

Northern Virginia Transportation Authority

DRAFT Summary Minutes
SEPTEMBER 27, 2007

held at Northern Virginia Regional Commission
3060 Williams Drive, Suite 510
Fairfax, Virginia 22031

Members
(those present are highlighted)

William Eulle (arrived at 6:30 p.m.)
Christopher Zimmerman, *NVTA Chairman*
Robert Lederer
Gerald E. Connolly
David F. Snyder
Scott K. York
Harry J. "Hal" Parrish, II
Bryan Polk
Martin Nohe, *NVTA Vice Chairman*
Jeannemarie Devolites Davis (arrived at 6:40 pm)
Vincent F. Callahan, Jr. (arrived at 6:30 pm)
Jeff Frederick
Judy Connally
Margaret E. G. Vanderhye (arrived at 6:30 pm)
Matthew Tucker
Morteza Salehi

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

Staff Present

Pam Martin

Administrative Assistant

Call to Order

Chairman Zimmerman called the meeting to order at 6:00 p.m. He welcomed those in attendance.

Roll Call

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

Approval of Minutes

Chairman Zimmerman moved approval of the minutes of the July 12, 2007 meeting. The minutes were corrected by Ms. Connolly to indicate that her title of "The Honorable" is still appropriate. **The minutes, as amended, were approved unanimously.**

Update on Implementation HB 3202

Summary of Recent Activities Relating to Implementing HB 3202. Tom Biesiadny (Chairman, Jurisdiction and Agency Coordinating Committee) gave an overview of the memorandum stating that Marshall defendants had filed an appeal in Richmond with the Virginia Supreme Court and Loudoun County is also expected to file an appeal with the Supreme Court. Ellen Posner (Council of Counsels) gave a brief description of the filings and answered questions from the NVTA members.

Mr. Biesiadny explained that the interview process for the Executive Director of NVTA is still underway. A second round of interviews is scheduled for October 29.

Mr. Biesiadny stated that the Public Outreach Working Group is in the process of updating the website and preparing a map showing the location of the initial bond projects.

Item 5A

Approval of Memorandum of Understanding with the Commonwealth for the Collection of Taxes and Fees.

Motion carried unanimously.

Item 5B

Approval of Memorandum of Understanding with Jurisdictions for Collection of NVTA's Transients Occupancy Tax

Vice Mayor Polk noted that the City of Manassas Park does not have a hotel/motel at the present time and still signed the MOU to be in compliance, in case one is built in the future.

Motion carried unanimously

Item 5C

Approval of Collection Guidelines for the Seven Taxes and Fees

Kevin Greenlief (Staff Coordinator, NVTA Financial Working Group) explained that the collection of the taxes and fees would begin on January 1, 2008. The agencies responsible for the collection would be the Department of Motor Vehicles, Department of Tax Administration, State Police and the Commonwealth of Virginia.

Motion carried unanimously.

Item 5D

Approval of Amendments to Memorandum of Understanding with the Commonwealth of Virginia and Northern Virginia Regional Commission to Provide Short Term Funding to NVTA

Mr. Biesiadny explained that a grant from the State was obtained in the amount of \$1 million. The purpose of this grant was to provide NVTA with monies to pay for start-up expenses.

Motion carried unanimously.

Item 5E

Approval to Pay Outstanding Bills

Mr. Biesiadny stated that now that the NVTA approved the MOU with the Commonwealth, there are several outstanding bills totaling \$19,479 that must be paid. These bills relate to the bond validation suit and public outreach activities.

Motion carried unanimously.

Item 5F

Approval for Procedures to pay Future Bills, including Memorandum of Understanding with Arlington Treasurer

Vice Chairman Nohe asked that a member of Prince William County financial staff be included in the process. Mr. Biesiadny suggested that Chris Mantino, Director of Finance for Prince William County, receive copies of any requests for signature. Mr. Nohe agreed.

Motion carried unanimously.

Item 5G

Approval of Schedule and call for Projects for the Initial Two Years of NVTA's Six Year Program

Mr. Biesiadny explained that the schedule integrates the schedule and process for NVTA's Six Year Program with the Commonwealth's Six Year Program and the regional Transportation Improvement Program (TIP). Since the schedule is condensed, projects for the first round of submittals will be limited to only those projects for the first two and one-half years of NVTA's Six year Program, so that NVTA does not lose a full year in the implementation cycle while it fully develops its Six Year Program procedures. Rick Canizales (Prince William County) added comments on the prioritization process.

Motion carried unanimously.

Item 5H

Approval of Contracts for Incidental Financial Services

Mr. Biesiadny said that at the July 12 meeting NVTA authorized the procurement of incidental financial services. At the time, staff was not aware that there was an existing contract with a Council of Government rider that NVTA could use. Staff envisioned that an actual procurement would be necessary. However, subsequently financial staff was able to find a contract with Fauquier County that has a Council of Government rider on it. As a result, this action is something NVTA can execute without going through a new procurement process. This contractor will assist Scott Kawlkarf (NVTC) and actually oversee his work with the books that there is a check and balances until a financial consultant is hired to oversee that function. Mr. Greenlief said the contract will be used on an as-need basis.

Motion carried unanimously.

Administrative Items

Item 8A

Approval of Revision to Submission Date for CMAQ and RSTP Application

Item 8B

Reallocation of Regional Surface Transportation Programs Funds for Arlington County and Reallocation of Congestion mitigation and Air Quality Funds for Loudoun County

Motion on both items carried unanimously.

Tanya Husick (DRPT) made a presentation on the transit and transportation demand management study associated with I-95/395 HOT Lane Project. In response to a question, Ms. Husick said that DRPT is still studying an option for a “bus only” lane. TransUrban’s finalization of model results will be at the end of October.

Legislative Program

Mr. Biesiadny reviewed several items that the JACC is considering for recommendation to the NVTA for the 2008 NVTA Legislative Program.

Other Business

Mr. Tucker reported that DRPT and CSX Transportation reached an agreement on the application of heat restrictions. He also said that the state is prepared to make significantly rail improvements on the I-95 corridor. To guide these improvements, DRPT is establishing an advisory committee. He would like the Authority to participate. Vice-Chairman Nohe was selected as NVTA’s representative.

Adjournment

Chairman Zimmerman adjourned the meeting at 7:15 p.m.