

NORTHERN VIRGINIA TRANSPORTATION AUTHORITY

MEMORANDUM

TO: Chairman Martin E. Nohe and Members
Northern Virginia Transportation Authority

FROM: Mayor Silverthorne, Chairman – Governance and Personnel Committee

DATE: June 2, 2016

SUBJECT: Governance and Personnel Committee Report

1. **Purpose:** To provide a report of the activities of the Northern Virginia Transportation Authority's Governance and Personnel Committee.
2. **Background:** The Governance and Personnel Committee held its first meeting on Thursday, May 12, 2016, at 6:00pm.
3. **Discussion.**
 - a. **Electronic Meeting Participation Policy**
 - i. Under certain circumstances, § 2.2-3708.1 Va. Code Ann. allows for the provision of electronic participation in the meetings of state governing bodies under the Freedom of Information Act. The Authority has three members of the General Assembly that are usually unable to attend NVTa meetings from January through March due to the General Assembly being in session. Also, there may be extenuating circumstances in which an Authority member may not be able to physically attend an Authority meeting, but would like to call in to be abreast of issues on the agenda.
 - ii. The NVTa Bylaws state that " in the event the Authority adopts a written policy permitting a member to participate in meetings through electronic means in accordance with § 2.2-3708.1 Va. Code Ann., members may be allowed to participate in meetings through electronic means from remote locations in accordance with the Authority's policy and all applicable laws."
 - iii. It was noted that a physical quorum must be present at the meeting location and that once the quorum is met, members participating electronically are able to vote on issues.
 - iv. The Committee recommended the Electronic Meeting Participation Policy to the Authority for adoption.
 - b. **Revisions to Policy 17—FY2017 Program Drawdown Policy.**
 - i. Policy 17 requires that the first drawdown for a project approved as part of the FY2017 Program must be made by June 30, 2019 and attempts to measure project progress based on the first request for expense reimbursement.
 - ii. This policy works in conjunction with Policy 16 – Standard Project Agreement Activation within six months of project/program approval in ensuring projects move forward.

- iii. Policy 17, in conjunction with Policy 16, currently results in progress milestones at 6 months and 3 years.
- iv. The goal of the revisions to Policy 17 is to provide an opportunity for progress to be recognized and documented between these two milestones and to ensure that projects are indeed active and progressing.

c. NVTa Update – FY2017 Program Status

- i. The Authority will be asked to release the candidate list of 24 projects for public comment.
- ii. The public comment period is from May 13, 2016-June 17, 2016, with the Public Hearing on June 9, 2016.
- iii. The Finance Committee will meet on May 19, 2016, and receive a revised briefing from PFM on potential scenarios regarding debt issuance. At the June 16, 2016, Finance Committee meeting, the Committee will be asked to make a recommendation to the Planning and Programming Committee and the Authority on the total programming amount for the FY2017 Program.
- iv. The Planning and Programming Committee will meet on July 1, 2016, to review public comments and the revised NVTa staff recommendations and will be asked to make a recommendation to the Authority on which projects should be funded in the FY2017 Program.
- v. The Authority is scheduled to adopt the FY2017 Program on July 14, 2016.