

**Northern Virginia Transportation Authority  
Organizational Working Group  
Meeting Summary  
June 27, 2013**

**Members Present:**

Scott York, Chair  
Sharon Bulova, Vice Chair (via telephone)  
Harry “Hal” Parrish  
Dan Malouff  
Tom Bruccoleri  
Noelle Dominguez  
Alfred Harf  
Bernard Caton  
Tim Hemstreet  
Charles Yudd  
Tom Blaser  
Tracy Gordon

Chairman York Called the meeting to order.

In accordance with Va. Code Section 2.2 – 3708.1, Chairman Bulova notified the chairs of the Northern Virginia Transportation Authority and its Organizational Working Group that she was unable to attend the committee meeting due to a temporary medical condition that prevented her from attending and that she would be participating from a remote location, her private residence.

Mark Gibb presented NVRC’s proposal (Attachment 1) for office space (includes furniture, use of conference rooms with A/V, mailbox, parking, use of NVRC printers, fax, use of kitchen), reception/secretarial services, and phone/email/internet usage for a six month interim basis, noting that the fee for rent is being waived due to NVRC membership by each jurisdiction.

Monica Backmon presented Fairfax Innovation Center’s proposal (Attachment 2) for office space (includes receptionist, mailbox, furniture, WiFi, daily use of conference room, paper, use of kitchenette).

Tom Biesiadny discussed the 2007 employment arrangement with John Mason who served as NVTAs Executive Director at that time. He stated that Mr. Mason’s salary was \$130,000/year as a direct employee of the NVTAs. He further stated that NVTC handled the bookkeeping and payroll for NVTAs.

The OWG recommendations of 6/27/13 are as follows:

1. Move forward with NVRC’s proposal for interim office space and reception/secretarial services, and phone/email/internet usage for a minimum of six months. The need for a secure data network system was raised and will need to be addressed. Thirty day notice

needs to be given to the Innovation Center in order to terminate the current “virtual office.”

2. Move forward with hiring an Interim Executive Director to be employed by the NVT. Salary will be based on 2007 rate that Mr. Mason was employed under, adjusted for inflation.
3. A budget to include office space, clerical support, office supplies and salary will be provided with the recommendation.