



Approved December 15, 2016

Northern Virginia Transportation Authority
The Authority for Transportation in Northern Virginia

GOVERNANCE AND PERSONNEL COMMITTEE

Thursday, May 12, 2016

6:00 pm

3040 Williams Drive, Suite 200

Fairfax, Virginia 22031

MEETING SUMMARY

I. Call to Order/Welcome

Miss Bushue

- Miss Bushue called the meeting to order at 6:23pm.
- Attendees:
 - ✓ Members: Chairman Silverthorne (arrived 6:25pm); Supervisor Nohe; Council Member Snyder (arrived 6:28pm); Delegate Minchew; Miss Bushue.
 - ✓ Staff: Monica Backmon (Executive Director); Michael Longhi (CFO); Tom Biesiadny (Fairfax County); Ellen Posner (Fairfax County); Steve MacIsaac (Arlington County); Wendy Sanford-Block (City of Fairfax).

Discussion/Information

II. Electronic Meeting Participation

Ms. Backmon, Executive Director

- Mr. MacIsaac briefed the Committee on the draft policy for electronic participation in meetings. He noted that the draft policy tracks the statute, § 2.2-3708.1 Va. Code Ann., which allows for the provision of electronic participation in the meetings of state governing bodies under the Freedom of Information Act, permitting such participation. The statute requires that a policy addressing electronic participation in meetings be adopted prior to electronic meetings taking place.
- 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.
- Delegate Minchew moved that the Governance and Personnel Committee recommend the Electronic Participation Policy to the Authority for approval; seconded by Council Member Snyder. Motion carried unanimously.

III. Draft Revision to FY2017 Program Drawdown Policy Mr. Longhi, CFO

- Mr. Longhi briefed the Committee on the draft revisions to Policy 17–FY 2017 Program Drawdown Policy. He noted the following:
 - ✓ Policy 17 requires that the first drawdown for a project approved as part of the FY2017 Program must be made by June 30, 2019; attempts to measure project progress based on the first request for expense reimbursement.
 - ✓ This policy works in conjunction with Policy 16 – Standard Project Agreement Activation within six months of project/program approval in ensuring projects move forward.
 - ✓ Policy 17, in conjunction with Policy 16, currently results in progress milestones at 6 months and 3 years.
 - ✓ 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.
- Miss Bushue moved that the Governance and Personnel Committee recommend the Revised FY2017 Program Drawdown Policy to the Authority for approval; seconded by Delegate Minchew. Motion carried unanimously.

IV. NVTA Update Ms. Backmon, Executive Director

- Ms. Backmon provided an update on the status of the FY2017 Program. She noted the following:
 - ✓ The Authority will be asked to release the candidate list of 24 projects for public comment.
 - ✓ The public comment period is from May 13, 2016-June 17, 2016 with the Public Hearing on June 9, 2016.
 - ✓ 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. The Planning and Programming Committee will meet on July 1, 2016, to review public comments and the revised NVTA staff recommendations. The Committee will then be asked to make a recommendation to the Authority on which projects should be funded in the FY2017 Program.
 - ✓ The Authority is scheduled to adopt the FY2017 Program on July 14, 2016.

Adjournment

V. Adjournment

- Meeting adjourned at 6:50pm.