



Northern Virginia Transportation Authority
The Authority for Transportation in Northern Virginia

PLANNING COORDINATION ADVISORY COMMITTEE

Thursday, May 21, 2015, 6:30 pm

3040 Williams Drive, Suite 200

Fairfax, Virginia 22031

SUMMARY NOTES

I. Call to Order

Chairman Foreman

- Chairman Foreman called the meeting to order at 6:35 pm.
- Attendees:
 - ✓ Members: Mayor Foreman; Council Member Way; Council Member Colbert; Council Member Lehr; County Board Member Fissette; Mayor Jones; Council Member David Kirby; and Council Member Duncan.
 - ✓ NVTA Members: Chair Mary Hynes
 - ✓ NVTA Staff: Monica Backmon (Executive Director); Keith Jasper (Program Coordinator; Kala Quintana (PIO).
 - ✓ Other Staff: Noelle Dominguez (Fairfax County); Mark Duceman (Town of Herndon)

II. Approval of the November 20 and December 18, 2014; February 19, 2015 and March 19, 2015 Summary Notes

- Motion made by Council Member Lehr, Seconded by Council Member Way. Motion passed with 2 Ayes and 6 Abstentions.

III. NVTA Executive Director Report

Ms. Backmon, Executive Director

Ms. Backmon reported the NVTA has now funded over a half billion dollars in projects - over two years. She also reported that the NVTA had its first groundbreaking for NVTA's Route 28 projects on May 11, 2015 and it was a huge success. She indicated that the next groundbreaking event will be transit focused and will likely be for PRTC's Western Maintenance Facility sometime in July 2015.

The next call for projects for FY 2017 will likely be in the fall of 2015. This will be the first time that both highway and transit projects are evaluated using HB599. Currently the NVTA and VDOT are conducting a test run of the transit projects under the HB 599 evaluation model.

Chairman Foreman asked if the FY 2017 call for projects was "open season" for all projects. Ms. Backmon stated all projects must be in TransAction 2040 and have undergone the HB599 review.

Ms. Backmon added the RFP for the TransAction Update has been issued.

IV. Review of Bylaws, Committee Structure, and Roles and Responsibilities

Ms. Backmon, Executive Director

NVTA Member and Chair of the NVTA Bylaws Committee Mary Hynes stated the Bylaws are a roadmap and the PCAC should think about things the Authority will be doing in FY 2018 and beyond.

She asked, how can the NVTA use the PCAC as a sounding board? How can they help NVTA make decisions? How can they give advice on actions the NVTA might take? She agreed the Bylaws can be more helpful, if revised. The Bylaws should be more specific and the NVTA should add a role for the PCAC to review the annual legislative program, the five year TransAction Update and the rolling Six Year Plan. The NVTA and staff should also ensure the PCAC is provided with information in a timely manner in order to give them time to advise the Authority.

Chair Hynes added, the PCAC's goal is to advise on broad policy issues. She suggested there be a focus on "Connecting Communities" and to look closely at what the Metropolitan Washington Council of Governments (MWCOC) is doing with Region Forward. She suggested the PCAC look at Region Forward and advise the Authority on ways to align with this plan every three years.

Chair Hynes distributed proposed wording changes to the Bylaws for the PCAC to consider as a starting point for discussion.

Chairman Foreman stated the PCAC had made some organizational progress and decisions that include a two meeting cycle for decision-making, clarification on the PCAC's position in the organizational chart and its relationship to the other committees, and considering meeting every other month.

He stated that he has worked with Ms. Backmon to define "broad policy issues" and to clarify what this means for the PCAC. He said the PCAC isn't looking for work but it wants to better understand the process for how the work is directed to the PCAC.

Chair Hynes stated the TransAction plan needs to come to the PCAC and would need to be presented to the PCAC two months prior to NVTA approval. Also, the Six Year Program has specific timing and could come to the PCAC two months prior. The legislative program also has specific timing however due to the issuance of bills in the General Assembly it may not be possible to allow two months review. She also added the commission could charge the PCAC to review the NVTA projects approved to ensure they meet the guidelines in Region Forward. She reminded the members the NVTA is scheduled to look back in ten years and evaluate the long term benefits of projects. She felt these tasks could be added to a PCAC work calendar.

Chair Foreman suggested a checklist of items to review within each task would be helpful.

Chair Hynes added that policy areas do need to be more clearly defined.

Ms. Backmon stated the NVTA was well underway with its Two Year Program when the PCAC began to meet. Also, legislative issues may require a quicker turnaround than two months, so there may need to be exceptions to the two month advance cycle.

Mr. Way stated he feels better about the proposed work product and wants the committee to have a meaningful role. He stated the Commission doesn't want to rewrite the Bylaws but the Commission needs a better understanding of the interface between the PIWG and the PCAC. He added the suggestions from Chair Hynes are very good and he likes the idea of tying in with Region Forward at the three year mark.

Ms. Backmon added that the NVTA is looking at the geographical locations of the projects and the ten year look back will focus on long term benefits.

Chair Hynes urged caution about looking at long term benefits too early. She added that Region Forward has a community metric and we can look at that program to see benefits.

She stated these tasks are value added efforts which allows the PCAC to complement the work of the NVTA. In terms of the PIWG, the Authority is in the process of determining what to do with the remaining committees and how they will evolve. Particularly with PIWG and a staff led process. The NVTA is considering changing this group to the "Planning and Project Implementation Committee" that is led by staff from the local jurisdictions. This committee will have a short term focus.

Ms. Lehr pointed out section D (5) of the Bylaws and her concern about the two-thirds of the regional population requirement. Because the PCAC is made up mostly of Town members this is difficult to determine.

Ms. Backmon agreed that this should be addressed.

Chair Hynes suggested that if the work of the PCAC was better defined then more members would be motivated to attend and staff should send the NVTA agendas and minutes to members directly. This will allow the PCAC to have information in advance and can notify the Town representative to the NVTA about the concern.

Chair Foreman said he appreciates the regional mindset and the fact that jurisdictions look out for the interests of others.

Mr. Fisette said that he understands the PCAC's benefit to the Towns and approves of the suggested word changes to the Bylaws. He also likes the idea of incorporating Region Forward into the work of the PCAC. He agreed the number of meetings should be reviewed.

Chair Foreman stated he would like to schedule six meetings annually and add or cancel as needed.

Mr. Kirby asked, if the PCAC could meet the two cycle review requirement if it only meets six times annually.

Ms. Hynes suggested the meeting schedule can be adjusted according to the tasks.

Chair Foreman suggested he will work with staff on a monthly e-mail and provide an update to PCAC members.

Mr. Way suggested the Commission have a cut-off for the cancellation of meetings in advance of three weeks, but is unsure that a committee that only meets a few times a year is worth it.

Chair Foreman suggested a cancellation cutoff of two weeks moving forward and the members and staff agreed that is reasonable.

Mr. Way moved to recommend the adoption of the suggested Bylaws wording changes distributed to the committee to the Authority; seconded by Mr. Fisette. Mr. Fisette offered a friendly amendment to D (5); Ms. Lehr offered a friendly amendment to D (4) which was accepted (see Attachment A for complete track changes to the Bylaws). The motion was approved unanimously. The suggested Bylaws changes to Section D pertaining to the PCAC will be forwarded to the NVT A for approval.

Chair Foreman asked that the deliverables be organized into a calendar.

V. Next PCAC Meeting and Draft Agenda

Chairman Foreman

Mr. Fisette suggested the PCAC's next meeting should be in September 2015. He added that staff should also draft the suggested role for PCAC with Region Forward. Chair Foreman agreed.

The Chair proposed the scheduled June 18 and July 16, 2015 meetings be canceled. There is no meeting scheduled for August 2015. The next meeting of the PCAC will be September 17, 2015. The Chair will coordinate with staff to provide updates to the PCAC in June and July.

The next PCAC meeting is scheduled for 6:30pm on September 17, 2015.

Adjournment

VI. Adjournment

Motion to adjourn by Mr. Kirby; Seconded by Mr. Duncan.

Meeting adjourned at 7:47 pm.

D. **Planning Coordination Advisory Committee (PCAC).**

- (1) Charge. This committee shall ~~provide recommendations to be responsible for advising~~ the NVTA on ~~broad~~
 - (1) policy issues related to the periodic update of the NVTA's Long Range Transportation Plan (e.g., TransAction 2030, or subsequent updates) and the rolling extension of the development of the NVTA's Six Year Program. It may, from time to time, offer the NVTA advice on regional transportation issues and advise on NVTA's annual legislative program.
~~with special consideration to regional transportation, land use and growth issues and provide advisory recommendations to the NVTA.~~
- (2) Membership. All members shall be elected officials from jurisdictions embraced by the NVTA. Such membership shall include, as a minimum, one elected official from each town that is located in any county embraced by the NVTA and receives street maintenance payments. ~~[Remaining membership TBD.]~~
- (3) Chairman. The chairman and vice chairman shall be appointed by the Chairman of the NVTA.
- (4) Staff Support and Communication. Staff support shall be provided by the NVTA staff. The chairman may request additional support from jurisdictional and agency staffs as needed. Staff will send out the link to the NVTA Agenda and minutes to the PCAC prior to an NVTA monthly meeting.
- (5) Quorum and Voting. A quorum shall consist of a majority of the committee members. The committee shall strive for consensus when developing recommendations. In the event that consensus cannot be attained, approval of an advisory recommendation or other actions shall require an affirmative vote of two thirds of the members present. ~~representing two thirds of the region's population. For purposes of such votes, town populations shall be subtracted from county populations and voted independently.~~

E. **Ad Hoc Committees.** As needed, the Chairman of the NVTA may appoint ad hoc committees to pursue specific tasks (e.g., nominating committee).