

Northern Virginia Transportation Authority Financial Working Group  
Meeting #3, May 30, 2013

Notes

- Mayor Euille opened the meeting with introductions
- The May 15<sup>th</sup> meeting notes were approved
- Tom Biesiadny provided a recap of the May 23<sup>rd</sup> NVTA meeting
- There was further discussion of revenue accruals and it was decided to adjust the FY 2014 revenue estimate to 12 months
- Falls Church and Manassas have questions about the revenue estimates
- Intent was expressed to approve the revenue estimates at the next meeting
- Ric Canizales provided an update on the SYIP process
- There was a review of the draft letter to jurisdictions and whether to send it to chief administrative officers or elected officials. It was acknowledged there may be different requirements for cities, counties and towns. Steve MacIssac advised that the response letters should be signed by someone who is duly authorized to commit their jurisdiction. There was a request that chief administrative officers be copied even if the original is sent to elected officials. There was a suggestion that the jurisdictions' response includes the equivalent amount of the 12.5 cent C&I tax.
- Jason Friess and Scott Kalkwarf agreed review the financial systems MOUs from 2007.
- Ellen Posner and Steve MacIsaac gave an update from the legal working group, including the need for up-front costs to advertise the bond issue.
- Penny Newquist presented a set of questions from Loudoun County regarding debt financing. A subcommittee of Penny, Jason Friess, Carl Hampton and a Fairfax County representative to be named was organized to address them. There was agreement that the work of the subcommittee should be concurrent with and not delay the bond validation efforts.
- There was discussion of the process for contracting with a financial advisor.
- There was discussion of the methodology for apportioning sales tax to the towns.
- The organizational working group has asked if any jurisdictions would be interested in issuing debt on behalf of NVTA. There was discussion of the implications of doing so and a request from jurisdictions to report back if they have interest.
- There was a review of the draft recommendations of the working group including financial system requirements, financial controls, the transfer of revenues to jurisdictions, and conditions for funding projects prior to completion of the bond validation suit. There was discussion of requiring transfer agreements similar to grant agreements between the jurisdictions and NVTA.
- The 2007 form for reporting expenditures to NVTA will be distributed to jurisdictions for review.
- The subcommittee for debt financing was charged with developing a budget estimate for a financial advisor contract
- It was suggested that the staff coordinators from the Financial, Legal and Project Implementation Working Groups meet to discuss the initial bond issue

- John Lawson agreed to talk to the Auditor of Public Accounts before the next working group meeting
- Jurisdictions were asked to review the procurement policy from 2008
- The legal working group will consider the bond counsel contract
- Jurisdictions were asked to review the debt policy from 2008
- It was reported that the WMATA and VRE subcommittees have been formed. VRE will meet on June 10<sup>th</sup> at 1:00 pm at Fairfax County DOT. The WMATA meeting has not yet been scheduled.
- The Mayor scheduled the next FWG meeting for June 13<sup>th</sup> at 3:00 pm.

#### Actions Taken and Follow-up Items

- The FY 2014 revenue estimate is to be adjusted to 12 months
- Falls Church and Manassas are to coordinate with Arlington on their revenue questions
- Arlington and NVTC are to review financial system MOUs from 2007
- A working subcommittee was established to address questions related to debt financing
- Jurisdictions were asked if they have financial advisor contracts that would allow NVTA as a rider
- The counties will meet with representatives from the towns within their jurisdictions
- Jurisdictions were asked to report back if they have interest in issuing debt on behalf of the NVTA
- Jurisdictions were asked to review the draft working group recommendations
- The 2007 form for reporting expenditures to NVTA will be distributed to jurisdictions
- The bond finance subcommittee is to develop a budget estimate for the FA contract
- The Financial, Legal and Project Implementation Working Group staff coordinators are to meet to discuss bond sizing
- VDOT to discuss audit requirements with the APA
- Jurisdictions were asked to review the procurement policy from 2008
- The next meeting is scheduled for Thursday, June 13<sup>th</sup> at 3:00 pm.