, the Group was directed to develop recommended actions that the NVTA can take to successfully implement a Six-Year Program. Pursuant to that charge, at its January 10, 2014 meeting, the Group discussed and by consensus, agreed to use the FY 2014 Project Selection Process (Attachment C) for the selection and prioritization of projects considered for the first three years (FY 14 – FY 16) of Authority's Six-Year Program. All projects, including mass transit projects that increase capacity, are required to be contained within the 2012 CLRP or TransAction 2040 Plan. Currently the NVTA does not have a mechanism in place to amend the TransAction 2040 Plan outside of the regular five year plan update cycle.

Members of the Project Implementation Working Group and I will attend the Authority's January 23, 2014, meeting to provide additional detail and/or to answer any questions.

Attachments.

- A. VDOT "Modeling Approach and Potential MOEs and Rating System" dated January 6, 2014.
- B. VDOT memorandum "Draft Project Evaluation Framework" dated January 9, 2014.
- C. Six-Year Program Project Selection Criteria (PIWG approved 1/10/14)



Evaluation of Transportation Projects in Northern Virginia Transportation District

Modeling Approach Potential MOEs and Rating System

January 6, 2014

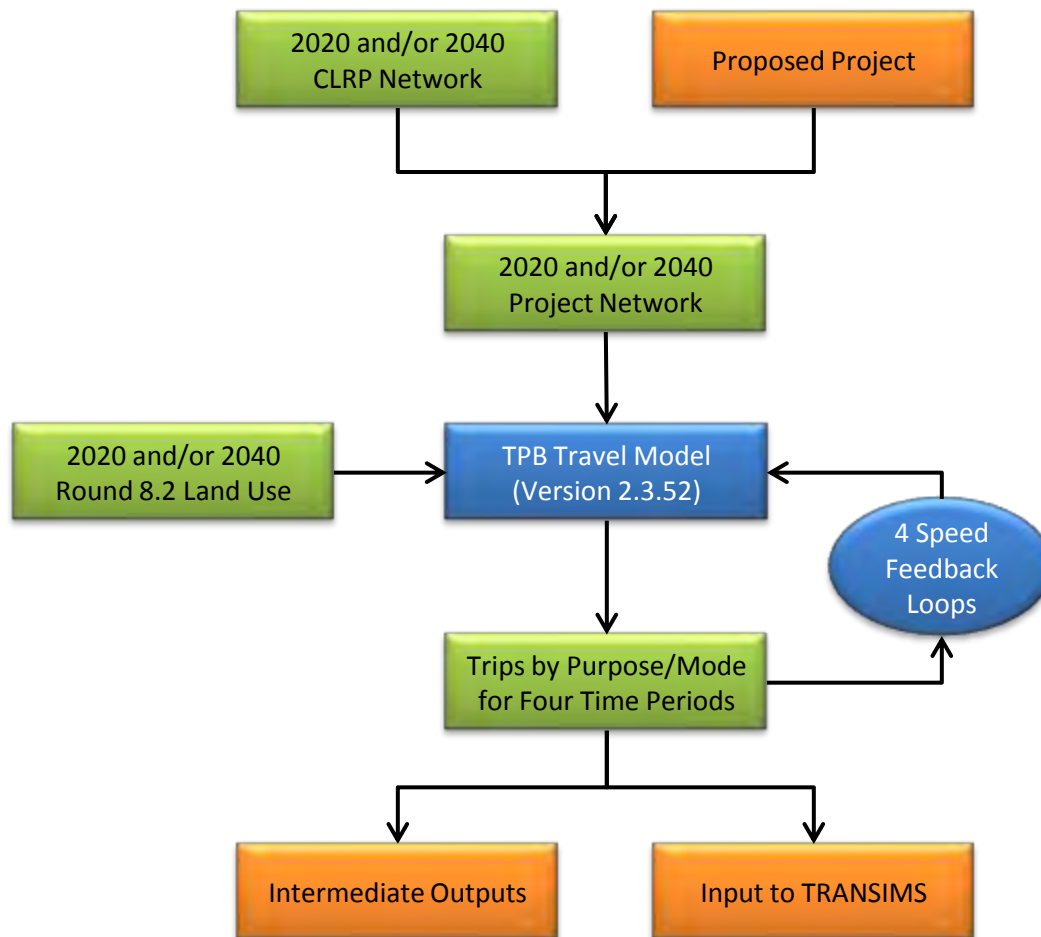
Agenda

- **Analytical Process**
 - **TRANSIMS Overview**
- **Project Evaluation Model**
 - **Potential Measures of Effectiveness**
- **Next Steps**
- **Questions / Comments**

Analytical Process

- **Authorizing Legislation**
 - *Use transportation models and computer simulations to provide an objective, quantitative rating of significant transportation projects...*
- **The proposed analytical process combines the TPB regional model with a dynamic travel simulation**
 - **TPB regional model generates zone-to-zone demand in four time periods**
 - **TRANSIMS distributes demand to activity locations and seconds of the day**
 - **Dynamic user equilibrium routing and simulation estimates the congestion impact and calculates performance measures**
 - **Microscopic traffic operations simulations may be used to evaluate complex bottleneck locations**

TPB Travel Model → Travel Demand



Intermediate Outputs

- To support NVTAs needs, VDOT will report preliminary results for each project from the TPB travel model by June 2014
 - *These results are preliminary in nature and may not be indicative of the ultimate congestion rating*
- **Performance measures extracted from the TPB travel model include:**
 - Change in mode shares and the number of person trips by mode in Northern Virginia
 - Roadway miles by level of service in the AM and PM peak periods
 - Link volume to capacity ratios in the AM and PM peak periods
 - Changes in vehicle miles and vehicle hours of travel

TRANSIMS Overview

- **TRANSIMS – Transportation Analysis Simulation System**
 - Originally developed by Los Alamos (LANL) → Version 3 (2003)
- **Version 4 Open Source (2007)**
 - Portland/Atlanta regional models and White House Area Transportation Study
- **Version 5 Open Source (2011)**
 - MORPC (Columbus), SHRP2-C10 (Jacksonville) and Chicago Evacuations
 - 64 bit – multi-CPU processing
- **Version 6 Open Source (2013)**
 - VDOT Northern Virginia, FHWA AMS Testbed, Maryland, ODOT
 - Router includes dynamic user equilibrium iterations / convergence
 - New multi-resolution Simulator with new threading structure

TRANSIMS Output Options

- **TRANSIMS tracks the location of each person trip (~22 million) on a second-by-second basis over the course of a day**
- **Summary / aggregation options include:**
 - Link Delay files – link and turning flows and travel times by time increment (5-15 minutes)
 - Performance files – speed, delay, average and maximum density, travel time ratio, average and maximum queue length, and signal cycle failures by time increment (15 minutes)
 - Ridership files – boardings, alightings, and riders at each stop on each transit vehicle
 - Snapshot files – the point location and speed of each person at specified time increments (e.g., every seconds, every 10 seconds, once a minute, 15 minutes, etc.) → Visualizer
 - Traveler files – the second-by-second movements of selected travelers
- **All of the above data can be summarized by time period, geographic area, link or link group, route or route group, facility type, vehicle type, traveler type, trip purpose and travel mode**

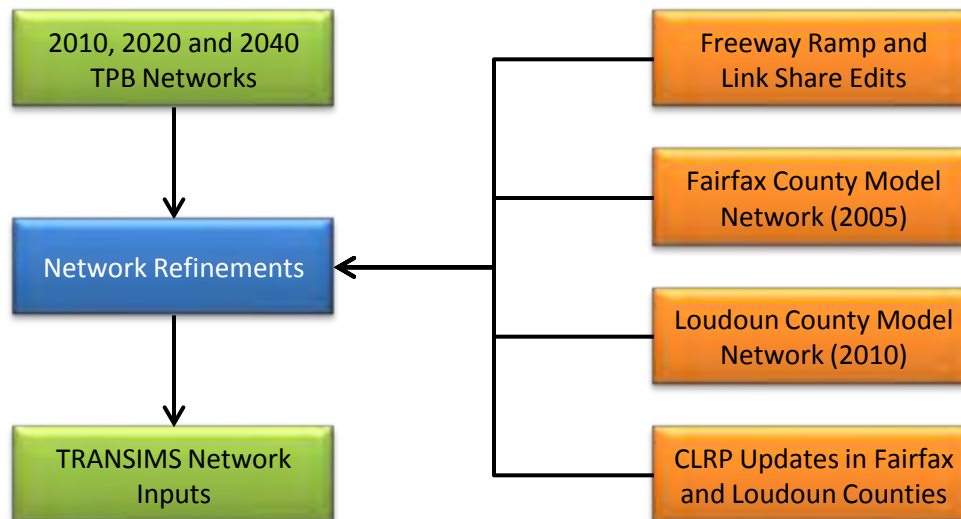
Typical TRANSIMS Performance Measures

- Travel time ratio – loaded travel time (e.g., peak hour) / free flow travel time
- Signalized intersection cycle failures (number of vehicles and persons)
- Vehicle and Person miles of congested travel by mode, vehicle type, jurisdiction of residents, time of day
- Vehicle and Person hours of congested travel by mode, vehicle type, jurisdiction of residents, time of day
- Vehicle and Person hours of delay by mode, vehicle type, jurisdiction of residents, time of day (delay is the difference between actual travel time and free flow travel time)
- Lane / link occupancy – queue length / density measures – percentage of lane miles experiencing congested conditions by time of day
- Number of hours of congested conditions on lane miles of different facility types
- Transit load factors (e.g., passengers / vehicle) and transit boarding failures (crowding)
- Person throughput per hour per lane

TRANSIMS Alternative Analysis

- **TRANSIMS provides a more detailed and complete analysis of congestion impacts than using the TPB model in isolation**
- **TRANSIMS stores the path of each traveler (plan file) during each run**
 - The path of a given traveler from one simulation can be compared to the path in a second simulation to measure the impact of the network change on the traveler
 - Summarize the distribution of benefits and dis-benefits by traveler type, mode, facility or location – path changes, time of day changes, travel time changes, etc.
- **Compare link performance attributes between alternatives**
 - Change in volume, speed, delay, queue, cycle failures, ridership, etc.
- **Link delays can be used to build point-to-point or zone-to-zone skims by time of day**
 - Change in accessibility to jobs or households from select locations or jurisdictions

TPB Network → TRANSIMS Inputs



Regional and Study Area Network



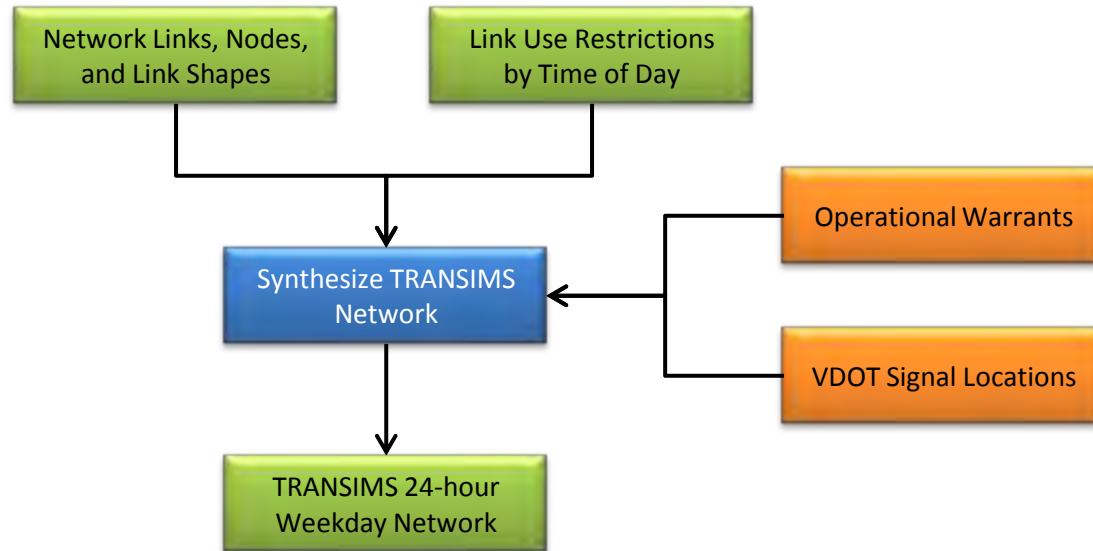
Original TPB



Fairfax Version

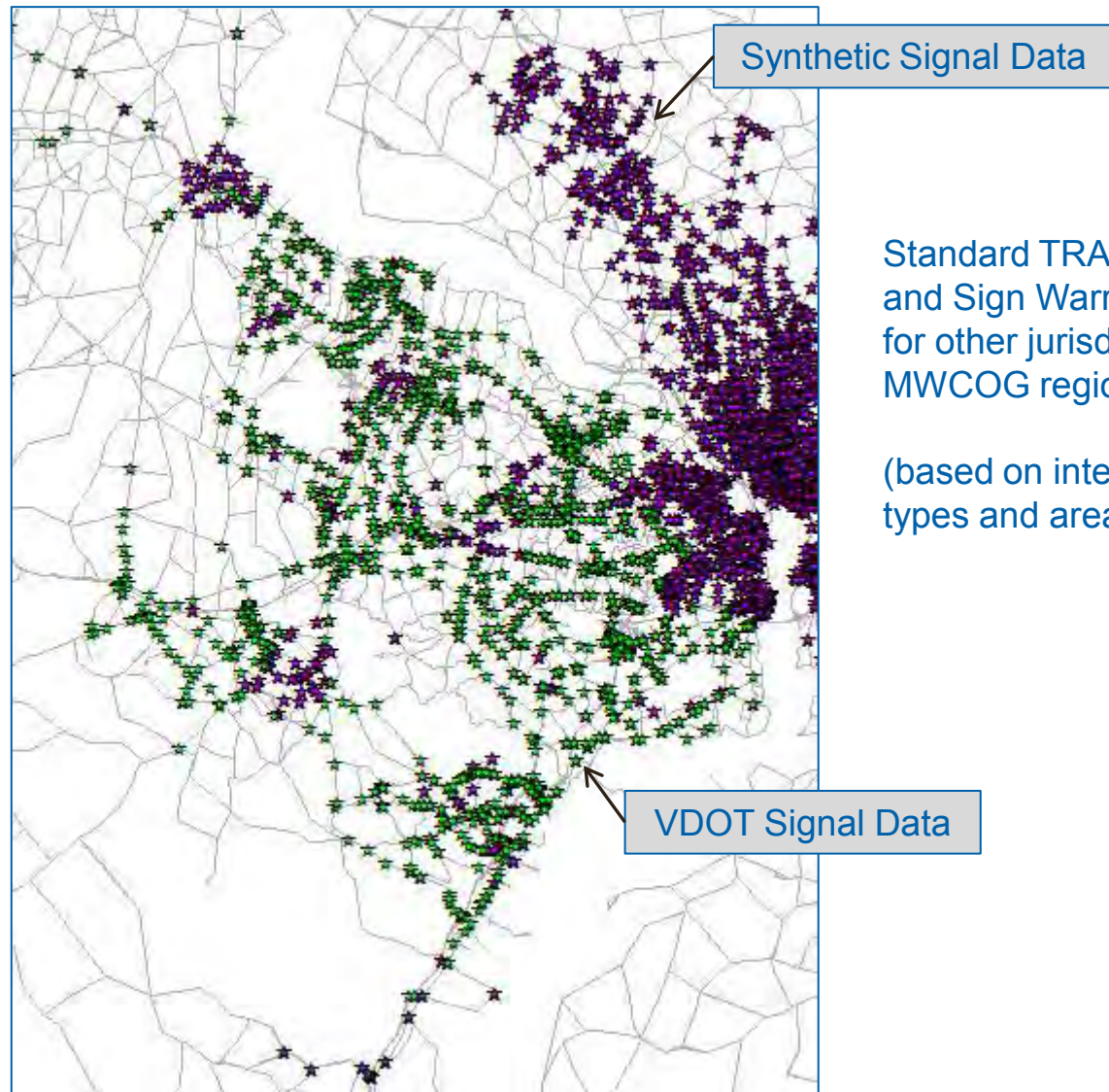


TRANSIMS Highway Network



Links, Nodes, Shapes, Zones, Pocket Lanes,
Activity Locations, Parking Lots, Access Links,
Lane-Use and Turn Restrictions, Lane Connections,
Signs, Signals, Timing Plans, Phasing Plans, Detectors

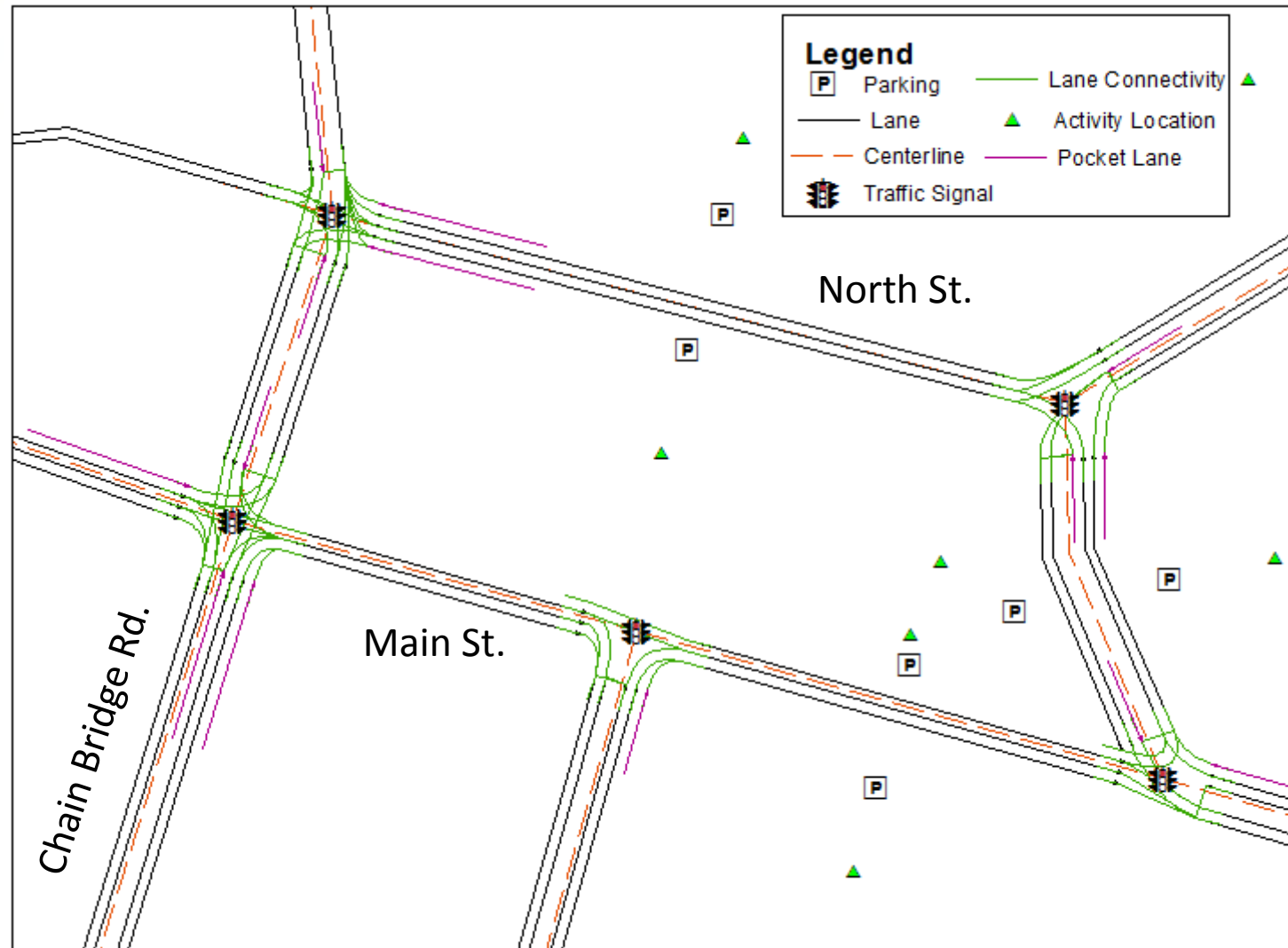
VDOT Signal Locations



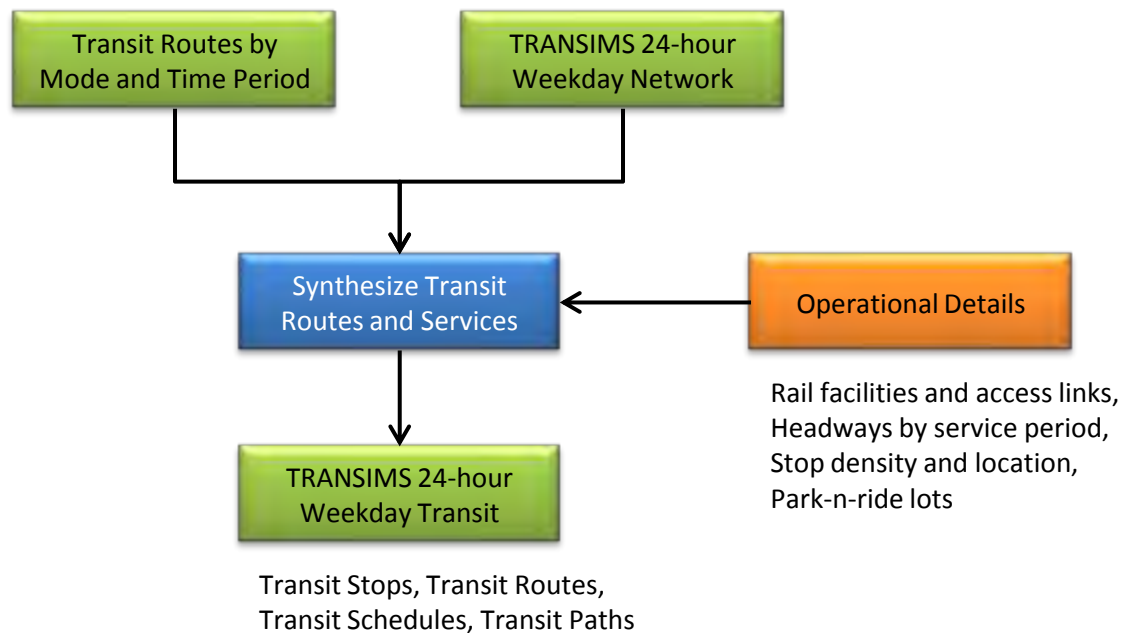
Standard TRANSIMS Signal and Sign Warrants were used for other jurisdictions in the MWCOC region

(based on intersection facility types and area types)

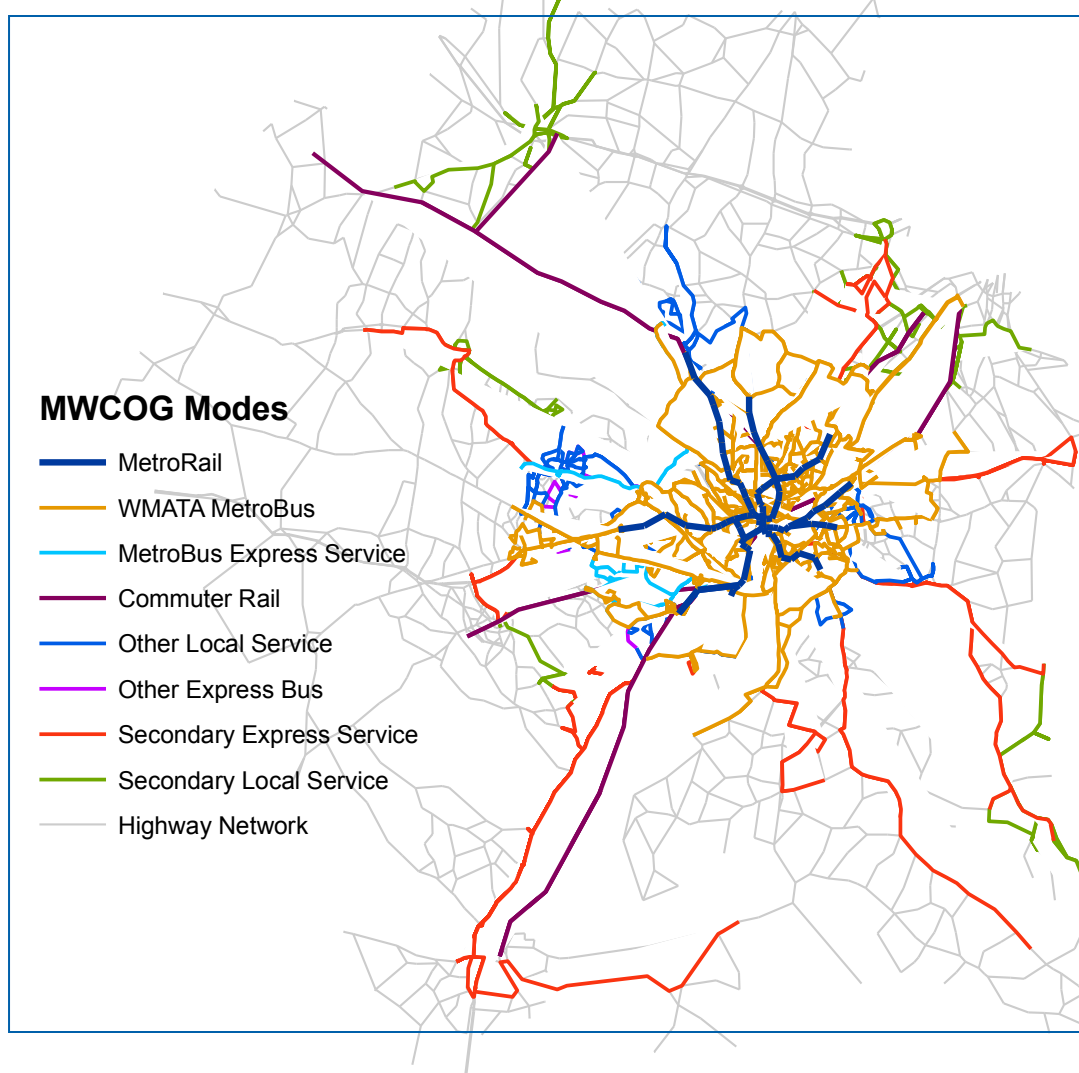
TRANSIMS Network Details



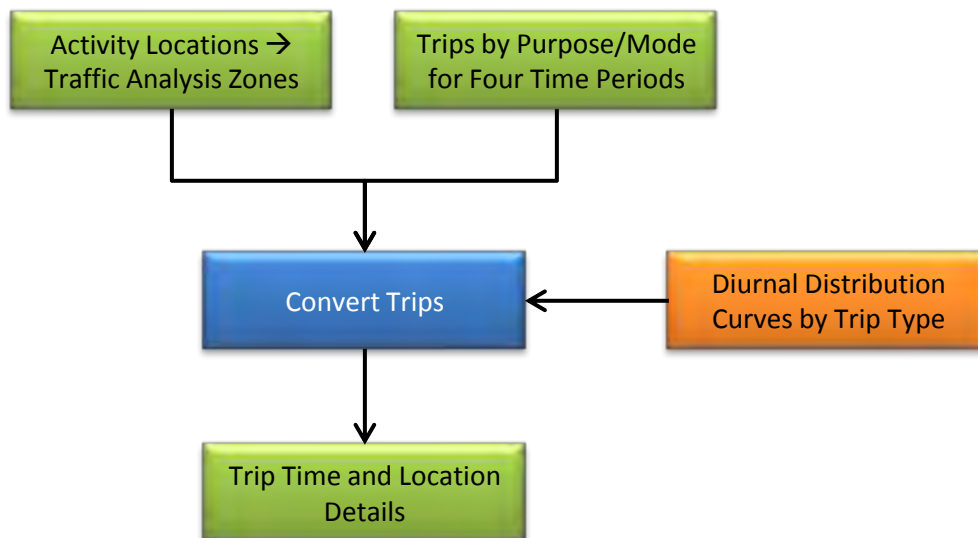
TRANSIMS Transit Network



TRANSIMS Transit Network

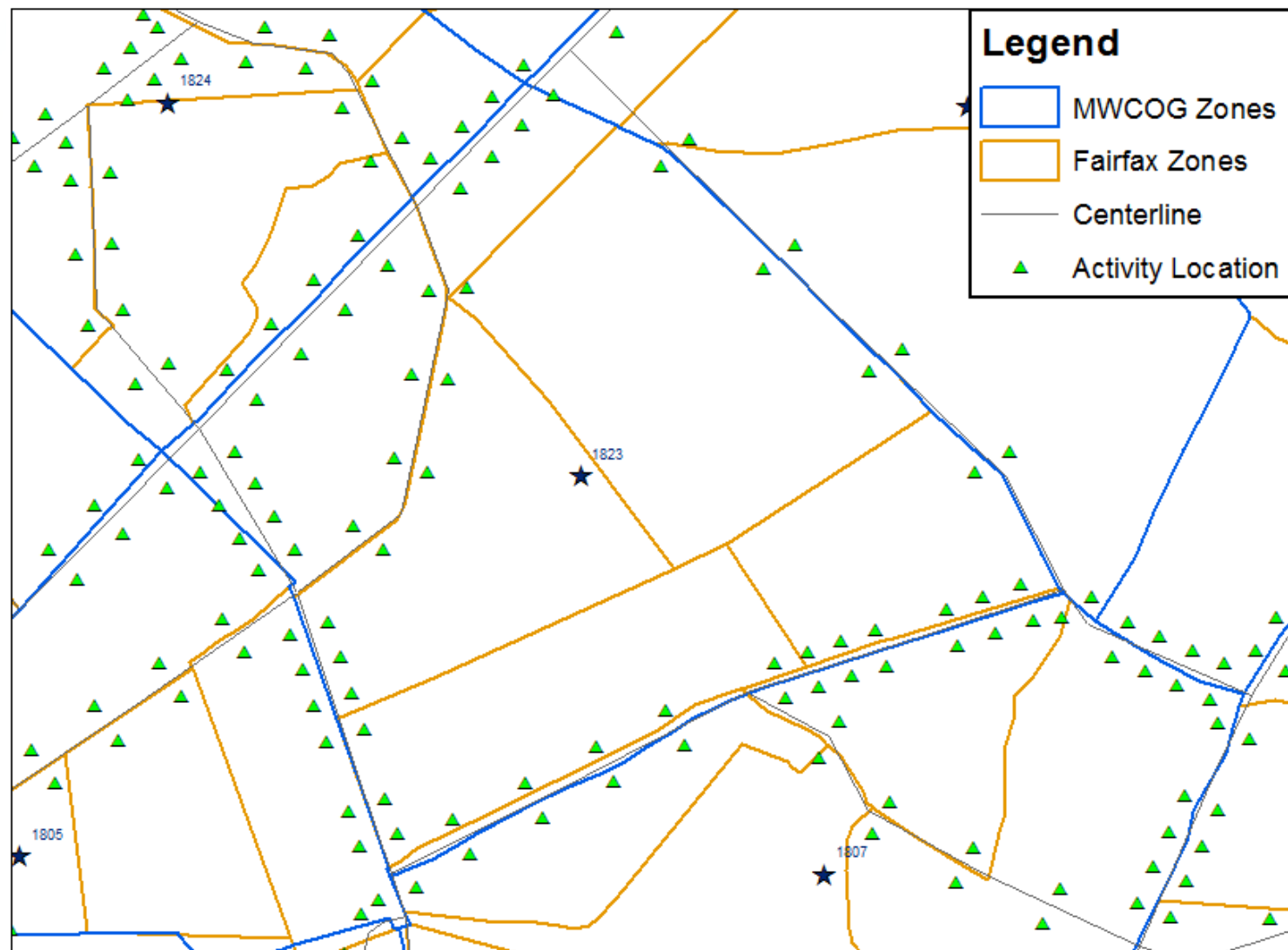


TRANSIMS Demand Details

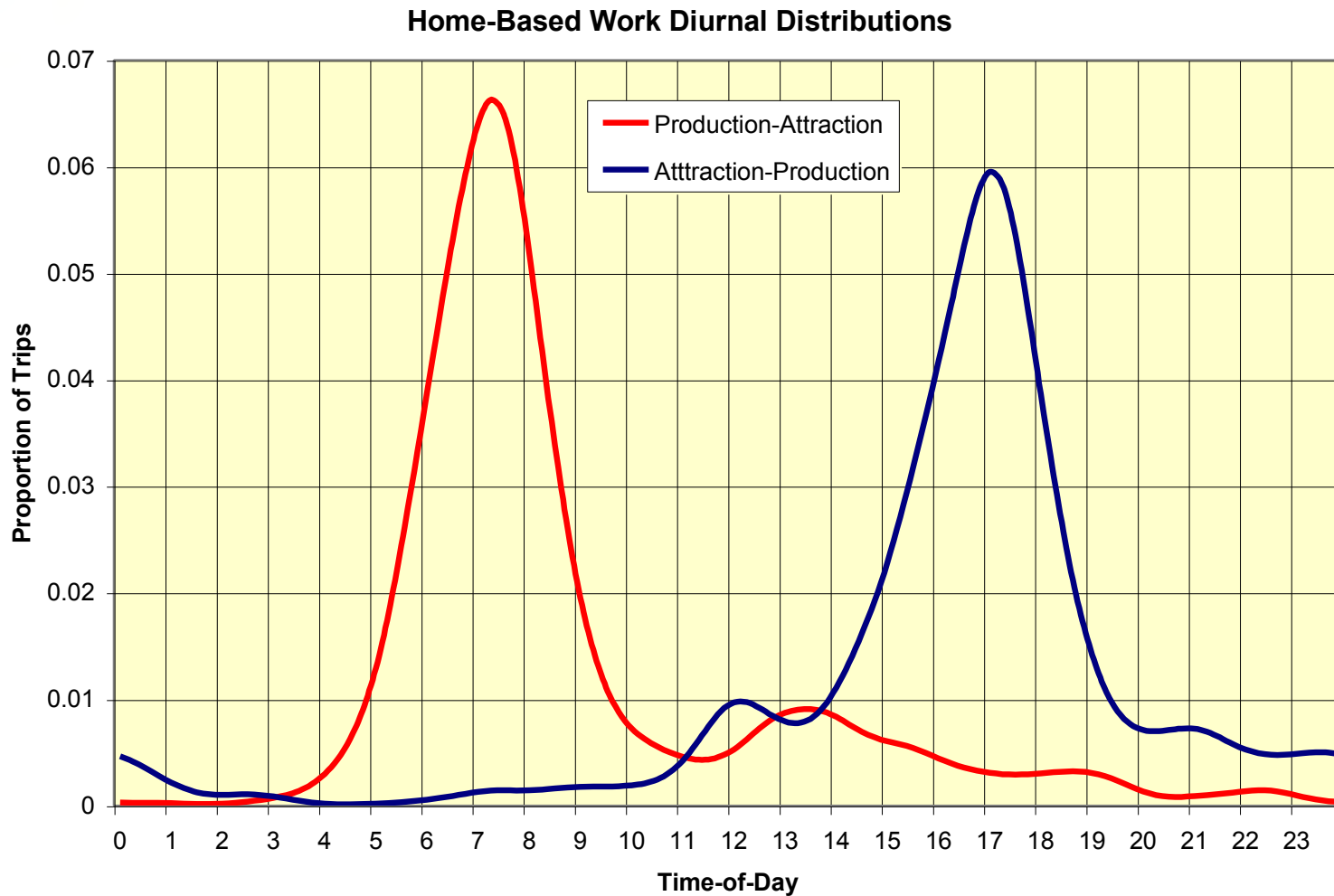


~22 million trips with a unique starting and ending activity location and a specific start time (second)

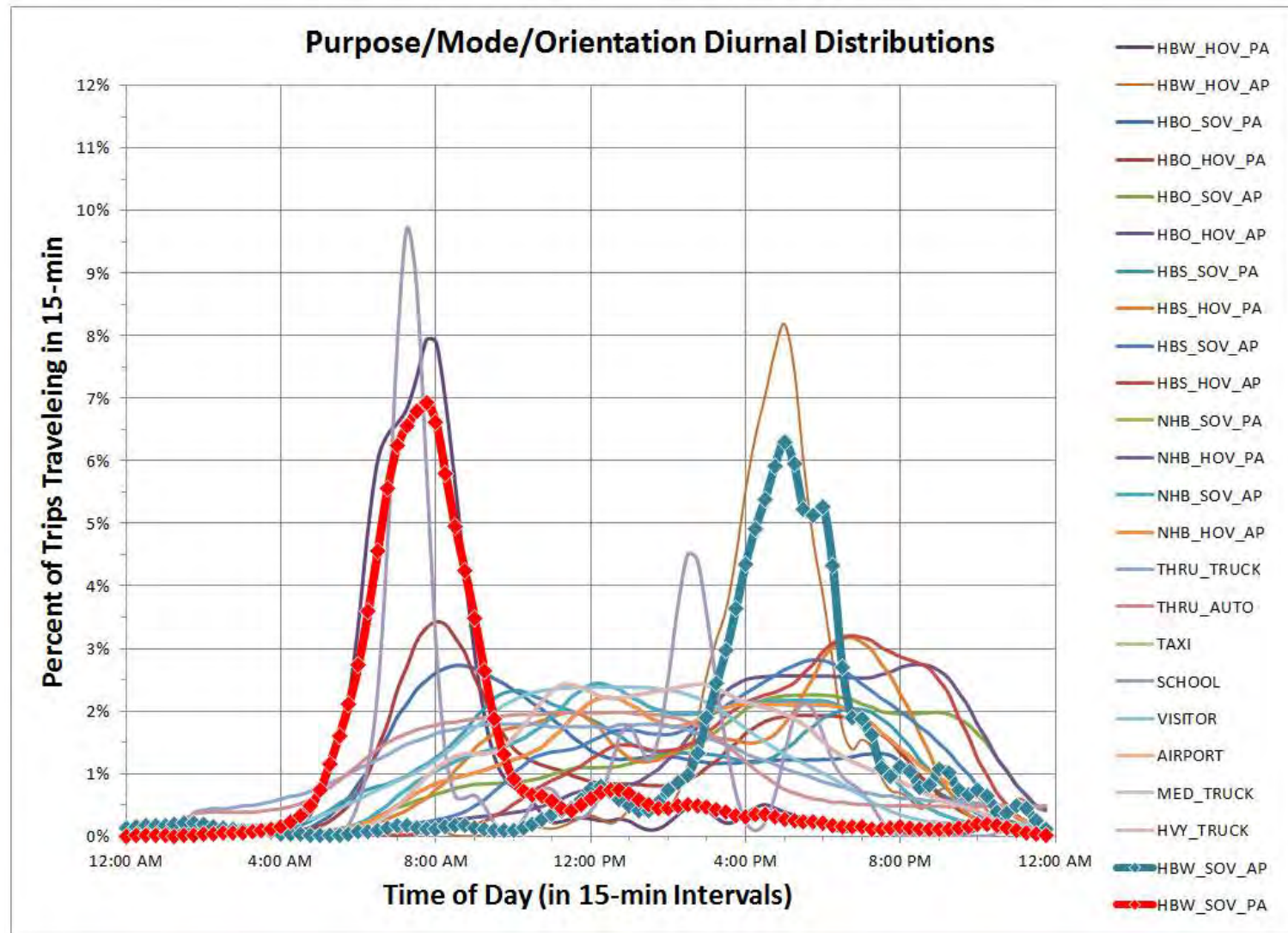
Assigning Trips to Activity Locations



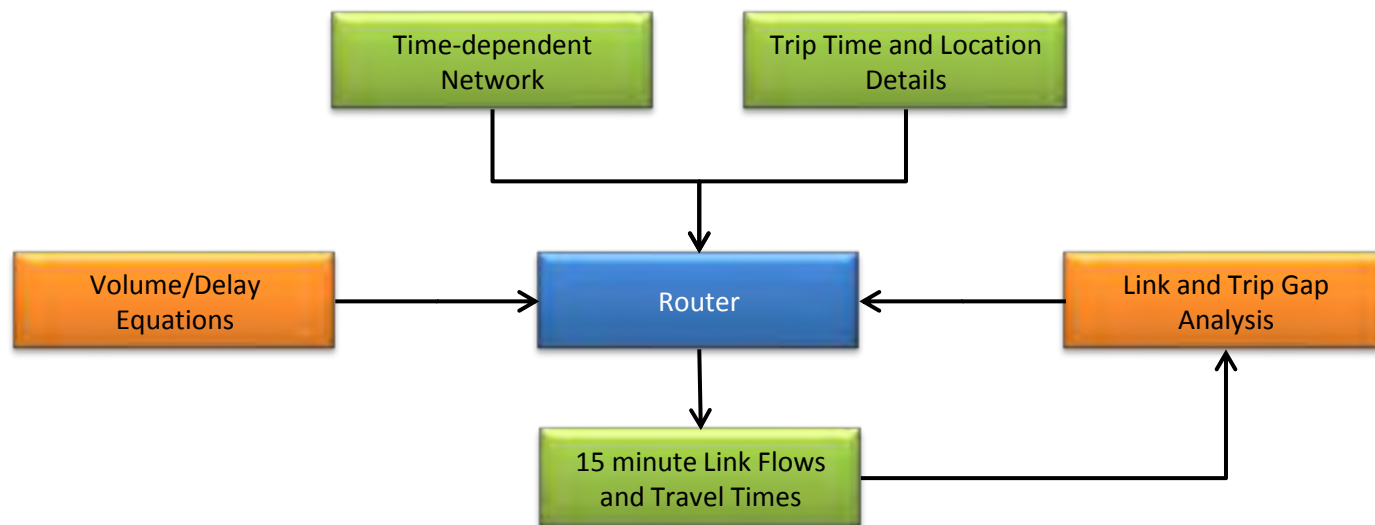
Diurnal Distribution Curves



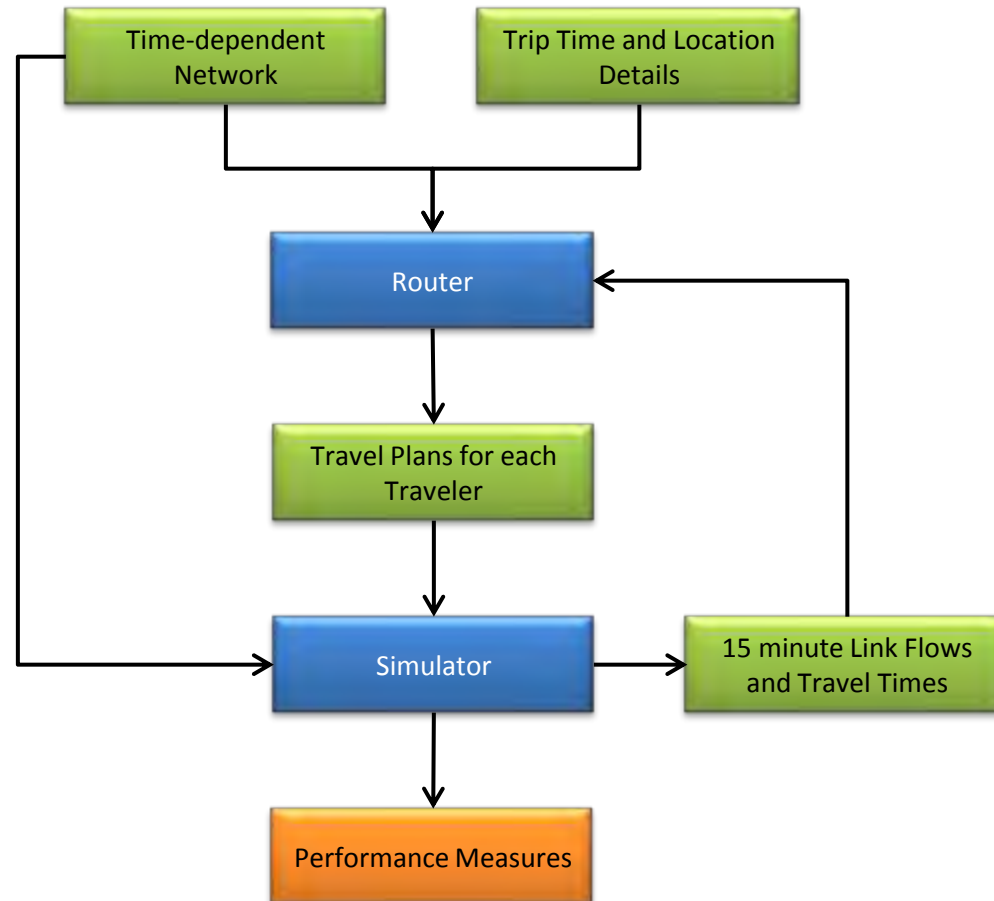
All Distribution Curves



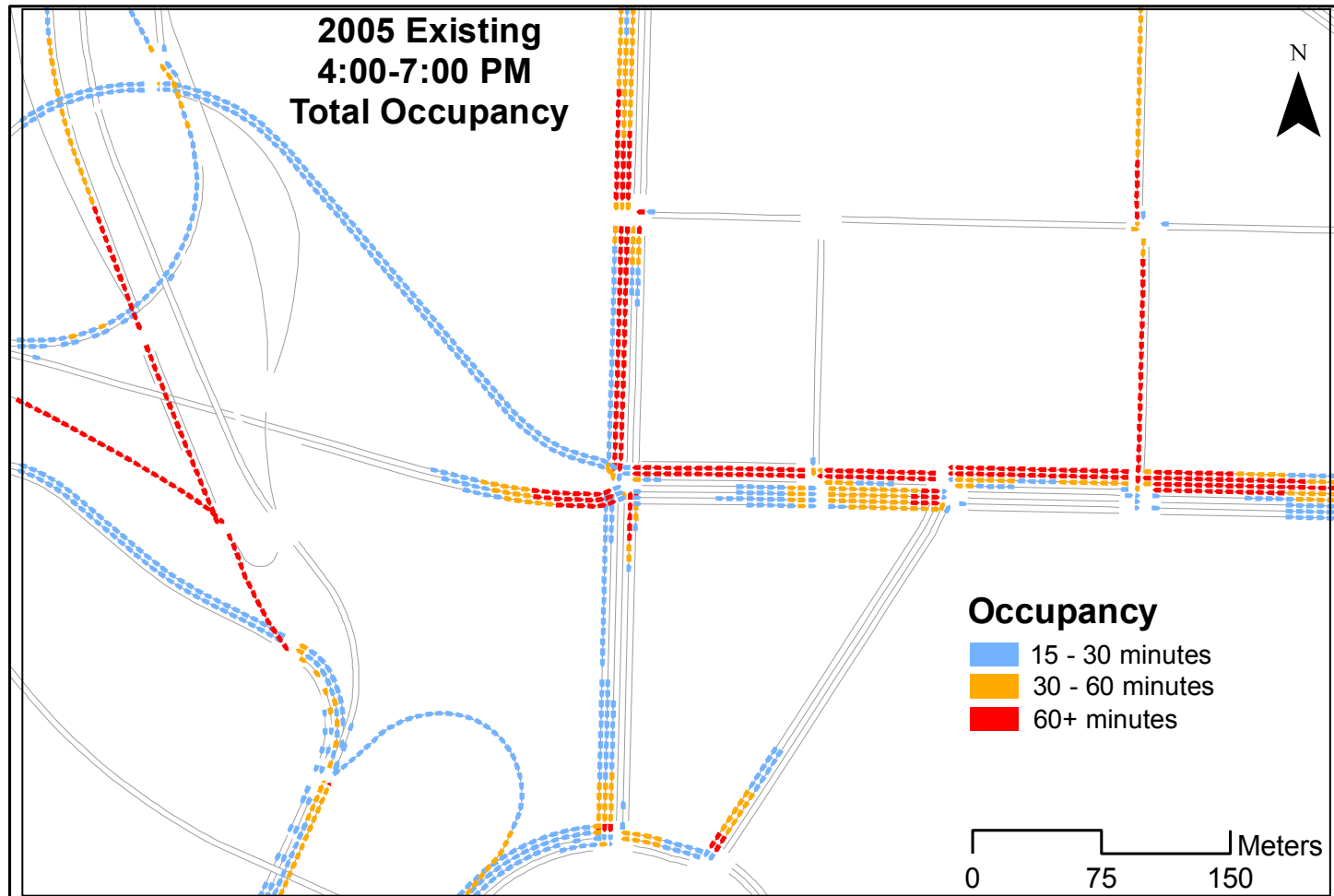
TRANSIMS Dynamic User Equilibrium



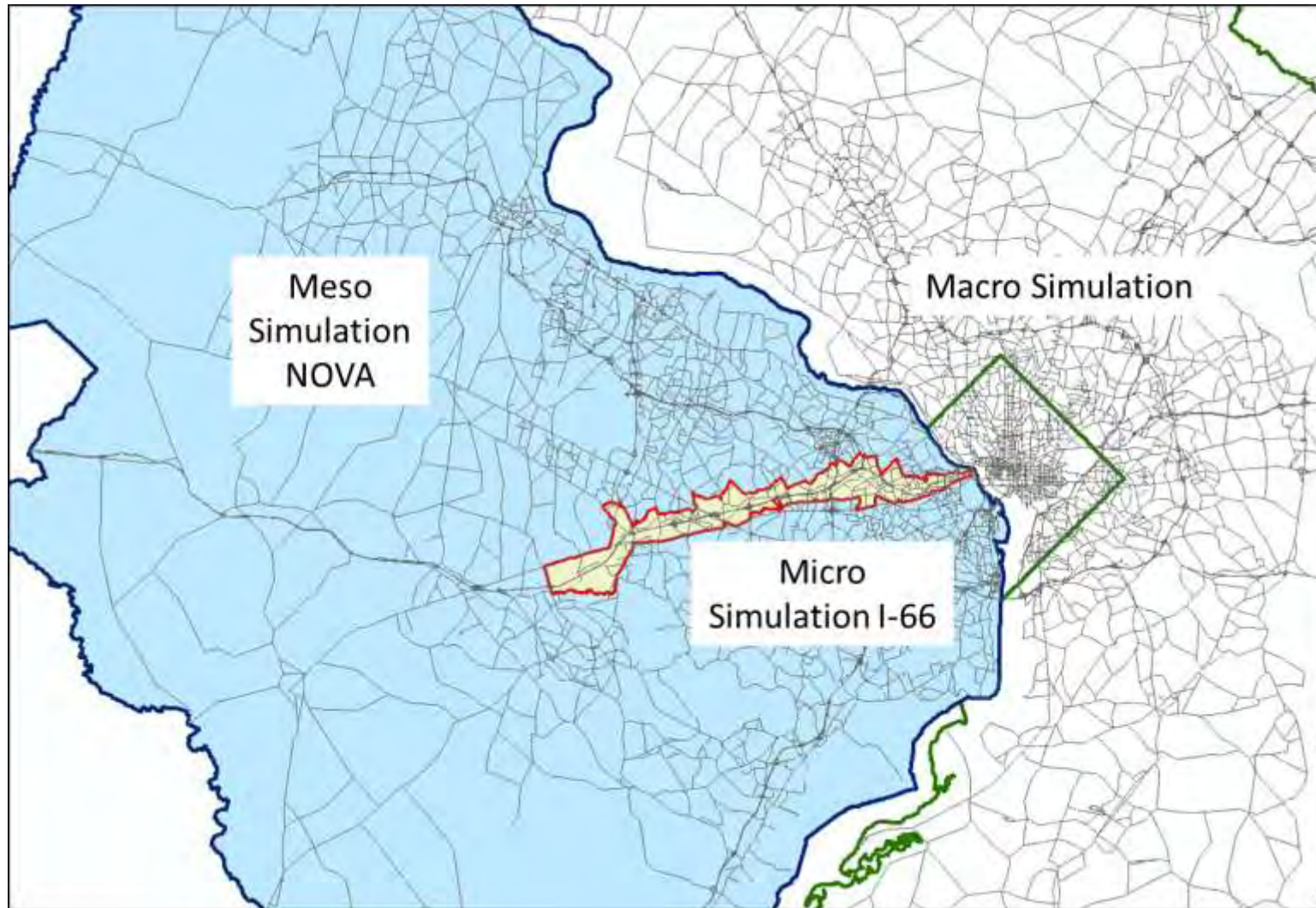
TRANSIMS Simulation Convergence



TRANSIMS Simulation Details



Simulation Subareas



TRANSIMS Simulation Methods

	Subarea Methods			
Parameter	Unsimulated	Macroscopic	Mesoscopic	Microscopic
Simulation Period	24+ hours	24+ hours	24+ hours	24+ hours
Time Steps	events	1 - 10 seconds	1 second	0.1 - 1 seconds
Cell Size	N/A	~25 feet	~25 feet	<= 25 feet
Movement Size	links	cells	cells	sub-cells
Vehicle Length Method	N/A	single cell	multi-cell	multi/sub-cell
Speed Fidelity/Increments	constant	cells/time step	cells/time step	feet/second
Vehicle Accel/Decel	N/A	one cell	one cell	feet/sec/sec
Intersection Controls	N/A	capacity rate	signals/signs	signals/signs
Merge Conflicts	N/A	first come	priority link	priority lane
Random Slow Downs	N/A	no	cells-based	feet/second
Driver Reaction Time	N/A	no	cells-based	feet/second
Plan Following Priorities	N/A	no	cells-based	speed-offset
Parking Lane Enforcement	N/A	no	yes	yes
Look Ahead Lane Changes	N/A	no	cells-based	speed-offset
Lane Swapping Options	N/A	no	yes	no
Permission Probability	N/A	no	no	yes
Max Comfortable Speed	N/A	no	cells-based	feet/second
Reload Capacity Problems	N/A	no	no	yes
Transit Vehicles	N/A	yes	yes	yes
Transit Passengers	N/A	no	yes	yes
Transit Crowding	N/A	no	no	yes
Auto Passengers	N/A	no	no	yes
Walk/Bike Plans	N/A	no	no	yes

Project Evaluation and Rating

- **Projects will be evaluated and rated based on how well they reduce congestion and improve mobility during emergencies**
- **Analyze projects using the TPB regional model and TRANSIMS software**
 - TPB model generates zone-to-zone demand in four time periods
 - TRANSIMS distributes demand to activity locations and seconds of the day
 - Regional dynamic user equilibrium routing and simulation estimates the impact
- **Project generated changes in performance measures will be calculated for individual travelers and trips, and aggregated for input into the project evaluation and rating framework**

Project Definition

- **For the purposes of this study, a “project” is defined as:**
 - *One or more complementary investments that attempt to provide a comprehensive solution to an identified congestion problem*
 - A project may include a combination of highway, transit, technology and/or travel demand management improvements and any access components such as pedestrian, bicycle and parking improvements which enhance the project’s effectiveness in reducing congestion
- **Potential changes to regional population and employment will not be considered by this study**
 - TPB Round 8.2 land-use forecasts for 2020 and 2040

Potential Performance Measures

- **Travel Time Index (TTI)** = percent reduction in peak hour travel time / free flow travel time
- **Transit Congestion** = percent reduction in route miles with heavy crowding on transit vehicles by transit mode (local bus ≥ 1.15 riders/seat; express bus/commuter rail > 1.0 riders/seat; Metrorail > 110 riders/car)
- **Congestion Duration** = percent reduction in the number of lane miles * number of hours of the day with heavily congested travel conditions (TTI ≥ 2.0)
- **Person Hours of Delay (PHD)** = percent reduction in the person hours of travel time above free flow travel time on roadway facilities
- **Person Hours of Congested Travel (PHC)** = percent reduction in the number of person hours on congested roadways (TTI ≥ 2.0)
- **Person Miles of Congested Travel (PMC)** = percent reduction in the number of person miles of travel on congested roadways (TTI ≥ 2.0)
- **Accessibility to Jobs** = percent increase in the number of jobs that can be reached from each household based on a 45 minute travel time by automobile and by transit
- **Emergency Mobility** = percent increase in person travel time resulting from a 10 percent increase in peak hour trip making

Potential Performance Summaries

➤ **Two levels of geographic aggregation**

- Identified congestion problem → corridor/facility-specific congestion impacts
- Congestion impacts for the rest of Northern Virginia

➤ **Two time horizons**

- Near term projects (implemented in next ten years) to be evaluated using 2020 land uses, networks, and 2020 baseline
- Long term projects (implemented beyond ten years) to be evaluated using 2040 land uses, networks, and 2040 baseline

➤ **Separate Congestion Reduction Scores for 2020 and 2040**

- The congestion reduction score is the weighted sum of the corridor and the rest of Northern Virginia MOEs
- Relative weights for the MOEs developed through stakeholder engagement

Potential Weighted MOEs

Impact Area	Performance Measure	Near-Term 2020 Benefits			Long-Term 2040 Benefits		
		Category Weights	Attribute Weights	Overall Weights	Category Weights	Attribute Weights	Overall Weights
Identified Congestion Site		A%			C%		
	Travel Time Index		E%	A%*E%		E%	C%*E%
	Transit Congestion		F%	A%*F%		F%	C%*F%
	Congestion Duration		G%	A%*G%		G%	C%*G%
	Person Hours of Delay		H%	A%*H%		H%	C%*H%
	Person Hours of Congested Travel		i%	A%*I%		i%	C%*I%
	Person Miles of Congested Travel		J%	A%*J%		J%	C%*J%
	Accessibility to Jobs		K%	A%*K%		K%	C%*K%
	Emergency Mobility		L%	A%*L%		L%	C%*L%
			100%	M%		100%	O%
Rest of Northern Virginia		B%			D%		
	Travel Time Index		E%	B%*E%		E%	D%*E%
	Transit Congestion		F%	B%*F%		F%	D%*F%
	Congestion Duration		G%	B%*G%		G%	D%*G%
	Person Hours of Delay		H%	B%*H%		H%	D%*H%
	Person Hours of Congested Travel		i%	B%*I%		i%	D%*I%
	Person Miles of Congested Travel		J%	B%*J%		J%	D%*J%
	Accessibility to Jobs		K%	B%*K%		K%	D%*K%
	Emergency Mobility		L%	B%*L%		L%	D%*L%
		100%	100%	N%	100%	100%	P%
	Congestion Reduction Score	2020 Score = (M% + N%)			2040 Score = (O% + P%)		

Potential Congestion Rating Schemes

- **Percent changes in MOEs are used to combine performance measures into a composite congestion reduction score**
 - They also normalize the impacts of different analysis years and different locations
- **The Congestion Rating weights the congestion reduction score by the project significance**
 - Assumption: a 10% improvement to a heavily congested corridor should be rated higher than a 10% improvement to a lightly congested corridor
- **Potential weighting methods**
 - Use a specific congestion measure (e.g., travel time index) from the baseline condition
 - Use the professional judgment of the study team and/or stakeholder input
 - Use the congestion reduction potential scores from the Project Selection Model
 - Use the composite (total) score from the Project Selection Model
 - Others?

Congestion Rating Considerations

- A specific congestion measure, professional judgment, or stakeholder input may generate a reasonable weighting factor, but it is somewhat arbitrary and less defensible
- The congestion reduction potential score from the PSM would use congestion measures to weight congestion measures, but it doesn't take into account project significance or mobility benefits
- The composite (total) PSM score seems to be the most straightforward and defensible option, and considers all aspects of the project selection in the factoring process
 - If two projects have the same congestion reduction score, the project with the higher project selection score will have a higher congestion rating
 - This is not a “pure” congestion rating, but it does take into consideration other aspects of the project that are important to stakeholders

Congestion Weighting Options

Impact Area	Performance Measure	Near-Term 2020 Benefits			Project #1		Project #2	
		Category Weights	Attribute Weights	Overall Weights	MOE Points	MOE Score	MOE Points	MOE Score
Identified Congestion Site		50%						
	Travel Time Index		12.5%	6.25%	50	3.13	50	3.13
	Transit Congestion		12.5%	6.25%	50	3.13	50	3.13
	Congestion Duration		12.5%	6.25%	50	3.13	50	3.13
	Person Hours of Delay		12.5%	6.25%	50	3.13	50	3.13
	Person Hours of Congested Travel		12.5%	6.25%	50	3.13	50	3.13
	Person Miles of Congested Travel		12.5%	6.25%	50	3.13	50	3.13
	Accessibility to Jobs		12.5%	6.25%	50	3.13	50	3.13
	Emergency Mobility		12.5%	6.25%	50	3.13	50	3.13
Rest of Northern Virginia		50%						
	Travel Time Index		12.5%	6.25%	50	3.13	50	3.13
	Transit Congestion		12.5%	6.25%	50	3.13	50	3.13
	Congestion Duration		12.5%	6.25%	50	3.13	50	3.13
	Person Hours of Delay		12.5%	6.25%	50	3.13	50	3.13
	Person Hours of Congested Travel		12.5%	6.25%	50	3.13	50	3.13
	Person Miles of Congested Travel		12.5%	6.25%	50	3.13	50	3.13
	Accessibility to Jobs		12.5%	6.25%	50	3.13	50	3.13
	Emergency Mobility		12.5%	6.25%	50	3.13	50	3.13
		100%	100%	50%				
	Congestion Reduction Score					50		50
Congestion Reduction Weighting Options using Project Selection Scores					PSM Score	Project Rating	PSM Score	Project Rating
	Multiply by the Congestion Reduction Potential Score				25	1,250	35	1,750
	Multiply by the Overall (Total) Selection Score				70	3,500	50	2,500
	Add the Overall (Total) Selection Score				70	120	50	100

Schedule of Events

- **December 19th – discuss the Analytical Process and potential Performance Measures with the Peer Review Group (PRG)**
- **December 27th – using PRG feedback, prepare Stakeholder presentation on Analytical Process, potential Performance Measures, and Rating System**
- **January 6th – meet with Stakeholders to discuss the Analytical Process, potential Performance Measures, and Rating System**
- **January 9th – distribute the Draft Project Evaluation Framework (Performance Measures and Rating System) to the Stakeholders for review and comment**
- **January 23rd – consolidate and reconcile comments about the MOEs**
- **January 31st – use the Decision Lens tool to evaluate the relative importance of each Performance Measure (MOE)**
- **February – present the results to the NVTB Board and CTB**



Questions / Comments

THANKS!

Evaluation of Transportation Projects in Northern Virginia Transportation District
Modeling Approach
January 6, 2014

Evaluation and Rating of Significant Transportation Projects in Northern Virginia

Project Selection Weights

December 16, 2013

Project Selection Weights

This memo summarizes the rank ordering of the 11 project selection criteria adopted by the Northern Virginia Transportation Authority (NVTA) on December 12th.

Category 1: Project Significance

1. Project Type

The project includes a highway, rail, bus, technology or large scale travel demand management investment.

Yes → 100 points

2. Designated Corridors

The project is on a facility in/near Northern Virginia and included in the Statewide Mobility System, Corridors of Statewide Significance, in a Super NoVA corridor or in a TransAction 2040 corridor.

Yes → 100 points

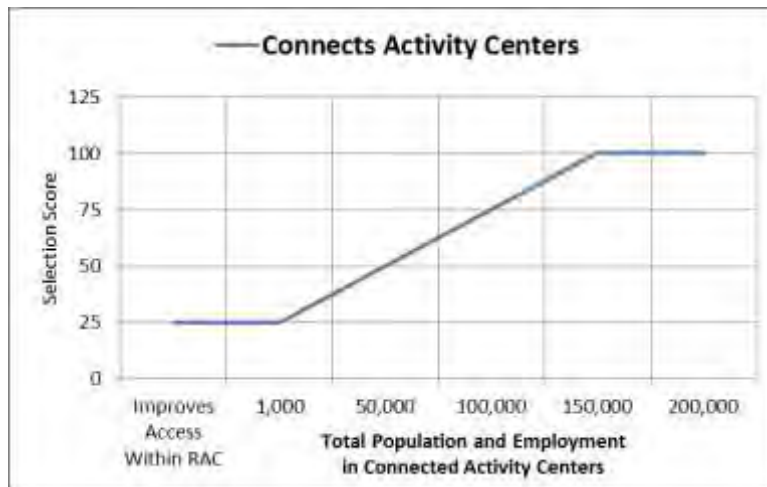
3. High Travel Volume

The project is in a corridor that serves a high volume of person trips.



4. Connects Regional Activity Centers (RACs)

The project enhances or expands transit, HOV/HOT or roadway connections between non-contiguous regional activity centers (RACs).



5. Connects Major Facilities

The project enhances or completes connections between interstate highways, principal arterials or transit stations, park-&-ride lots and DCA or IAD airports.

Improves or adds one connection → 50 points

Improves or adds two or more connections → 100 points

Category 2: Congestion Reduction Potential

6. Congestion Severity

The project is located in a heavily congested corridor.

Moderate Congestion (peak hour TTI = 1.3-2.0 or Load Factor) → 25 points

Heavy Congestion (peak hour TTI = 2.0-3.0 or Load Factor) → 75 points

Severe Congestion (peak hour TTI > 3.0 or Load Factor) → 100 points

(TTI = travel time index = congested travel time / free flow travel time)

(Load Factor = transit passengers / vehicle seats)

Load Factors	Local Bus	Express Bus	Metrorail	Commuter Rail
Moderate	1.0-1.15	0.9-1.0	100-110 ppc	0.9-1.0
Heavy	1.15-1.3	1.0-1.1	110-120 ppc	1.0-1.1
Severe	> 1.3	> 1.1	> 120	> 1.1

7. Congestion Duration

The project corridor experiences moderate to heavy congestion for multiple hours of the day.

Congested during the peak hour only → 25 points

Congested for the whole peak period → 75 points

Congested during peak and off-peak periods → 100 points

8. Person Hours of Delay

The project is located in a corridor with significant person hours of delay.

Moderate Delay (100 person hours of delay per mile per day) → 25 points

Substantial Delay (500 person hours of delay per mile per day) → 75 points

Major Delay (1,000 person hours of delay per mile per day) → 100 points

9. Adds Capacity

The project adds person moving capacity to a congested location, facility or corridor.

Adds 10% to 25% person moving capacity → 50 points

Adds 25% or more to the person moving capacity → 100 points

10. Reduces Vehicle Trips

The project has the potential to reduce vehicle trips on a congested facility or corridor.

Reduce vehicle trips by 5% to 10% → 25 points

Reduce vehicle trips by 10% to 25% → 75 points

Reduce vehicle trips by 25% or more → 100 points

Category 3: Homeland Security Mobility

11. Facility and Operational Improvements

The project improves regional mobility in the event of a homeland security emergency.

Improve mobility between jurisdictions or activity centers → 50 points

Improves radial roadway or bus capacity or reversible capabilities → 100 points

Expands/extends rail transit system → 100 points

Project Selection Weights

The following weights were assigned to each project selection criteria by NVTa based on the input from stakeholder agency representatives who participated in the December 3rd voting process.

Category	Attribute	Category Weights	Attribute Weights	Overall Weights
Project Significance		55.5%		
	Project Type		5.6%	3.1%
	Designated Corridors		23.3%	12.9%
	High Travel Volume		27.3%	15.2%
	Connects Regional Activity Centers		29.3%	16.3%
	Connects Major Facilities		14.4%	8.0%
			100.0%	55.5%
Congestion Reduction Potential		36.5%		
	Congestion Severity		15.6%	5.7%
	Congestion Duration		25.2%	9.3%
	Person Hours of Delay		22.1%	8.1%
	Adds Capacity		24.4%	8.9%
	Reduces Vehicle Trips		12.7%	4.6%
			100.0%	36.5%
Homeland Security Mobility		8.0%		
	Facility and Operational Improvements		100.0%	8.0%
Total		100.0%		

Evaluation and Rating of Significant Transportation Projects in Northern Virginia

Draft Project Evaluation Framework

XXI.B

January 9, 2014

The Virginia Department of Transportation (VDOT) and the Virginia Department of Rail and Public Transportation (DRPT) are conducting a study to evaluate all significant projects in and near the Northern Virginia District per the mandate of Virginia Code, section 33.1-13.03:1. The following statements represent a summary of the intent of the authorizing legislation and the objectives of this study:

Authorizing Legislation

Use transportation models and computer simulations to provide an objective, quantitative rating of at least 25 significant transportation projects selected according to priorities determined by the Commonwealth Transportation Board (CTB), in coordination with the Northern Virginia Transportation Authority (NVTA).

- *Evaluate and rate significant highway, rail, bus, and/or technology projects that reduce congestion and improve mobility during homeland security emergency situations.*
- *Priority should be given to projects that most effectively reduce congestion in the most congested corridors and intersections.*

For the purposes of this study, a “project” is defined as one or more complementary investments that attempt to provide a comprehensive solution to an identified congestion problem. A project may include a combination of highway, transit, technology and/or travel demand management improvements and any access components such as pedestrian, bicycle and parking improvements which enhance the project’s effectiveness in reducing congestion. Multi-modal projects are encouraged and welcomed. The potential impact of transportation improvements will be evaluated with a single base demographic/land-use forecast. Thus, the effect, if any, of the project on land-use will not be captured by this study.

Projects will be analyzed and assigned a quantitative rating that reflects their ability to reduce congestion and, to the extent possible, their ability to improve mobility during a homeland security emergency situation. This document outlines the measures of effectiveness that will be calculated to evaluate each project. The relative weight assigned to each measure in the ultimate effectiveness rating will be developed through a stakeholder engagement process.

Project Evaluation Framework

Projects will be evaluated and rated based primarily on how well they reduce congestion. Congestion reduction can be measured in several ways and this document proposes several measures that should be helpful in quantifying the congestion benefits generated by each project. Congestion can also be measured at different locations and at different points in time. For the purposes of this study, two “locations” and two points in time are considered by the evaluation and rating process.

Location

The first “location” is the congestion related to the identified congestion problem the project is intended to address. In other words, how effective is the project in reducing congestion at a specified location or in a specified corridor? The second “location” recognizes the fact that congestion relieved in one location can have positive or negative impacts at other locations. In this case, the overall impact of the project on the rest of Northern Virginia will be evaluated. These measures will capture the situation where addressing a congestion problem at a specified location did not have a significant impact at the specified location because the improved performance attracted new travelers to the facility from parallel routes. This is likely to result in less benefit at the specified location, but greater benefits to the overall region.

It is also possible that improvements to a specified location create greater problems at other locations. In other words, fixing one problem may simply move the congestion problem to another location that may ultimately result in an overall increase in congestion. This is often the case when upstream bottlenecks help to meter the traffic into a critical downstream facility. If the traffic is no longer delayed, the performance of the downstream facility may degrade significantly. Thus, measures of effectiveness will be calculated at both a “local” and a “regional” scale. The relative importance of these two geographies will be established through a stakeholder weighting process similar to that performed in the project selection model.

Time

The time dimension also has multiple perspectives. Since congestion is often a peak period problem, it is important to focus on congestion reduction during the peak period. In Northern Virginia congestion is not limited to the peak period, so it is also desirable to consider and quantify congestion reduction during off-peak hours as well.

The other major dimension of time is the year it takes place. The project selection model focused on congestion problems in the year 2020 to capture the benefits of improvements that are being implemented while at the same time giving priority to problems caused by existing development patterns. The evaluation and rating process will quantify benefits based on near-term conditions (2020), but will also consider long term impacts as well. The year 2040 has been selected for the long-term impact assessment. For projects that can be implemented in the near-term, a separate evaluation and congestion rating may be generated for both 2020 and 2040. For projects that cannot be completed until after 2020, only the long-term evaluation and congestion rating will be generated.

Measurement Methods

This study is somewhat unique in that it is designed to independently evaluate and rate about 30 projects that focus on multiple congestion problems in Northern Virginia. It is possible that multiple projects will be nominated as alternative solutions to the same congestion problem, but it is more likely that the nominated projects will represent solutions to congestion problems in different locations throughout Northern Virginia. This makes it imperative that the evaluation and rating process consider both the specific congestion problem the project is intended to address, as well as the relative importance of that problem with respect to others that may also be identified.

This requirement will be addressed using two calculations. The first is to measure the change in the congestion level after the project is implemented. This will be based on the percent change in each

performance measure. The contribution of each performance measure to the overall project rating will be based on the relative importance assigned to each measure. For example, the stakeholders may decide that a 10 percent reduction in person hours of delay during peak periods is more important than a 10 percent reduction in congestion duration. Based on this assessment, a 10 percent reduction in peak period delay will contribute more to the project rating than would a 10 percent reduction in congestion duration. While these calculations will assess the effectiveness of each project in terms of percentage changes in the various performance measures, the relative magnitude of each change will not be incorporated.

To address the magnitude of changes associated with each project, the second calculation will scale the overall congestion reduction score assigned to each project by the composite score the project received while being assessed during the project selection phase. This means that the rating for projects that were determined to be more significant, have a higher potential to reduce congestion, and/or have greater potential to improve mobility during homeland security emergencies will be given greater weight than projects with lower selection scores. This will help to capture the relative importance of projects and congestion problems. These calculations are described in more detail below.

CLRP Considerations

The baseline for the percent change in each performance measure is the performance of the Constrained Long Range Plan (CLRP) for 2020 and/or 2040. This study will use the CLRP adopted by the regional Transportation Planning Board in 2013 to define what is included in the 2020 and 2040 baseline conditions. If a project proposed for evaluation by this study is included in the 2020 or 2040 CLRP, the project will be removed from the baseline network and run through the modeling process. In this case, the percent change will measure the performance of the original 2020 or 2040 CLRP baseline against the performance of the network without the project.

Performance Measures

The performance measures proposed for the project evaluation framework are intended to be multi-modal criteria in that each measure focuses on the benefits received by persons rather than vehicles. Note, however, that most congestion problems will be experienced on roadway facilities or crowded trains. As a result, most multi-modal or demand management solutions will be evaluated based on how effective they are in improving travel times, delays and other performance measures for auto passengers and bus riders that travel through congested roadway segments.

The proposed measures of effectiveness are defined as follows:

- **Travel Time Index (TTI)** = percent reduction in the ratio of peak hour travel time / free flow travel time.
- **Transit Congestion (Load Factor)** = percent reduction in route miles with heavy crowding on transit vehicles by transit mode (local bus ≥ 1.15 ; express bus > 1.0 ; Metrorail > 110 passengers/car; commuter rail > 1.0).
- **Congestion Duration** = percent reduction in the number of lane miles * number of hours of the day with heavily congested travel conditions (TTI ≥ 2.0)

- **Person Hours of Delay (PHD)** = percent reduction in the person hours of travel time above free flow travel time on roadway facilities.
- **Person Hours of Congested Travel (PHC)** = percent reduction in the number of person hours on congested roadways (TTI >= 2.0)
- **Person Miles of Congested Travel (PMC)** = percent reduction in the number of person miles of travel on congested roadways (TTI >= 2.0)
- **Accessibility to Jobs** = percent increase in the number of jobs that can be reached from each household based on a 45 minute travel time by automobile and a 60 minute travel time by transit.
- **Emergency Mobility** = percent increase in the person hours of travel time resulting from a 10 percent increase in peak hour trip making.

Calculating the Congestion Reduction Score

The performance measures will be calculated based on the percentage difference between a model run with the proposed project and the baseline model results (without the project) for the years 2020 and 2040. This results in an MOE score for each performance measure. In addition, performance measures will be summarized for the congested facilities (or corridor) the project is intended to address and for the rest of Northern Virginia. Each performance measure will be multiplied by a weighting factor developed through the stakeholder engagement process. The overall congestion reduction score is the weighted sum of the site-specific and Northern Virginia performance measures. A separate score is calculated for 2020 and 2040.

The following chart shows how the various performance measures and attribute weights will be applied in calculating the congestion reduction score for each project. In the table, A through L are the weights that will be assigned by the stakeholders through the Decision Lens process, and S11-S48 are the performance measure results from the travel demand model or an assigned “MOE score” based on the results of the travel demand model.

Impact Area	Performance Measure	Near-Term 2020 Benefits			Long-Term 2040 Benefits		
		Category Weights ¹	Attribute Weights ¹	Weighted MOE Score ²	Category Weights ¹	Attribute Weights ¹	Weighted MOE Score ²
Identified Congestion Site		A%			C%		
	Travel Time Index		E%	A%*E%*S11		E%	C%*E%*S31
	Transit Congestion		F%	A%*F%*S12		F%	C%*F%*S32
	Congestion Duration		G%	A%*G%*S13		G%	C%*G%*S33
	Person Hours of Delay		H%	A%*H%*S14		H%	C%*H%*S34
	Person Hours of Congested Travel		i%	A%*I%*S15		i%	C%*I%*S35
	Person Miles of Congested Travel		J%	A%*J%*S16		J%	C%*J%*S36
	Accessibility to Jobs		K%	A%*K%*S17		K%	C%*K%*S37
	Emergency Mobility		L%	A%*L%*S18		L%	C%*L%*S38
			100%	Score1		100%	Score3
Rest of Northern Virginia		B%			D%		
	Travel Time Index		E%	B%*E%*S21		E%	D%*E%*S41
	Transit Congestion		F%	B%*F%*S22		F%	D%*F%*S42
	Congestion Duration		G%	B%*G%*S23		G%	D%*G%*S43
	Person Hours of Delay		H%	B%*H%*S24		H%	D%*H%*S44
	Person Hours of Congested Travel		i%	B%*I%*S25		i%	D%*I%*S45
	Person Miles of Congested Travel		J%	B%*J%*S26		J%	D%*J%*S46
	Accessibility to Jobs		K%	B%*K%*S27		K%	D%*K%*S47
	Emergency Mobility		L%	B%*L%*S28		L%	D%*L%*S48
		100%	100%	Score2	100%	100%	Score4
	Congestion Reduction Score	2020 Score = (Score1 + Score2)			2040 Score = (Score2 + Score4)		
	1. category and attribute weights will be determined through a stakeholder consensus building process						
	2. S1-S48 represent the project performance value from the modeling process						

Performance Measure Scores

The congestion reduction scores described above could be derived through either of two approaches. One approach would be to directly apply the percent change for each performance measure (in this case, S11-S48 would be those percent changes) to the product of the “Category” and “Attribute” weights (shown as letters in the table). For example if the congestion duration (S13) was reduced by 12% then the weighted MOE score will be $A\% \cdot G\% \cdot 12\%$.

An alternative approach would be to multiply these weights by a numeric value (score) that is assigned based on this percent change, in order to normalize the relative impact of a given percent change in reducing congestion (in this case, S11-S48 would be the MOE scores). This would be similar to the scores used for the project attributes in the project selection model (PSM). For example, the “reduces vehicle trips” attribute in the PSM was assigned 25 points if the project has the potential to reduce vehicle trips on a congested facility or corridor between 5% and 10%; 75 points if it reduced vehicle trips between 10% and 25%; and 100 points if it reduced vehicle trips by more than 25%. A similar concept could be applied for the project evaluation framework, but with the scale and fidelity of the scoring tailored to the group of projects that are proposed.

If the second approach above is followed for this study, a separate performance measure (MOE) score would be developed for each performance measure, each geographic level, and each analysis year. For example, an individual project will most likely achieve a much higher percent change within its corridor (or influence area) than it will engender in the remainder of Northern Virginia. Thus, a 10% change in person hours of delay at the identified congestion site is likely to represent a considerably smaller overall congestion impact than a 10% change in person hours of delay for the rest of Northern Virginia. As a result, the relative importance of a given percent change at the Northern Virginia level of geography should be scored differently from the relative importance of that same percent change at the congestion site.

The proposed method for establishing the MOE scores for each performance measure, geography, and analysis year would be based on the TRANSIMS model output in the form of the actual percent changes calculated for all of the evaluated projects. The proposal is to use the projects with the top three percent changes to establish the 100 point MOE score for each measure. The MOE score assigned to all of the other projects is then based on the ratio of the project's percent change to the lowest percent change of the top three projects. For example, if projects #2, #4, and #5 are predicted to have the highest (best) percent changes for congestion duration (say 9%, 10% and 10.5%), all three projects will receive a 100 point MOE score for congestion duration. If project #1 has a percent change in congestion duration of 7%, project #1 receives an MOE score of 78 points ($100 * 7 / 9$) for congestion duration.

Note the same three projects are not likely to receive the highest (best) percent change values for all performance measures, geographic levels, or analysis years. This means that the 100 point MOE score will be awarded to a different set of top three projects for each measure. The rationale for using the top three percent changes is to minimize the potential bias a single project might generate in the scoring process. For example, a given project might result in a huge change for a particular measure in a very small geographic area. Other projects may have much smaller percent changes, but affect much larger areas. Basing the score on the top three projects will help to dampen the influences of an outlier on the scores awarded to other projects.

Congestion Rating Schemes

Having extracted MOEs for each project and developed a quantitative score representing the project's impact on reducing congestion and improving mobility during security emergency situations, the final task is to assign a quantitative rating for each project using the MOE score.

One option is to use the MOE score as the rating. This method of assigning a rating is simple and reflects the quantitative estimates derived from the technical analysis. This method of rating, however, provides a quantitative assessment of how effectively the project reduces congestion, but does not account for the significance of the project or the **overall magnitude of the congestion reduction**. For example, this method could result in assigning the same quantitative rating for the reduction in the duration of congestion for two projects without recognizing that the congestion addressed by one of the projects was much more severe than the other project.

If all projects were focused on the same congestion problem or addressed congestion problems of approximately the same size and severity, the congestion reduction score would be sufficient for rating the projects' congestion reduction. It is highly unlikely that all projects selected for evaluation by this study will have comparable scopes and influence areas. This suggests that the project rating process should include

the significance of the project and the congestion level of the project's influence area as part of the evaluation. The basic concept is that a 10% improvement to a heavily congested corridor should be rated higher than a 10% improvement to a lightly congested corridor.

The above approach could be implemented by weighting the MOE scores for the project by a value related to project significance. A few alternative methods of weighting the congestion reduction scores were considered by the study team. These included:

1. Use a specific congestion measure (e.g., travel time index) from the baseline condition
2. Use the professional judgment of the study team and/or stakeholder input
3. Use the congestion reduction potential scores from the Project Selection Model (PSM)
4. Use the composite (total) score from the Project Selection Model (PSM)

In our opinion, a specific congestion measure, professional judgment, or stakeholder input may generate a reasonable weighting factor, but it is somewhat arbitrary and less defensible. The congestion reduction potential score from the PSM would use congestion measures to weight congestion measures, but it doesn't take into account project significance or mobility benefits. The composite (total) PSM score seems to be the most straightforward and defensible weighting factor, and considers all aspects of the project selection in the factoring process. This would mean that two projects with the same congestion reduction score will be rated differently based on their PSM scores. The project with the higher project selection score will have a higher congestion rating. This is not a "pure" congestion rating, but it does take into consideration other aspects of the project that are important to stakeholders.

The overall recommendation is to use the composite PSM score to weight or factor the congestion reduction score. The proposal is to multiply the composite PSM score for a given project by the congestion reduction score to calculate the congestion reduction rating. A hypothetical project rating example is shown in the following table. In this example, project X received a congestion reduction score of 60 points and project Y received a congestion reduction score of 50 points, but project X has a PSM score of 40 points while project Y has a PSM score of 70 points. The overall project rating would assign 2,400 points to project X and 3,500 points to project Y. In other words, the more significant project would receive a higher rating even though its overall congestion reduction score is slightly less.

	Project X	Project Y
Congestion Reduction Score	60	50
Project Selection Score	40	70
Congestion Reduction Rating	2,400	3,500

Project Costs

As part of the Scope of Work, the study team will prepare a planning level order of magnitude cost estimate for each project. If cost estimates are provided by the project sponsor OR have been prepared as part of other studies, these cost estimates will be reviewed for consistency and included in the final report. These

planning level cost estimates will be provided so that, if warranted, the congestion rating can be viewed in terms of congestion reduction relative to cost.

Project Selection Model

Since the proposed project evaluation framework depends on the results of the project selection model, a summary of the project selection model is included in this document for reference.

Category 1: Project Significance

1. Project Type

The project includes a highway, rail, bus, technology or large scale travel demand management investment.

Yes → 100 points

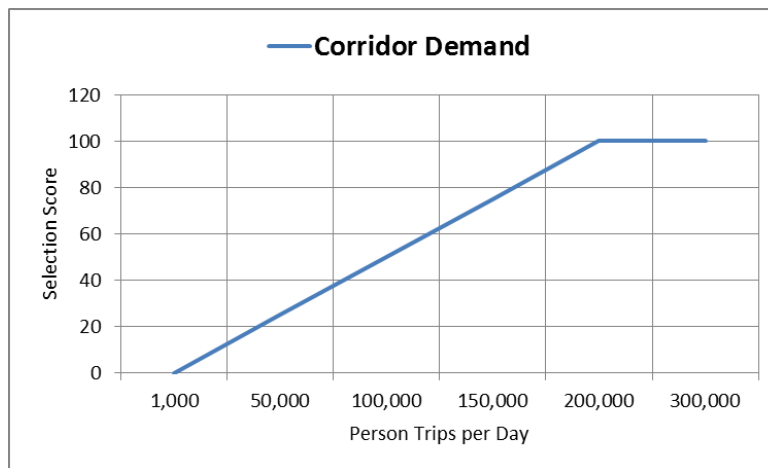
2. Designated Corridors

The project is on a facility in/near Northern Virginia and included in the Statewide Mobility System, Corridors of Statewide Significance, in a Super NoVA corridor or in a TransAction 2040 corridor.

Yes → 100 points

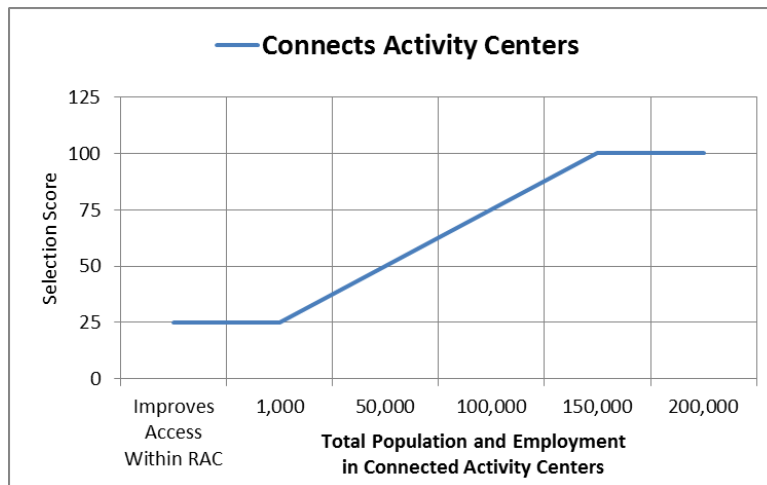
3. High Travel Volume

The project is in a corridor that serves a high volume of person trips.



4. Connects Regional Activity Centers (RACs)

The project enhances or expands transit, HOV/HOT or roadway connections between non-contiguous regional activity centers (RACs).



5. Connects Major Facilities

The project enhances or completes connections between interstate highways, principal arterials or transit stations, park-&-ride lots and DCA or IAD airports.

Improves or adds one connection → 50 points

Improves or adds two or more connections → 100 points

Category 2: Congestion Reduction Potential

6. Congestion Severity

The project is located in a heavily congested corridor.

Moderate Congestion (peak hour TTI = 1.3-2.0 or Load Factor) → 25 points

Heavy Congestion (peak hour TTI = 2.0-3.0 or Load Factor) → 75 points

Severe Congestion (peak hour TTI > 3.0 or Load Factor) → 100 points

(TTI = travel time index = congested travel time / free flow travel time)

(Load Factor = transit passengers / vehicle seats)

Load Factors	Local Bus	Express Bus	Metrorail	Commuter Rail
Moderate	1.0-1.15	0.9-1.0	100-110 ppc	0.9-1.0
Heavy	1.15-1.3	1.0-1.1	110-120 ppc	1.0-1.1
Severe	> 1.3	> 1.1	> 120	> 1.1

7. Congestion Duration

The project corridor experiences moderate to heavy congestion for multiple hours of the day.

Congested during the peak hour only → 25 points

Congested for the whole peak period → 75 points

Congested during peak and off-peak periods → 100 points

8. Person Hours of Delay

The project is located in a corridor with significant person hours of delay.

Moderate Delay (100 person hours of delay per mile per day) → 25 points

Substantial Delay (500 person hours of delay per mile per day) → 75 points

Major Delay (1,000 person hours of delay per mile per day) → 100 points

9. Adds Capacity

The project adds person moving capacity to a congested location, facility or corridor.

Adds 10% to 25% person moving capacity → 50 points

Adds 25% or more to the person moving capacity → 100 points

10. Reduces Vehicle Trips

The project has the potential to reduce vehicle trips on a congested facility or corridor.

Reduce vehicle trips by 5% to 10% → 25 points

Reduce vehicle trips by 10% to 25% → 75 points

Reduce vehicle trips by 25% or more → 100 points

Category 3: Homeland Security Mobility

11. Facility and Operational Improvements

The project improves regional mobility in the event of a homeland security emergency.

Improve mobility between jurisdictions or activity centers → 50 points

Improves radial roadway or bus capacity or reversible capabilities → 100 points

Expands/extends rail transit system → 100 points

Project Selection Weights

The following weights were assigned to each project selection criteria by NVTA based on the input from stakeholder agency representatives who participated in the December 3rd voting process.

Category	Attribute	Category Weights	Attribute Weights	Overall Weights
Project Significance		55.5%		
	Project Type		5.6%	3.1%
	Designated Corridors		23.3%	12.9%
	High Travel Volume		27.3%	15.2%
	Connects Regional Activity Centers		29.3%	16.3%
	Connects Major Facilities		14.4%	8.0%
			100.0%	55.5%
Congestion Reduction Potential		36.5%		
	Congestion Severity		15.6%	5.7%
	Congestion Duration		25.2%	9.3%
	Person Hours of Delay		22.1%	8.1%
	Adds Capacity		24.4%	8.9%
	Reduces Vehicle Trips		12.7%	4.6%
			100.0%	36.5%
Homeland Security Mobility		8.0%		
	Facility and Operational Improvements		100.0%	8.0%
Total		100.0%		

XXI.C

Six Year Program Project Selection Ranking Methodology (January 10, 2014)

Tier I Screening Criteria	Assigned Value
Contained in the regional transportation plan (TransAction 2040/CLRP/TIP)	"Y/N" given for each category
Mass transit project that increases capacity	"Y/N"
Reduces congestion	"Y/N"
Within locality embraced by the Authority or in adjacent localities but only to the extent that such extension is an insubstantial part of the project and is essential to the viability of the project within the localities embraced by the Authority.	"Y/N" if project or service is contained within the geographic boundaries of the NVTa. "TBD" if type of project request requires additional guidance.

Tier II Screening Criteria	Assigned Value
Improve auto and pedestrian safety	1 pt – Yes, 0 pts – No
Project Readiness <ul style="list-style-type: none"> a. Project is included in TIP/CLRP or is air quality neutral. b. Have completed (or will complete prior to project selection) major regulatory reviews and/or public input processes. c. Resources available to move forward with project when funding becomes available. d. Funding will provide expedition of project phase. e. Projects will begin or complete next phase with requested funding. 	Maximum Points: 6 1 pt – Included in CLRP/AQ Neutral 1 pt – Included in TIP 1 pt – Completed major regulatory reviews and/or public input processes 1 pt – Resources available to move forward 1 pt – Funding will expedite project/phase 1 pt – Projects will begin or complete next phase by FY 16
Mode Balance (Transit, Road, Multimodal)	R – Road, T – Transit, M - Multimodal
Short-term priorities of the jurisdictions that are partially funded in Commonwealth's SYIP or by individual jurisdictions or agencies. (Leverages External Funding)	1 pt – Yes, 0 pt – No

Tier III Screening (Criteria Overlay)
Priority given to greatest congestion reduction relative to cost.
Locality's total long-term benefit shall be approximately equal to the proportion of revenues attributable to the locality.*
Counties and cities embraced by Authority must work cooperatively with towns and populations greater than 3,500 located within such counties to ensure that the towns receive their respective share of the revenues. (Pending additional guidance on collection/distribution process)

Bond Project Screening
Projects with 20 year lifespans
Size of estimated total cost of project
Mode Balance
Geographic Balance
Leverages External Funds
High Rating (if on list of projects for consideration of future Six-Year Program)

Correspondence Section



C.A

Northern Virginia Transportation Authority

The Authority for Transportation in Northern Virginia

3060 Williams Drive ♦ Suite 510 ♦ Fairfax, VA 22031

www.TheNoVaAuthority.org

December 31, 2013

Ms. Thelma Drake
Director, Department of Rail and Public Transportation
Commonwealth of Virginia
600 East Main Street, Suite 2102
Richmond, Virginia 23219

RE: Comments on Draft SuperNoVa Action Plan

Dear Director Drake:

Thank you for the opportunity to submit comments on the SuperNoVa Action Plan. As Chairman of the Northern Virginia Transportation Authority (the Authority), I am submitting the Authority's comments. As a participant on the Consortium, the Authority understands the effort that has gone into the SuperNoVa Action Plan. We also appreciate the briefing that was given by Amy Inman, at the September 26, 2013, Authority meeting.

In attending several of the Consortium meetings, there was discussion of the need for a "new regional entity" to be developed to help implement some of the strategies and recommendations of the plan. Please note that there are numerous regional entities throughout Northern Virginia and the Washington metropolitan region that has the autonomy to implement plans that are supported by regional bodies. The Authority, created by the General Assembly in 2002, is one of the entities that fall into this category. Others include, but are not limited to, the Transportation Planning Board (the federally-designated Metropolitan Planning Organization for the region), as well as the Northern Virginia Transportation Commission and the Potomac and Rappahannock Transportation Commission, both of which focus on transit. The creation of a new regional entity to implement any strategies or recommendations is duplicative and unnecessary.

The Authority is responsible for preparing a long-range, regional transportation plan for Northern Virginia and implementing transportation improvements as included in this plan. The Authority's current long-range transportation plan for Northern Virginia is the TransAction 2040 Plan. This plan identifies significant infrastructure deficiencies and the transportation improvements needed to address these deficiencies through 2040. In addition to TransAction 2040, the Transportation Planning Board is currently updating its federally-mandated Financially Constrained Long-Range Transportation Plan (CLRP). Further, other studies are also currently ongoing, such as, but not limited to, the Interstate 66 Environmental Impact Statement and the Route 7 Corridor Transit Study.

Considering there are regional entities and local governments who also have long-range and Comprehensive Plans to address the region's transportation needs, the Authority would like to ensure that the efforts of the SuperNoVa Action Plan are fully inclusive of the plans and studies of the local governments and other regional entities. While the SuperNoVa process includes meetings with the Consortium and stakeholders, the Authority believes that one of the goals should be full

coordination and collaboration with regional entities and local governments existing plans. In reviewing the draft Action Plan, the list of plans considered in this process is not inclusive of some of the major existing planning efforts.

Further, although the short and long-term recommendations seem to be feasible, the Authority is concerned about the feasibility of funding any recommendations noted in the SuperNoVa Action Plan. Although HB2313 will bring significant revenues to the region to address significant regional transportation needs, this funding will address the backlog of existing transportation projects. The Authority would like additional detail regarding funding sources under consideration for the implementation of the project recommendations.

Again, the Authority appreciates the opportunity to provide comment on the draft SuperNoVa Action Plan. We look forward to working with you in the future.

Sincerely,

A handwritten signature in blue ink, appearing to read "ME Nohe", is positioned above the printed name.

Martin E. Nohe
Chairman

Cc: Members, Northern Virginia Transportation Authority



C.B

Northern Virginia Transportation Authority

The Authority for Transportation in Northern Virginia

3060 Williams Drive ♦ Suite 510 ♦ Fairfax, VA 22031

www.TheNoVaAuthority.org

January 17, 2014

Mr. Tim Hemstreet
County Administrator
Loudoun County
1 Harrison Street, S.E. MSC #2
P.O. Box 7000
Leesburg, VA 20177-7000

Ref: Request for Determination, Transit Operational Funding – Dated January 7, 2014

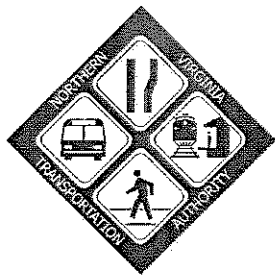
Dear Mr. ^{Juni}Hemstreet:

In referenced letter, you requested a formal determination regarding the use of 30% local funds by a jurisdiction for payment of operating expenses associated with its transit system. Based on advice from the Authority's Council of Counsels, the 30% funding can be used for transit operational costs.

Yours sincerely,


John Mason
Interim Executive Director

CC: Council of Counsels



C.C

Northern Virginia Transportation Authority

The Authority for Transportation in Northern Virginia

3060 Williams Drive ♦ Suite 510 ♦ Fairfax, VA 22031
www.TheNoVaAuthority.org

January 21, 2014

Ms. Reta Busher
Chief of Programming and Planning
1401 E. Broad St.
Richmond, VA. 23219

Subject: FY2020 Congestion Mitigation Air Quality (CMAQ) and Regional Surface Transportation Program (RSTP) Proposed Allocations

Dear Ms. Busher:

On behalf of the Northern Virginia Transportation Authority (NVTA), I am submitting the attached FY20 CMAQ and RSTP allocations for Northern Virginia. The NVTA approved the allocations at its December 12, 2013 meeting. The allocations are based on FY 19 estimates received from the Virginia Department of Transportation and the MAP-21 requirement "for any state that has a nonattainment or maintenance area for fine particulate matter, an amount equal to 25 percent of the funds apportioned under section 104(b)(4) ...shall be obligated to projects that reduce such fine particulate matter emissions in such area, including diesel retrofits.

Per the spreadsheet, you will see that Northern Virginia exceeds the 25% CMAQ PM2.5 set aside requirement with 65.8% of the CMAQ funds being programmed on projects that benefit PM2.5.

If you have any questions or would like to discuss any of the comments, please contact me at (703) 792-6273.

Sincerely,

A handwritten signature in black ink, appearing to read "Monica Backmon", is written over the typed name and title.

Monica Backmon
NVTA JACC Chairman

Cc: Members, Northern Virginia Transportation Authority

CMAQ/RSTP Allocations for Northern Virginia - FY20

FY 2020 CMAQ/RSTP Proposed Allocations
Fall 2013 Strawman

FY2020 CMAQ Estimate \$ 30,149,418

CMAQ FUNDS

	Overall Ranking	FY 2020	
		Requested	Proposed
OFF-THE-TOP PROJECTS/REGIONAL		\$ 857,115	\$ 557,115
COG/TPB - Commuter Connections Operations Center (UPC 52726)		\$259,115	\$259,115
VDOT/COG - Metropolitan Area Transportation Operations Coordination (MATOC), (UPC 101293)		\$400,000	\$100,000
VDOT - Clean Air Partners (UPC 52725)		\$198,000	\$198,000
CMAQ BALANCE REMAING FOR JURISDICTIONAL ALLOCATIONS		\$ -	\$ 29,592,303

JURISDICTIONAL ALLOCATIONS*

		Requested	Proposed
ALEXANDRIA, CITY		\$ 320,000	\$ 1,720,000
DASH Bus Replacement (UPC 11740); PM 2.5	1 of 12	\$1,400,000	\$1,400,000
Bicycle Sharing Initiative (UPC 100420, 103744)	5 of 12	\$320,000	\$320,000
Braddock Road Metro Multimodal Connections (UPC 100421)	10 of 12	\$0	\$0
ARLINGTON COUNTY		\$ 6,530,000	\$ 4,919,000
Traffic Signal Optimization (UPC 99179)	1 of 5	\$500,000	\$500,000
Commuter Services Program (ACCS),(UPC T100)	2 of 5	\$6,180,000	\$4,419,000
Transportation System Management & Communications Plant Upgrade (UPC101689)	3 of 5	\$100,000	\$0
Capital Bikeshare (UPC 99518)	4 of 5	\$250,000	\$0
DUMFRIES, TOWN			\$ -
FAIRFAX, CITY		\$ 255,000	\$ -
Bicycle Improvements (was RSTP request)	6 of 9	\$ 255,000	\$0
FAIRFAX COUNTY		\$ 15,600,000	\$11,778,453
Columbia Pike Streetcar Project (UPC 100471); PM 2.5	4 of 8	\$15,000,000	\$11,178,453
Countywide Transit Stores (UPC T207)	6 of 8	\$600,000	\$600,000
FALLS CHURCH, CITY		\$ -	\$ -
HERNDON, TOWN		\$ 300,000	\$ 44,850
Herndon Trails to Metrorail	3 of 3	\$300,000	\$44,850
LEESBURG, TOWN		\$ -	\$ -
LOUDOUN COUNTY		\$ -	\$ -
MANASSAS, CITY		\$ -	\$ -
MANASSAS PARK, CITY		\$ -	\$ -
PRINCE WILLIAM COUNTY		\$ -	\$ -
PURCELLVILLE, TOWN		\$ -	\$ -
VIENNA, TOWN		\$ 330,000	\$ 330,000
Sidewalks to Metrorail (UPC 104326)	1 of 1	\$330,000	\$330,000
Total Jurisdictional		\$ 23,335,000	\$18,792,303

AGENCY ALLOCATIONS

		Requested	Proposed
PRTC (Prince William, Manassas, Manassas Park)		\$ 3,100,000	\$ 3,100,000
PRTC Commuter Assistance Program (UPCT183)	1 of 2	\$350,000	\$350,000
Commuter Bus Replacements (45 ft. Buses), (UPC T158); PM 2.5	2 of 2	\$2,750,000	\$2,750,000
WMATA (Arlington, Alexandria, Fairfax City, Fairfax County, Falls Church)		\$ 6,615,000	\$ 4,500,000
Virginia Metrobus Replacement (UPC 12878); PM 2.5	1 of 1	\$6,615,000	\$4,500,000
VRE		\$ 5,700,000	\$ 1,700,000
VRE Quantico Station Pedestrian and Parking Improvements (PWC)		\$1,700,000	\$1,700,000
Crystal City VRE Station Improvements (Arl Co)		\$2,000,000	\$0
Backlick Road Platform Ext (FFX Co)		\$2,000,000	\$0
VDOT		\$ 1,500,000	\$ 1,500,000
VDOT - Traffic Signal Timing Optimization (77184)		\$1,500,000	\$1,500,000
Total Agency		\$ 16,915,000	\$ 10,800,000

TOTAL CMAQ \$ 41,107,115 \$ 30,149,418

CMAQ PM 2.5 Set Aside Requirement \$ 7,537,355
Total CMAQ PM 2.5 Allocation \$ 19,828,453
CMAQ PM 2.5 Allocation as a Percentage of Total CMAQ 65.8%

*Includes Fairfax County reductions in FY14-19 - \$143,007

CMAQ/RSTP Allocations for Northern Virginia - FY20

FY 2020 CMAQ/RSTP Proposed Allocations
Fall 2013 Strawman

FY2020 RSTP Estimate \$ 41,285,448

RSTP FUNDS

	Overall Ranking	FY 2020	
		Requested	Proposed
OFF-THE-TOP PROJECTS/REGIONAL		\$ -	\$ -
RSTP BALANCE REMAING FOR JURISDICTIONAL ALLOCATIONS			\$ 41,285,448
JURISDICTIONAL ALLOCATIONS*		Requested	Proposed
ALEXANDRIA, CITY		\$ 3,290,000	\$ 2,019,372
Transit Store (UPC T99)	2 of 12	\$0	\$0
Transit Analysis Study (UPC 100492)	3 of 12	\$500,000	\$500,000
Transportation Demand Management (UPC 82847)	4 of 12	\$600,000	\$600,000
Bicycle Parking at Major Metro Stops (UPC 100466)	6 of 12	\$100,000	\$100,000
Transitway Enhancements (UPC 79794)	7 of 12	\$0	\$0
Van Dorn-Beauregard Bicycle Facility	8 of 12	\$1,250,000	\$819,372
Parking Ratio Study	9 of 12	\$0	\$0
Parking Technologies (UPC 102943)	11 of 12	\$500,000	\$0
Bicycle and Pedestrian Improvements	12 of 12	\$340,000	\$0
ARLINGTON COUNTY			\$ -
DUMFRIES, TOWN			\$ -
FAIRFAX, CITY		\$ 4,690,000	\$ 694,000
Bridge Deck Evaluation	1 of 9	\$150,000	\$150,000
Pedestrian Improvement Study	2 of 9	\$300,000	\$300,000
Pedestrian Improvements	3 of 9	\$2,200,000	\$244,000
Traffic Signal Rehabilitation	4 of 9	\$1,250,000	\$0
Bicycle Master Plan	5 of 9	\$150,000	\$0
Traffic Signal Cabinet Upgrade	7 of 9	\$400,000	\$0
Traffic Signal Battery Back Up	8 of 9	\$175,000	\$0
Pavement Temperature Sensors and Traffic Counters	9 of 9	\$65,000	\$0
FAIRFAX COUNTY		\$ 33,000,000	\$ 18,272,076
Tysons Corner Roadway Improvements (UPC 100478)	1 of 8	\$9,000,000	\$7,965,000
Route 236/Beauregard Street Intersection Improvements (UPC 102894)	2 of 8	\$5,000,000	\$4,000,000
Route 7 (Reston Ave to Reston Pkwy), (UPC 99478)	3 of 8	\$5,000,000	\$4,307,076
Rolling Road (Old Keene Mill to FCP), (UPC 5559)	5 of 8	\$9,000,000	\$2,000,000
I-66 and Route 28 Improvements (UPC 103317)	7 of 8	\$5,000,000	\$0
FALLS CHURCH, CITY		\$ 300,000	\$ 343,000
Pedestrian, Bicycle and Traffic Calming Improvements (UPC 100411) (see RSTP)	1 of 1	\$300,000	\$343,000
HERNDON, TOWN		\$ 3,500,000	\$ 700,000
East Elden Street Widening & Improvements (UPC 50100)	1 of 3	\$3,000,000	\$600,000
Herndon Parkway Intersections (at Van Buren Street, Sterling Road & Spring Street), (UPC 89889)	2 of 3	\$500,000	\$100,000
LEESBURG, TOWN		\$ 1,500,000	\$ 1,410,000
Route 15 (South King Street) Widening Phase II, (UPC 17687)	1 of 2	\$0	\$0
Sycolin Road Widening Phase IV, (UPC 102895)	2 of 2	\$1,500,000	\$1,410,000
LOUDOUN COUNTY		\$ 9,578,000	\$ 8,397,000
George Washington Blvd Overpass @ Route 7	2 of 3	\$9,578,000	\$8,397,000
MANASSAS, CITY		\$ 6,054,000	\$ 962,000
Liberia Avenue Widening (UPC 102903)	1 of 1	\$6,054,000	\$962,000
MANASSAS PARK, CITY		\$ 727,595	\$ 358,000
Intersection Improvements on Manassas Drive @ Euclid Avenue (UPC 76683)	1 of 1	\$727,595	\$358,000
PRINCE WILLIAM COUNTY		\$ 8,820,000	\$ 8,130,000
Route 1 Widening (Featherstone Dr to Mary's Way) (UPC 104303)	1 of 1	\$8,820,000	\$8,130,000
PURCELLVILLE, TOWN		\$ -	\$ -
VIENNA, TOWN		\$ -	\$ -
Total Jurisdictional		\$ 71,459,595	\$ 41,285,448
TOTAL RSTP		\$ 71,459,595	\$ 41,285,448

*Includes Fairfax County reductions in FY14-19 - \$210,594 & Arlington County reductions in FY10 for TransAct 2040 Study - FY \$550,694

CMAQ/RSTP Allocations for Northern Virginia - FY20

FY 2020 CMAQ/RSTP Proposed Allocations
Fall 2013 Strawman

Breakout of Proposed Agency Allocations					
	\$ 4,500,000	\$ 2,200,000	\$ 3,100,000	\$ 1,500,000	
	WMATA	VRE	PRTC	VDOT	Total Proposed Allocations
ALEXANDRIA, CITY	\$ 784,404	\$ -	\$ -		\$ 4,523,776
ARLINGTON COUNTY	\$ 1,243,119	\$ -	\$ -		\$ 6,162,119
DUMFRIES, TOWN					\$ -
FAIRFAX, CITY	\$ 27,523	\$ -	\$ -		\$ 721,523
FAIRFAX COUNTY	\$ 2,389,908	\$ -	\$ -	\$ 988,800	\$ 33,429,237
FALLS CHURCH, CITY	\$ 55,046	\$ -	\$ -		\$ 398,046
HERNDON, TOWN		\$ -	\$ -		\$ 744,850
LEESBURG, TOWN		\$ -	\$ -		\$ 1,410,000
LOUDON COUNTY		\$ -	\$ -	\$ 166,800	\$ 8,563,800
MANASSAS, CITY		\$ -	\$ 262,759		\$ 1,224,759
MANASSAS PARK, CITY		\$ -	\$ 97,710		\$ 455,710
PRINCE WILLIAM COUNTY		\$ 1,700,000	\$ 2,739,532	\$ 344,400	\$ 12,913,932
PURCELLVILLE, TOWN					\$ -
VIENNA, TOWN		\$ -			\$ 330,000
	\$ 4,500,000	\$ 1,700,000	\$ 3,100,000	\$ 1,500,000	\$ 70,877,751



C.D

Northern Virginia Transportation Authority

The Authority for Transportation in Northern Virginia

3060 Williams Drive ♦ Suite 510 ♦ Fairfax, VA 22031

www.TheNoVaAuthority.org

Project Implementation Working Group Northern Virginia Transportation Authority

January 22, 2014

Ms. Helen L. Cuervo, P.E.
Northern Virginia District Administrator
4975 Alliance Drive
Fairfax, VA 22030

Subject: Draft Project Evaluation Framework for the VDOT Project Evaluation and Rating Study

Dear Ms. Cuervo:

Thank you for the opportunity to provide comment on the Virginia Department of Transportation (VDOT) Project Evaluation and Rating Study Draft Project Evaluation Framework dated January 9, 2014. The Northern Virginia Transportation Authority's (NVTA, the Authority) Project Implementation Working Group (PIWG, the Group) has reviewed the draft Project Selection Framework, and offers the following technical comments and suggestions for your consideration.

Process

At the December 12, 2013 NVTA work session on VDOT's Project Selection Framework, the Authority agreed, notwithstanding the Project Implementation Working Group's concerns outlined in the report to the Authority dated December 9, 2013, to support a "Blended Weighting" approach.

The Group remains concerned with VDOT's continued resistance to addressing some fundamental issues with the proposed process. As stated in the Group's comments submitted to Ms. Cuervo on November 14, 2013, VDOT continues to limit the number of projects it will rate. At the January 10, 2014, Group meeting, Ms. Cuervo indicated that VDOT will be able to rate up to 40 projects during the first round evaluation instead of the initial 25-30 project limit stated originally. The self-imposed limit on the number of projects to be rated may restrict or otherwise limit the Authority's ability to develop a Six Year Program even if the NVTA submits 40 "packages" of projects. HB599 provides that VDOT must rate a *minimum* of 25 projects at least every four years. This means the 25-30 projects rated this year may be the only projects rated until CY 2017. Although VDOT has said that it intends to conduct more frequent project ratings, restricting the number of projects to be rated is likely to interfere with NVTA's ability to fulfill its statutory obligations and meet the critical transportation needs of Northern Virginia.

HB599 requires VDOT evaluate a project's congestion reduction potential with an objective, quantitative rating process. Under VDOT's proposed Project Selection Framework, subjective measures are to be used to assign a "congestion reduction potential" before the project even enters the rating process that is intended to provide an objective scoring of congestion reduction. This process creates a circular reference, where the results of each phase of project evaluation depends

upon the other. Since there is no factual basis for judging the impact until the project is evaluated, judgments about a candidate project's congestion reduction potential at the project selection stage undermine the intent of HB599 and compromise the analytical quality of the results.

Finally, the Group has concerns about the manner in which VDOT envisions collecting input data for project selection purposes, via a series of stakeholder meetings made up of Northern Virginia jurisdictions, transit agencies, and organizations, including the Authority. The Group believes that the Authority's needs would be better served if the input data were sought solely via the Project Implementation Working Group which includes similar representation found on the stakeholders group.

VDOT Evaluation and Rating Modeling Approach

While the Group recognizes and appreciates that VDOT is making a genuine effort to use the most progressive modeling techniques available we remain concerned that modeling is still an evolving field. Even the most sophisticated models still do not accurately reflect the breadth or convenience of non-vehicular travel, particularly in urban areas. As such, VDOT should coordinate with the PIWG to solicit and accept detailed local data to help calibrate its model as accurately as possible, including:

- Mode split data for analysis zones and Metro station access. This data may not be available universally throughout Northern Virginia, but it is available for many key areas.
- Pedestrian and bike counts on major corridors.
- Average costs for off-street parking in urban locations.
- Analysis of highly used regional bike/ped trail facilities (such as W&OD).

Furthermore, the VDOT memorandum states that the model is designed to evaluate the potential impact of transportation improvements with a single base demographic/land use forecast. As a result, the effect of projects upon land-use will not be captured, nor will the full long-term impacts of projects be known. This is a critical omission. Increases in transportation capacity will affect where development occurs, what form it takes, and the travel characteristics of Northern Virginians. Any model purporting to measure the effects of transportation projects upon congestion would need to take this into account to be fully valid, especially for the long term as the model is intended to forecast (2020 and 2040). Changes to future land use and travel should be included in the study results.

Suggested Measures of Effectiveness (MOEs)

The VDOT memorandum dated January 9, 2014, includes eight Measures of Effectiveness (MOE). The proposed MOEs assume a definition of congestion and regional significance that is not consistent with the work of previous regional bodies including the Transportation Planning Board (TPB), the Authority, and the Washington Metropolitan Area Transit Authority (WMATA). This work does not need to be recreated by VDOT.

In November of 2012 the Authority and eight of nine jurisdictions adopted TransAction 2040, which was prepared as required by the Authority's authorizing statute. VDOT participated in this plan and its precursors. TransAction 2040 defines regionally significant projects and evaluates them based on their ability to reduce congestion and improve regional mobility. The measures used to evaluate projects in the TransAction 2040 Plan have been vetted by the Authority and its member jurisdictions and regional transportation agencies, including VDOT and DRPT. It does not appear necessary for VDOT to take the time to evaluate the criteria, since there is data that is readily available and reasonably current from the measures in the TransAction 2040 Plan.

Additional comments related to the specific proposed MOEs presented in the VDOT memorandum are as follows:

- It is not clear how transit is factored into the Congestion Duration Index. Please provide clarification, and assurance that this measure will not undercount transit.
- Transit Congestion Load Factor is appropriate to include as an MOE, but as proposed by VDOT in the memorandum does not comply with the region's existing accepted standards, and undercounts transit congestion. We concur with WMATA's suggestion that the threshold for "heavy crowding" be defined to match WMATA's planning service standards. As such, these should be amended as follows:
 - For Metrorail: Crowding greater than 100 passengers per car, rather than 110 as proposed in the VDOT memorandum.
 - For local bus: Load factor of 1.0, rather than 1.15 as proposed by VDOT.
 - For both commuter rail and commuter bus: 0.9, rather than 1.0 as proposed by VDOT.
- We support inclusion of Accessibility to Jobs as an MOE. Although jobs are not the only important destination for travelers, jobs can serve as a proxy for overall regional accessibility, as well as land use.
- Regarding the Travel Time Index and Person Hours of Delay Index, VDOT proposes to use free flow travel times as a baseline. This is unrealistic for normal metropolitan travel conditions, and does not reflect a typically attainable standard for "uncongested" flows. We recommend a baseline of congestion level C, which represents a realistic steady-state condition for heavily populated areas.
- Additional MOEs are needed to measure congestion on all facility types. Please refer to TransAction 2040 measures.

Measurement Methods

The VDOT memorandum states that the model was designed to evaluate 30 projects. The memorandum should be revised to reflect Ms. Cuervo's most recent statement to the Group on January 10, 2014, where she indicated that VDOT would be willing to rate up to 40 projects.

The Group is concerned with VDOT's attempt to prioritize projects as part of the VDOT Evaluation and Rating Process. The following excerpt from Page 2 of the VDOT memorandum makes the case for prioritization:

"It is possible that multiple projects will be nominated as alternative solutions to the same congestion problem, but it is more likely that the nominated projects will represent solutions to congestion problems in different locations throughout Northern Virginia. This makes it imperative that the evaluation and rating process consider both the specific congestion problem the project is intended to address, **as well as the relative importance of that problem with respect to others that may also be identified**" [emphasis added].

HB599 requires that VDOT evaluate projects "*according to the degree to which the project is expected to reduce congestion and, to the extent feasible, the degree to which the project is expected to improve regional mobility in the event of a homeland security emergency.*" VDOT's proposed measurement method goes beyond what is called for in the law and attempts to prioritize for the region. It proposes to identify the magnitude of changes associated with each project by combining the scores from the project selection process with the project evaluation scores, for a "Composite

Total Score” method. In other words, the VDOT memorandum states that projects deemed more significant in the project selection score have a higher potential to reduce congestion, and/or have greater potential to improve mobility during homeland security emergencies. This method is untested and may be flawed, as the project selection process not only evaluates regional significance but also congestion benefits. Combining the scores from the selection and evaluation process may double count some measures and undercount others, thereby producing inequitable results. To that point, the VDOT memorandum recognizes that using a total composite approach (preferred VDOT option) **“is not a “pure” congestion rating**, but it may not take into consideration other aspects of the project that are important to stakeholders” [emphasis added]. This process of prioritization should be left up to the Authority to consider after the VDOT Rating and Evaluation Study is completed.

Although VDOT has made an effort to consider a variety of factors in its new study, the Group still feels that it is overly complicated, time consuming, and reaches beyond the HB599 requirement, which may impact the Authority’s ability to expeditiously address critical transportation needs in Northern Virginia. The Group recommends that the study team instead use the TransAction 2040 approach and associated data to conduct its analysis as the Group has continuously stated throughout this process.

Rating Scores and Factoring Approach

VDOT should provide project ratings as required by law, but should not go beyond the HB599 requirement by weighting the project ratings which in essence creates a relative ranking among them. The evaluation, prioritization and selection of projects will be completed by the Authority. In addition, the scores from the Project Selection Model (PSM) should not be included in the Project Evaluation Framework (PEF). Combining these two scores may over-count some measures and undercount others, thereby producing inequitable results. If necessary, relevant PSM criteria should be incorporated into the PEF.

Finally, we need more information about how the approach uses indexing to normalize project impact and would like assurances that this will not favor one type of project over another.

Planning Costs

The VDOT Evaluation and Rating study proposes to provide planning level cost estimates for each evaluated project. The VDOT memorandum notes that “planning level cost estimates will be provided so that, if warranted, the congestion rating can be viewed in terms of congestion reduction relative to cost.” Again, the purpose of the study is to evaluate the projects. Additional planning cost information is unnecessary and may actually be harmful since no engineering has been done on some projects.

Again, it is both the legal requirement and our request that the Authority be closely involved throughout this process. If you have any questions or would like to discuss any of these comments, please contact me or Chariman. Thank you.

Sincerely,



Christopher Zimmerman, Chair
Project Implementation Working Group

Cc: Members, Northern Virginia Transportation Authority