

Northern Virginia Transportation Authority Financial Working Group
January 6, 2014

Minutes from December 6 meeting were approved unanimously.

Discussion of Bond Validation – Update by Arthur Anderson and Ellen Posner

No change in status. No petition has been filed in the Virginia Supreme Court. Ellen explained therefore there is no valid appeal. Delegate Marshall asked to have action deferred until after the General Assembly session is over. The Fairfax County Circuit Court will consider his motion in April 2014.

Discussion of Letter to Treasury Board – No action. On hold until closer to the actual sale of the bonds.

Preparation for Sale of Bonds – Debt Subcommittee meeting 10 a.m. on January 7 to discuss the schedule and activities associated with the bond sale. Mike Longhi is preparing a list of materials needed from the jurisdictions. Each FWG member was asked to coordinate within their own jurisdictions to provide the materials

MOA between NVTa and Jurisdictions – NVTa meets on 1/23. NVTa will be asked to approve MOA with the cities and counties. The negotiations are essentially complete. The agreements are final. Tom asked when each jurisdiction will take the MOA's to governing body for approval. Each would be soon, some the very next public meeting. Then they would be appropriately executed.

Transmittal Letter and Contact for Jurisdictions - Draft letter was included in the meeting packet. The MOA's will be formally transmitted. Need confirmation of banking info and two points of contact for each jurisdiction.

Standard Project Funding Agreement for Projects Supported with 70% Funding - Status of Project Agreements with NVTa and implementing agencies. Subcommittee is using a variation of the VDOT agreement for locally administered projects as a template for the attachments. The Agreements Subcommittee meets January 14. The group discussed the concept of switching funding amongst approved projects. This can not be done when projects are specifically bonded. It may be possible to have general language for pay as you go projects and deal with bond-funded projects separately. The Debt Subcommittee will consider. The Jurisdiction and Agency Coordinating Committee will also be asked to discuss.

Page 4 – JAAC and Project Implementation will discuss how “completed” should be defined.

Page 5 and 6 - References to assignment of Project Coordinator have been changed to “Program” Coordinators.

Page 6 – Reimbursement processing time was discussed. Mike Longhi's intention is that reimbursement would be made within 20 days as the respective project's bills are net 30. This is another reason jurisdiction project coordinators/managers need regular interaction with NVTa's program coordinators

Page 8 – termination language was discussed and will be revised.

The Working Group will take this agreement to NVTA in February. It does not have to go to localities.

For bonded projects: have to go to NVTA and implementing agency's governing body.

Matching Funds – if project requires matching or other funds to complete, these funds need to be identified as part of the project applications. A question came up on if 30% or 70% can be used as matching funds for other projects. VDOT says yes. DRPT has not made a definitive determination. This will be discussed further by the subcommittee.

Additional Oversight –

The MOA subcommittee met on 12/5. The committee went through every comment to reach consensus. The most recent revised copies of MOA's distributed.

Ellen Posner lead the revision by revision review of the MOA's, starting with the purple-lined NVTA/County/City MOA and then the red-lined NVTA/County/Town MOA. The revised version include comments from the discussion at this meeting will be sent out for additional review.

Cash Flow – Jason passed out the cash flow schedule. He said that he has what he needs unless there are any changes. If so, get back to him.

Revenue Estimates – Revenue estimates were passed out these are going to be provided to Project Implementation Work Group (PIWG). A revenue estimate subcommittee was established, including Jason, Carl, Marsha, and Joe.

Mike Longhi passed out Initial Reporting Matrix for NVTA. The intent is for the reports not to be burdensome, and that localities should already have most of the information for their own use anyway. Some reports will most likely need to be created. Working Group members were asked to review the list and provide comments to Mike. They were also asked to bring the list to the next FWG meeting.

Revenues Collected – Mr. Longhi distributed a summary of the revenues collected.

- Jurisdictions were asked to provide any information they have on seasonality of revenues. Some jurisdictions have information to explain seasonality behavior of sales tax.
- The NVTA receipts only include four months of sales tax collections.
- The transient occupancy tax (TOT) is very volatile. There was some concern that due to federal government shutdown, the TOT will be less than forecasted.

Depositing of Revenues: NVTA has two LGIP accounts for the 30% and 70% funding, respectively. Previously all funds were deposited into one account.

1/23 NVTA Board Meeting – There was a concern that the FWG is not ready to make a recommendation on allowing advance funding of projects. The VDOT/DRPT and NVTA agreement is not ready for 1/23. There is no action needed on bonds at the 1/23 NVTA Board Meeting.

Next Meeting of FWG - Wednesday, February 5 at 2pm.