



**Northern Virginia Transportation Authority**  
*The Authority for Transportation in Northern Virginia*

**Thursday, April 11, 2019**  
**7:00 p.m.**  
**3040 Williams Drive, Suite 200**  
**Fairfax, VA 22031**

**AGENDA**

- I. Call to Order** Chairman Nohe
- II. Roll Call** Ms. Thomas-Jones, Clerk
- III. Minutes of the February 14, 2019 Meeting**  
*Recommended action: Approval [with abstentions from members who were not present]*

**Action**

- IV. Approval of the FY2020 Through 2025 Revenue Projections** Mr. Longhi, CFO
- V. Adoption of the FY2020 Local Distribution Fund Budget** Mr. Longhi, CFO
- VI. Adoption of FY2020 Regional Revenue Fund Budget** Mr. Longhi, CFO
- VII. Adoption of the FY2020 Operating Budget** Ms. Backmon, Executive Director
- VIII. Approval of the FY2020 Six Year Program Appropriations** Mr. Longhi, CFO
- IX. Adoption of Policy 29 –Project Activation, Monitoring and De-Appropriation**  
Mr. Longhi, CFO
- X. Approval of the Update to the Disclosure Policy** Mr. Longhi, CFO
- XI. Approval of the Update to the Investment Policy** Mr. Longhi, CFO
- XII. Approval of CMAQ Funds Transfer for Loudoun County**  
Ms. Backmon, Executive Director
- XIII. Approval of RSTP Funds Transfer for Prince William County**  
Ms. Backmon, Executive Director

**Discussion/Information**

- XIV. 2019 Legislative Recap** Chair Randall/Ms. Baynard, GPC

- |        |                                    |                                 |
|--------|------------------------------------|---------------------------------|
| XV.    | <b>Finance Committee Report</b>    | Mayor Parrish, Chair            |
| XVI.   | <b>Investment Portfolio Report</b> | Mr. Longhi, CFO                 |
| XVII.  | <b>Monthly Revenue Report</b>      | Mr. Longhi, CFO                 |
| XVIII. | <b>Operating Budget Report</b>     | Mr. Longhi, CFO                 |
| XIX.   | <b>Executive Director's Report</b> | Ms. Backmon, Executive Director |
| XX.    | <b>Chairman's Comments</b>         |                                 |
|        |                                    | <b><u>Closed Session</u></b>    |
| XXI.   | <b>Adjournment</b>                 |                                 |

**Correspondence**

**Next Meeting: May 9, 2019 at 7:00p.m.**  
NVTA Offices



**Northern Virginia Transportation Authority**  
*The Authority for Transportation in Northern Virginia*

**Thursday, February 14, 2019**  
**7:00 p.m.**  
**3040 Williams Drive, Suite 200**  
**Fairfax, VA 22031**

**Meeting Minutes**

- I. Call to Order** Chairman Nohe
- **Chairman Nohe called the meeting to order at 7:15 PM.**

- II. Roll Call** Ms. Thomas-Jones, Clerk
- Voting Members: Chairman Nohe; Chair Randall; Chairman Bulova; Board Member Cristol; Mayor Wilson; Mayor Parrish; Mayor Rishell; Mayor Meyer; Councilmember Snyder; Mr. Kolb; Mr. Minchew; Ms. Hynes.
  - Non-Voting Members: Mayor Wood; Ms. Cuervo; Mr. Horsley.
  - Staff: Monica Backmon (Executive Director); Michael Longhi (CFO); Keith Jasper (Principal, Planning and Programming); Harun Rashid (Transportation Planner); Richard Stavros (Investment and Debt Manager); Sree Nampoothiri (Transportation Planner); Erica Hawksworth (Communication and Public Affairs Manager); Yolanda Thomas-Jones (Board Clerk); various jurisdictional and agency staff.

- III. Minutes of the January 10, 2019 Meeting**
- **Mayor Parrish moved approval of the January 10, 2019 minutes; seconded by Chairman Bulova. Motion carried unanimously.**

**Action**

- IV. Approval of Standard Project Agreement for City of Alexandria—Regional Funding 2018-042-1 (Alexandria Bus Network ITS)**
- Mr. Longhi, CFO
- Ms. Backmon presented the Standard Project Agreement (SPA) for the City of Alexandria Bus Network ITS project. She noted this is the last of the projects receiving FY2019 appropriations to submit a SPA.
  - Mr. Longhi noted the SPA included scope changes from the project application originally approved by the Authority and reviewed the details as follows:
    - ✓ Revised scope accomplishes the original adopted project goals, while expanding the project benefits.
    - ✓ Project cost is \$150,000.

- ✓ Project is second highest-ranking in the SYP for Congestion Relief Relative Cost.
- ✓ The scope change is to reduce the number of real-time information signs from 20 to 5 since WMATA has agreed to install 20 signs thus bringing the total number of signs to 25.
- ✓ The savings from the signs will be used to replace GTFS technology proposed in the approved application with expanded MobileCAD technology that is expected to enhance the previously approved project goals of providing real-time bus information to the public. Additionally, this will allow DASH supervisors to more closely monitor bus operations without the use of two-way radios.
- Chairman Nohe confirmed with Mr. Longhi that even with the proposed change in scope, everything that the NVTA has funded and more will be achieved. Chairman Nohe added that the proposed change is how the pieces of the project shift between the City of Alexandria and WMATA.
- Mr. Longhi confirmed the City of Alexandria is achieving the original goals of the project and through coordination with WMATA, is able to further improve service and information to riders through replacing manual tasks.
- Mayor Wilson moved approval of the proposed Standard Project Agreement 2018-042-1 City of Alexandria (Alexandria Bus Network ITS), in accordance with NVTA's approved Project Description Sheet as appended to the Standard Project Agreement; and authorize the Executive Director sign on behalf of the Authority, seconded by Board Member Cristol. Motion carried unanimously.

**V. Approval of Deallocation of FY2019 Appropriation for the Town of Vienna**

Mr. Longhi, CFO

- Mr. Longhi presented the de-appropriation action for the Town of Vienna, Mill Street Parking Garage project noting:
  - ✓ The Town of Vienna requested this action via a letter to Ms. Backmon dated January 15, 2019.
  - ✓ The de-appropriation will allow the Town of Vienna time to develop a revised project plan.
  - ✓ De-appropriation does not cancel the project, but removes the FY 2019 appropriation to a yet to be determined date.
  - ✓ The Town and Authority staff have worked together to determine removing the appropriation will allow the project the greatest amount of timing flexibility.
  - ✓ Chair Randall asked about the status of the funds appropriated to the project.
  - ✓ Mr. Longhi responded, those funds will remain in the Regional Revenue Fund.
- Chairman Bulova moved the Authority cancel the FY 2019, \$2,300,000 appropriation to the Town of Vienna Mill Street Parking Garage (Project ID: 2018-057-0), reclassifying the funds in the Regional Revenue Fund from

appropriated to restricted, seconded by Mayor Parrish. Motion carried unanimously.

## **VI. Approval of Highway Infrastructure Program Project Recommendations**

Ms. Backmon, Executive Director

- Ms. Backmon presented two projects for Authority recommendation to the Commonwealth Transportation Board (CTB) for approval of Highway Infrastructure Program (HIP) funding noting:
  - ✓ A federal notice was issued on April 25, 2018.
  - ✓ The Virginia Department of Transportation (VDOT) contacted the NVTAs Executive Director regarding the Highway Infrastructure Program and potential projects that meet eligibility requirements for the HIP funds in the Northern Virginia region.
  - ✓ The amount of HIP funds available for the Northern Virginia region is \$7,585,313.
  - ✓ Eligibility requirements: Eligible entities must have a population of 200,000 or more. The funds may only be applied to projects under 23 USC 133(b)(1)(a), which is for: highways, bridges, and tunnels.
  - ✓ Funds may not be used for local roads/minor collectors, ferry boats, intelligent transportation system (ITS), truck parking facilities, transit, planning, or research.
  - ✓ Ms. Backmon met with staff from the four counties who met the population eligibility requirements. From those meetings, consensus was built around the following two projects -Route 50 Intersection Improvements- \$4,000,000 and Route 1 Widening- \$3,500,000.
  - ✓ The Regional Jurisdictional and Agency Committee was briefed on the HIP funds and the recommended projects at their January meeting.
  - ✓ The recommended projects support NVTAs long range transportation plan, TransAction.
  - ✓ The HIP funding is considered one-time funding and is not anticipated to be available in the future.
  - ✓ With the NVTAs action, VDOT will present the projects to the CTB for approval.
- Mayor Parrish moved Authority recommendation of \$4,000,000 for the Route 50 Intersection Improvements in Loudoun and Fairfax Counties, and \$3,500,000 for the Route 1 Widening Project in Prince William County, to the Commonwealth Transportation Board, for approval under the Highway Infrastructure Program (HIP), seconded by Chairman Bulova, 1 abstention, CTB Member Ms. Hynes. Motion carried unanimously.

## **VII. Approval of RSTP Transfer for the Town of Leesburg**

Mr. Sree Nampoothiri, Transportation Planner

- Mr. Longhi presented a Regional Surface Transportation Program (RSTP) reallocation request from the Town of Leesburg.
- Mr. Longhi noted the purpose of the transfer is to support the Route 7 Battlefield Parkway Interchange Project's unexpected cost increases.

- Based on information received from the Town shortly before the meeting, Mr. Longhi presented a verbal amendment to the suggested motion to include the wording, ‘in an amount not to exceed \$5,003,555’.
- With the amended motion, the NVTA will work with VDOT to ensure availability of the funds and make correcting entries in the attached documentation.
- Mr. Longhi noted this action establishes RSTP funding for the project and allows Loudoun County to submit a future transfer request through the RJACC to provide additional funding to the project.
- Chair Randall added, all money being allocated is coming from within Loudoun County. The Authority has programmed \$58 million on this project, but unexpected costs have surfaced.
- Chair Randall moved Authority approval of the reallocation of Regional Surface Transportation Program (RSTP) funds for the Town of Leesburg not to exceed \$5,003,055 seconded by Mr. Minchew. Motion carried unanimously.

**VIII. Approval of the FY2025 Congestion Mitigation Air Quality (CMAQ) and Regional Surface Transportation Program (RSTP) Strawman Recommendations**

Ms. Backmon, Executive Director

- Ms. Backmon presented the recommended FY 2025 CMAQ and RSTP Funding allocations for approval noting:
  - ✓ NVTA established a deadline of Friday, December 14, 2018, as the submission deadline for FY 2025 CMAQ and RSTP applications.
  - ✓ NVTA staff coordinated with jurisdictions and agencies applying during this funding cycle to develop the attached recommended list of projects and proposed funding allocations.
  - ✓ 31 CMAQ and RSTP applications were received, totaling \$136,645,678.
  - ✓ The estimated available funding for distribution in FY 2025 is \$77,718,152.
- Ms. Backmon referenced the CMAQ/RSTP Allocation attachment with the detail of the proposed projects recommended to advance for Commonwealth Transportation Board (CTB) approval.
- Chairman Bulova moved Authority approval of the list of proposed project recommendations for FY 2025 CMAQ and RSTP funding, to the Commonwealth Transportation Board for approval, seconded by Council Member Snyder, 1 abstention, CTB Member Ms. Hynes. Motion carried unanimously.

**Discussion/Information**

**IX. 2019 Legislative Update**

Chair Randall, Chair GPC

Ms. Tracy Baynard, McGuireWoods Consulting, LLC

- Ms. Baynard updated the Authority on General Assembly action, noting:

- ✓ SB1468 is moving through the General Assembly and is in the House Transportation Subcommittee.
- ✓ House Transportation Subcommittee #2 met on Wednesday and agreed to report SB1468 on a 6-0 vote.
- ✓ SB1468 should be on the agenda for the full House Transportation Committee at their February 12th meeting. The motion will be to report the bill and refer it to the House Appropriations Committee.
- ✓ Ms. Baynard thanked the Northern Virginia business community and Fairfax County for showing up at every subcommittee meeting and every full committee meeting to express support for the bill.
- ✓ The General Assembly is expected to adjourn on Feb 23rd.
- ✓ Bills to implement the Wayfair Court Decision have passed the House and Senate. The implementation will start July 1, 2019. The projections from the State Department of Taxation is that the Authority will receive \$6.6 million in FY 2020, \$7.4 million starting in FY 2021 and by FY 2025, the number will be \$7.7 million per year.
- ✓ The House and Senate have now passed identical bills (HB2718 and SB 1716) regarding improvements for the I-81 Corridor. The bills contain no tolls or any other funding mechanism for I-81. Instead, there will be a stakeholder process for vetting all revenue options with a report due back to the Governor and General Assembly in December 2019.
- ✓ Board Member Cristol expressed concern about HB2269, Regional Greenhouse and Gas Initiative Bill, and questioned if it prevents the acceptance of CMAQ money. Ms. Baynard responded that's not how it's being discussed in the General Assembly. Ms. Baynard added she is awaiting a response from VDOT's legislative liaison. She added the administration has opposed the Bill.

**X. Governance and Personnel Committee Report**                      Chair Randall, Chair, GPC

- No verbal report given

**XI. Executive Director's Report**    Ms. Backmon, Executive Director

- Ms. Backmon reported on NVTA activities, noting:
  - ✓ The Transportation Technology Committee (TTC) met for the first time on January 30, 2019. The meeting was very well attended, including Authority members Councilmember Snyder (TTC Chair), Mayor Rishell and Mr. Jim Kolb. Approximately half the participants represented Northern Virginia jurisdictions and regional agencies. The remainder represented academia, national, regional associations, and the private sector.
  - ✓ The Authority's SMART SCALE application for the Regional Multi-Modal Mobility Program (RM3P) was recently recommended for funding through the Office of Intermodal Planning's Innovation and Transportation Technology Fund (ITTF). This allows for quicker project implementation. The Commonwealth would like to partner with the Authority regarding the implementation of the RM3P project.

- ✓ On February 6, 2019, the Authority and the Northern Virginia Transportation Alliance co-hosted a Forum on the Economic Impacts of Transportation Investments at the Northern Virginia Association of Realtors. The Forum brought experts in transportation, real estate, heavy construction and business together to discuss the economic benefits of the Authority's \$3 billion in regional funding of transportation projects and how transportation factors into business decisions. The event kicked off with Chairman Nohe presenting the economic impact study's findings and key takeaways, followed by a panel discussion moderated by Monica Backmon (panelists: Chairman Nohe; Maggie Parker, Comstock Companies; Greg Smith, Shirley Contracting Company LLC; and Jason Stanford, Alliance). The Forum was well attended attracting a standing room only level of attendance.

**XII. Chairman's Comments**

- Chairman Nohe cancelled March 2019 due to lack of action items.

**XIII. Adjournment at 7:43 PM**

**Correspondence**

**Next Meeting: April 11, 2019 at 7:00p.m.**

**NVTA Offices**

## NORTHERN VIRGINIA TRANSPORTATION AUTHORITY

### MEMORANDUM

**FOR:** Chairman Martin E. Nohe, and Members  
Northern Virginia Transportation Authority

**FROM:** Michael Longhi, Chief Financial Officer

**DATE:** April 5, 2019

**SUBJECT:** Revenue Projections FY2020 through FY2025

1. **Purpose:** To seek the Northern Virginia Transportation Authority (NVTA) adoption of proposed revenue projections for FY2020 through FY2025 as recommended by the Finance Committee.
2. **Suggested Motion:** *I move the Authority adoption of the FY2020 - FY2025 revenue projections as presented below.*
3. **Background:**
  - a. NVTA staff, with information provided by member jurisdictions, review and revise if necessary, the multi-year revenue estimates. This process includes new projections for the fiscal periods for any upcoming funding program years.
  - b. Based on information received from participating jurisdictions, no changes are recommended to the FY2019 through FY2023 projections.
  - c. New estimates for FY2024 and FY2025, in support of the two year update to the Six Year Program (SYP) are reflected in the table below.

<b>Northern Virginia Transportation Authority</b>						
<b>Proposed Revenue Projections</b>						
Revenue Source	FY2020	FY2021	FY2022	FY2023	FY2024	FY2025
<b>Sales Tax Revenue</b>	\$ 265,846,393	\$ 272,982,830	\$ 280,453,992	\$ 288,142,662	\$ 296,018,140	\$ 303,658,988
<b>Regional Revenue</b>	\$ 186,092,475	\$ 191,087,981	\$ 196,317,794	\$ 201,699,863	\$ 207,212,698	\$ 212,561,292
<b>30% local Distribution</b>	\$ 79,753,918	\$ 81,894,849	\$ 84,136,198	\$ 86,442,799	\$ 88,805,442	\$ 91,097,696
<b>Y2Y % Change</b>	2.67%	2.68%	2.74%	2.74%	2.73%	2.58%

4. **Next Steps:**
  - d. The adoption of the FY2020 through FY2025 Regional Revenue Projections will permit the projection of the PayGo availability for the SYP two year update.

<b>Analysis of SB1716 (2019)<sup>1</sup></b>							
FY2020 through FY2023 Jurisdiction Local Distribution Funds (30%)							
	HB2313 (2013)	HB1539 (2018)	Reduction From HB1539(2018) <sup>2</sup>		Increase From SB1716 (2019)		Revised Total
			\$ Reduction	% Reduction	\$ Increase	Revised % Reduction	
Alexandria	\$28.9 M	\$4.0 M	\$24.9 M	-86%	\$1.2 M	-82%	\$5.2 M
Arlington	\$51.0 M	\$3.7 M	\$47.3 M	-93%	\$1.8 M	-89%	\$5.6 M
City of Fairfax	\$10.2 M	\$8.2 M	\$2.0 M	-19%	\$ .5 M	-14%	\$8.8 M
Fairfax County	\$184.0 M	\$89.2 M	\$94.9 M	-52%	\$8.2 M	-47%	\$97.3 M
Falls Church	\$4.1 M	\$2.7 M	\$1.5 M	-35%	\$ .2 M	-31%	\$2.9 M
Loudoun	\$81.8 M	\$57.7 M	\$24.1 M	-29%	\$3.7 M	-25%	\$61.4 M
Manassas	\$7.0 M	\$6.4 M	\$ .5 M	-8%	\$ .4 M	-2%	\$6.8 M
Manassas Park	\$2.0 M	\$1.8 M	\$ .2 M	-10%	\$ .1 M	-4%	\$1.9 M
Prince William	\$58.8 M	\$50.0 M	\$8.9 M	-15%	\$2.8 M	-10%	\$52.8 M
<b>FY2020 through FY2023 Regional Revenue Fund (70%)</b>							
<b>Regional Revenue (70%)</b>	\$998.3 M	\$775.2 M	\$223.1 M	-22%	\$44.0 M	5%	\$819.2 M

1. All figures are preliminary and are likely to change as additional information on SB1716 implementation (Enactment Clauses), year to year change rates on individual revenues becomes available from VDOT in Richmond.

2. Includes HB1539 required WMATA Capital Contribution of \$27.12M in: Alexandria, Arlington, City of Fairfax, Fairfax County, Falls Church & Loudoun

## NORTHERN VIRGINIA TRANSPORTATION AUTHORITY

### MEMORANDUM

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

**FROM:** Michael Longhi, Chief Financial Officer

**DATE:** April 5, 2019

**SUBJECT:** FY2020 Local Distribution Fund Budget (30%)

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1. **Purpose:** To seek the Northern Virginia Transportation Authority (NVTA) adoption of the Proposed FY2020 Local Distribution Fund Budget as recommended by the Finance Committee.
2. **Suggested Motion:** *I move the Authority adoption of the Proposed FY2020 Local Distribution Fund Budget, as presented below.*
3. **Background:**
  - a. Local Distribution Fund (30%) revenues are distributed in their entirety to member jurisdictions in accord with HB2313 (2013), as amended.
  - b. Previous Finance Committee guidance is to conservatively estimate revenues.
  - c. Member jurisdictions will receive the amount of Local Distribution Funds they are entitled to in accord with HB2313, as amended based on the transactions within the jurisdiction.
  - d. Many member jurisdictions either net their jurisdictional share of the NVTA Operating Budget from their 30% Local Distribution Funds received, or pay the obligations from those funds once received.
  - e. SB1468, Chief Patron – Senator Black; will permit the Authority to charge the Operating Budget to the Regional Revenue Fund. If the Authority avails itself of this option, it will have the effect of increasing jurisdiction Local Distribution Fund revenues as indicated below:

<b>Member Jurisdiction Operating Budget Support</b>			
	<b>FY2019 Adopted</b>		<b>Proposed FY2020</b>
	<b>Budget</b>		<b>Budget</b>
Arlington County	\$	212,173	\$ 285,413
Fairfax County	\$	1,021,646	\$ 1,374,312
Loudoun County	\$	338,639	\$ 455,535
Prince William County	\$	400,991	\$ 539,410
City of Alexandria	\$	144,313	\$ 194,128
City of Fairfax	\$	20,931	\$ 28,156
City of Falls Church	\$	12,779	\$ 17,190
City of Manassas	\$	37,676	\$ 50,681
City of Manassas Park	\$	14,101	\$ 18,968

4. **Proposed Budget:** The table below shows the proposed FY2020 Local Distribution Fund Budget. Distributions to jurisdictions are based on the actual transactions conducted within the jurisdiction.

<b>Northern Virginia Transportation Authority Proposed FY2020 Local Distribution Budget (30%)</b>			
		<b>Adopted FY2019</b>	<b>Proposed FY2020</b>
Carryforward		\$ -	\$ -
<b><u>Income:</u></b>			
	Sales Tax	\$ 77,677,868	\$ 79,753,918
	VA NVTA Fund Interest	\$ 21,319	\$ 104,552
Total Revenue		\$ 77,699,187	\$ 79,858,470
<b><u>Expenditures:</u></b>			
	Distribution to Member Jurisdictions	\$ 77,699,187	\$ 79,858,470
Total Expenditures		\$ 77,699,187	\$ 79,858,470
Budget Balance		\$ -	\$ -

5. **Assumptions:**
- a. The Authority will continue to follow HB2313 in the management of the Local Distribution Fund.
  - b. Actual distributions to jurisdictions will be contingent on completion of the annual certification process and will be determined by the actual revenues received based on transactions within the jurisdiction (as reported by the Commonwealth).
  - c. All prior fiscal year accruals and Commonwealth revenue adjustments of Local Distribution Fund revenues will be distributed to the appropriate jurisdiction in FY2020 in accord with HB2313.

**NORTHERN VIRGINIA TRANSPORTATION AUTHORITY**

**MEMORANDUM**

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

**FROM:** Michael Longhi, Chief Financial Officer

**DATE:** April 5, 2019

**SUBJECT:** Proposed FY2020 Regional Revenue Fund Budget

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1. **Purpose:** To seek the Northern Virginia Transportation Authority (NVTA) adoption of the Proposed FY2020 Regional Revenue Fund Budget as recommended by the Finance Committee.
2. **Suggested Motion:** *I move Authority adoption of the Proposed FY2020 Regional Revenue Fund Budget, as presented in Attachment 1.*
3. **Background:**
  - a. Regional Revenues (70% funds) are largely programmed through the Authority's approval of specific projects in the Six Year Program (SYP) and subsequent updates, after all debt service and reserve funding obligations are met for a fiscal period.
  - b. Any unused funds from one fiscal year are accumulated as HB2313 Restricted Fund Balance and will be available for the FY2024/25 update to the SYP.
  - c. Finance Committee guidance is to conservatively estimate revenues.
  - d. The details of the Proposed FY2020 Regional Revenue Fund Budget are presented in Attachment 1.

**(ED. Note - The following report sections tie to the Notes Column on Attachment 1.)**

4. **Revenues:**
  - a. **Revenues** were adjusted for the 2018 legislative action to eliminate the Transient Occupancy Tax and Grantor's Tax as available revenue streams.
  - b. **CoVa interest** is earned on funds while they are processed by the Commonwealth and before arriving at the Authority.
  - c. **Future Financing (if required due to cash flow.)**
    - i. This budget category reflects the October 11, 2018, FY2019 Revenue Fund Appropriations for the inaugural SYP. As part of that adoption, the Authority implemented a project funding strategy which relies on the strength of the Authority's Balance Sheet to advance the timing of project funding.
    - ii. This strategy is saving the Authority approximately \$194 million compared to tradition project funding approaches.

- iii. The classification recognizes that if the majority of FY2019/20 SYP projects were to exceed their original cash flow projections, outside liquidity would need to be obtained.
- iv. As of the preparation of this report, FY2019 project appropriations of \$527 million have only resulted in approximately \$1 million in reimbursement requests. (All for the Loudoun County - Route 9 project in the Town of Hillsboro).
- d. **Investment Portfolio Earnings** reflects the NVTAs portfolio interest earnings. Currently actual earnings are trending at a level which will result in an \$8 million positive variance to budget. Any FY2019 positive variance will be programmed to the FY2024/25 SYP update as part of the FY2021 budget.

**5. Expenditures:** Prior to determining the funds available for projects, the annual debt service payment and reserve amounts must be budgeted. No additions to the reserves are required from the proposed FY2020 budget.

- a. **Debt service principal and interest.** Total debt service for FY2020 is \$5,549,950.
- b. **TransAction Update (SYP/CRRC/LTB Tech Support).** This expense of \$3,650,000 provides \$3,500,000 for the next update of TransAction and \$150,000 for technical support for Long Term Benefit analysis.
- c. **Six Year Program PayGo Project Funding.** This represents the appropriation of project funding for the Six Year Program.

**6. Transfers and Carryforward**

**a. Transfer Out to the Operating Fund.**

- i. Utilizing the authorization provided in SB1468 (2019), member jurisdictions are relieved from the obligation of funding the NVTAs Operating Budget from their own revenues (typically their 30% Local Distribution Funds).
- ii. Transferring the cost from the jurisdictions to the Regional Revenue Fund will increase the net available 30% Local Distribution Funds for FY2020 to member jurisdictions as noted below:

Jurisdiction	30% Fund Benefit
Arlington County	\$ 285,413
Fairfax County	\$ 1,374,312
Loudoun County	\$ 455,535
Prince William County	\$ 539,410
City of Alexandria	\$ 194,128
City of Fairfax	\$ 28,156
City of Falls Church	\$ 17,190
City of Manassas	\$ 50,681
City of Manassas Park	\$ 18,968

- b. **HB2313 Restricted Fund Balance - Carryforward to FY2024.** This amount reflects net positive variances in the Authority's revenue projections, interest earnings and released balances from completed or cancelled projects. It is based on FY2018 audited actual balances.

- c. **Total Available for Project Assignments/FY2024 Carryforward.** This amount reflects net positive variance in the Regional Revenue Fund. It is an accumulator for funds to be available for projects as part of the FY2024/25 two year update to the Six Year Program. Its basis is the net balance of the FY2020 Operating Budget and FY2018 HB2313 Restricted Fund Balance (FY2018 Audited Actuals). It does not include a projection for the ending positive variance for FY2019.

**7. Cumulative Regional Revenue Reserve Balances**

- a. **Working Capital Reserve (WCR).** The WCR is required by the Authority's Debt Policy. The Authority took action in June 2017 to cap the Working Capital Reserve at \$120 million.
- b. **Debt Service Reserve.** This reserve of \$5,551,000 was funded through bond proceeds and exists to protect NVTAs' bondholders. It is required by the Authority's Debt Policy.

**Attachment 1: Proposed FY2020 Regional Revenue Fund Budget**

# Attachment 1

Northern Virginia Transportation Authority Proposed FY2020 Regional Revenue Fund Budget			
	Adopted FY2019 Budget	Proposed FY2020 Budget	Notes
<b>Revenue 70% Regional Funds</b>			
Sales Tax	\$ 181,248,357	\$ 186,092,475	
TOT	-	-	4a
Grantor's Tax	-	-	4a
CoVa Interest	54,040	243,956	4b
Bond Proceeds	-	-	
Future Financing (if required due to cash flow.)	339,341,512	383,052,841	4c
Investment Portfolio Earnings	10,000,000	10,000,000	4d
<b>Total Revenue</b>	<b>\$ 530,643,909</b>	<b>\$ 579,389,272</b>	
<b>Expenditures</b>			
Debt Service - Principal	\$ 2,600,000	\$ 2,730,000	5a
Debt Service - Interest	2,949,950	2,819,950	5a
Professional Services - Bond Issuance Costs			
TransAction Update (SYP/CRRC/LTB Tech Support)	160,000	3,650,000	5b
Six Year Program PayGo Project Funding	524,933,959	570,189,322	5c
<b>Total Expenditures / Six Year Program Commitments</b>	<b>\$ 530,643,909</b>	<b>\$ 579,389,272</b>	
<b>Transfers &amp; Carryforward</b>			
Transfer Out to Operating Fund	\$ -	\$ (2,963,793)	6a
HB2313 Restricted Fund Balance - Carryforward to FY2024		12,857,991	6b
<b>Total Available for Project Assignments/FY2024 Carryforward</b>	<b>\$ -</b>	<b>\$ 9,894,198</b>	6c
<b>Cumulative Regional Revenue Reserve Balances</b>			
Working Capital Reserve	\$ 120,000,000	\$ 120,000,000	7a
Debt Service Reserve (Held by Trustee)	5,551,000	5,551,000	7b
<b>Cumulative Reserve Balances</b>	<b>\$ 125,551,000</b>	<b>\$ 125,551,000</b>	

## NORTHERN VIRGINIA TRANSPORTATION AUTHORITY

MEMORANDUM

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

**FROM:** Monica Backmon, Executive Director

**DATE:** April 5, 2019

**SUBJECT:** FY2020 Operating Budget

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1. **Purpose:** To seek the Northern Virginia Transportation Authority (NVTA) adoption of the Proposed FY2020 NVTA Operating Budget as recommended by the Finance Committee.
2. **Suggested Motion:** *I move Authority adoption of the proposed FY2020 Operating Budget as presented in Attachment 1.*

**(ED. Note – The following report sections tie to the Notes Column on Attachment1.)**

**3. FY2020 Operations Base Budget Changes:**

**A. Personnel Expenditures:**

**1. Salaries-Regular Pay:**

- Performance based staff compensation changes will be budgeted based on the average annual increases adopted by NVTA member jurisdiction's FY2020 budgets and those of other Authorities and Commissions in Northern Virginia.
- Member jurisdictions have not finalized their FY2020 budgets, therefore, a 4% increase is proposed to be programmed in the base budget for estimation purposes.
- Maximum average annual performance increases will be in line with member jurisdictions. An analysis will be undertaken once jurisdictions have passed their FY2020 Operating Budgets.

**2. Health & Dental Benefits:**

- NVTA's benefit rate increases/decreases are based on the experience (claims) of the Commonwealth's, The Local Choice, participant pool of approximately 60,000 employees, retirees and family members.
- NVTA experienced an 11.43% increase in benefit premiums during the FY2019 budget process.

- The FY2020 base budget assumes an additional 5% increase in health premiums. The actual renewal rate will not be available until May.
- For FY2020 staff members may elect NVTA coverage changes during the open enrollment period, any elections are unknown at this time and not budgeted.

**3. Retirement VRS:**

- Based on NVTA's most recent VRS actuarial study, the FY2019 and FY2020 contribution rate is 7.50%.
- The next VRS actuarial study will be completed and the contribution rate updated for FY2021.

**4. Life & Disability Insurance:**

- This insurance type is priced using salaries and age tiers, NVTA employees are moving into higher age tiers.

**B. Professional Service Changes:**

**5. Audit & Accounting Services:**

- Previously contracted rate increase of \$1,000 of audit services included in this budget line.

**6. Insurance:**

- NVTA's general liability, causality, cyber, officers and directors insurance renewal rates will not be available until after June 2019. The FY2020 base budget includes an estimated 5% increase above the FY2019 renewal.

**7. Public Outreach & Regional Event Support:**

- For FY2020, \$20,000 has been added to fund the cost of an expanded, follow-up to the recent Chmura Economics & Analytics, Economic Impact Study that will be expanded to show the impacts of Authority funded transportation project implementation and use within Northern Virginia and the Commonwealth as a whole. Previously, this was funded at \$8,810 through expense cutting in other cost areas and only covered the impact of project funding, not use.
- Budget for Public Hearings is reduced by \$2,000.
- Graphic design and printing cost for the Annual Report is expected to increase by \$1,000.

**8. Legal Services/Bond Counsel:**

- Bond Counsel is the only legal service obtained under this budget line. This line was previously reduced to \$25,000 based on prior cost experience with the expectation additional fees would be added to the cost of future debt issuances.
- During the FY2019 budget process, the Committee was informed of the unexpected level of consultation required with bond counsel due to the 2018

General Assembly actions. At the time, staff expected the \$25,000 budget line to be exceed by \$20,000 or more with the excess being covered by the Operating Reserve. The budget line was actually exceeded by \$28,166 in FY2018.

- The FY2019 budget was increased \$40,000 to replenish the Operating Reserve from FY2018 and to provide additional resources for FY2019.
- For FY2020, staff recommends decreasing this budget line back to \$25,000, and employing the same technique as used in FY2018 should the FY2020 General Assembly Session require additional services.

#### **9. Financial Advisory Services:**

During FY2018, a new contract was executed for Financial Advisory Services reducing the annual retainer to \$35,000 per year.

- During the FY2019 budget process, the Committee was informed of the unexpected level of consultation required for Financial Advisory Services due to the proposed 2018 General Assembly actions. At the time staff expected the \$35,000 budget line to be exceed by \$20,000 or more with the excess being covered by the Operating Reserve. The budget line was actually exceeded by \$28,750 in FY2018.
- The FY2019 budget was increased \$40,000 to replenish the Operating Reserve from FY2018 and to provide additional resources for FY2019.
- For FY2020, staff recommends decreasing this budget line back to \$35,000, and employing the same technique as used in FY2018 should the FY2020 General Assembly Session require additional services.

#### **C. Technology/Communications:**

##### **10. General Ledger/Financial Reporting & Investment Monitoring/Management Systems:**

- On November 8, 2018, the Finance Committee recommended and the Authority approved a budget adjustment to transfer \$35,781 from the Operating Reserve to obtain/implement Investment Management and Monitoring Services tools, specifically Bloomberg Anywhere with Real Time Pricing and Inter Continental Exchange (ICE) Best Ex Vantage Subscription during FY2019.
- The FY2020 budget includes \$35,781 to replenish the FY2019 Operating Reserve.
- The annual ongoing costs of \$48,210 for the Bloomberg and ICE investment monitoring and management services has been included in the FY2020 budget.
- The budget line also includes the annual costs for:
  - Black Mountain, the General Ledger/Financial Reporting System
  - Tracker, the Portfolio Management System.

**11. IT Support Svc & Hosting:** NVTA contracts with a third party provider to host, manage, monitor and support the email, networking and workstation needs of the office.

- This budget line includes a one-time contract increase of 7.5% effective November 1, 2019 to extend the contract for three additional years with the current service provider. The cost escalates once every three years with no further escalation during the three year period. Increases in the number and capacity of servers, computer memory capacity, workstations and processing capacity, increase fees incrementally.
- Effective with FY2020, the budget line includes the annual licensing costs of \$851 for staff use of Adobe Acrobat software. Adobe changed their licensing requirements which prevented the transfer of existing Adobe licenses to replacement workstations. The category also includes NVTA's Cox internet connection at \$185/mo.

## **12. GIS/Project Monitoring & Management/Modeling:**

- The FY2019 Budget included \$60,000 for Phase 1 of the Project Implementation, Monitoring and Management System. Phase 1 is the development of an Online Application Form replacing an MS Excel based form.
- Phase 1 is scheduled to be fully implemented by June 2019. The automated application system will be available for the anticipated July 2019, Call for Regional Transportation Projects for the FY2024/FY2025 update to the SYP.
- As discussed during the FY2019 budgeting process, Phase 2 and Phase 3 will be implemented during the FY2020 budget cycle.
- Phase 2, Project Status Monitoring has been added to the budget with a one-time cost of \$57,500. The Project Status Monitoring component will streamline the currently manual process that uses MS Office. Phase 2 will enhance a critical programmatic responsibility to ensure that the Authority's 122 regional projects which increase every two years, deliver their intended scope, on schedule, and within budget.
- The Project Status Monitoring phase will permit project sponsors to submit more detailed and timely updates for projects which will facilitate the monitoring process and provide increased transparency consistent with NVTA's priorities.
- Phase 3, Online Dashboard has been added to the FY2020 budget with a one-time cost of \$57,500. The Online Dashboard, designed for public use, will include all programmatic oversight details including project progress, fund utilization, public meetings, and other details including GIS-based reporting.
- Other than the Authority's annual report, NVTA provides limited visualizations of project status information. The NVTA website does provide an interactive mapping tool, containing some project status information. However, most information is historic and in a non-visual format (tabular or spreadsheet), with limited interactive capabilities.
- The FY2020 budget for this line item also includes \$25,000 for the Annual Maintenance cost for all three phases of PIMMS listed above. This cost includes the hosting cost for PIMMS for the first year.

- This budget line also includes the annual GIS maintenance contract cost and the IT costs of installing the routine GIS updates.

### **13. Web Development & Hosting:**

- This category includes the maintenance and support costs for the Authority and Transaction websites. It also includes costs for the Social Media services added during the FY2019 budget process.
- The 5 year web domain registration costs of \$900 and \$2,500 to adjust the Web site for expected changes has been added for FY2020.

## **D. Administrative Expenses:**

### **14. Dues & Subscriptions, Professional Development, and Industry Conferences:**

- The Professional Development/Training and Industry Conference accounts have been merged into a single general ledger account for the FY2020 budget to facilitate ongoing reporting.
- The FY2020 budget for Memberships & Subscriptions is projected to increase \$1,950 due to the addition of an APTA and Public Relations membership.
- Professional Development, Training and Conferences category is expected to increase \$2,500 due to the addition of a Government Social Media conference deemed valuable to enhance NVTA's communications plan.

### **15. Office Lease:**

- NVTA's office lease with NVRC has an annual escalation of 2.5%. The current lease expires in October 2019. As reviewed with the Committee at the September 2018 meeting, the expectation is to renew the lease with NVRC utilizing similar contract terms.

## **E. Operating Reserve:**

- 16.** The NVTA Debt Policy requires a 20% Operating Reserve. Any changes in the base budget result in year-to-year changes in this reserve.

## **F. Equipment Replacement Reserve:**

- 17.** Effective with the FY2017 Operating Budget the Authority approved an Equipment Replacement Reserve to be funded at \$4,500 per year. This reserve recognizes that virtually all the Authority equipment and furnishings were purchased and placed in service at the same time. This reserve is designed to provide funding for replacements over time.
- In June 2018, 4 of the 6 initially purchased laptops had to be replaced due to inconsistent performance at a cost of \$8,711.
  - In August 2018 an additional laptop was replaced.

- The FY2020 budget includes the \$4,500 annual equipment reserve allocation plus \$8,700 to replenish the reserve for the FY2018 expenditures.
- The budgeted purchase of a GIS plotter was postponed due to an agreement with NVRC to share their existing plotter. The \$9,000 amount allocated for the plotter was added to the equipment reserve in FY2018.
- The plotter has been experiencing issues and is expected to be replaced using the funds in the Equipment Reserve in FY2019.

#### **4. FY2020 Proposed Budget Initiatives:**

Attachment 1 shows three initiatives proposed for FY2020. These include, additional resources for Public Outreach & Regional Event Support (note 20), one additional finance position (note 21) and two additional planning positions (note 22). The full costs of adding the positions include compensation, technology, office space and administrative overhead costs are noted in Attachment 1.

#### **20. Public Outreach & Regional Event Support:**

- Photography services is requested to increase \$3,000 to \$4,500 to enable the Authority staff, in coordination with project sponsors, to begin capturing high quality photographs and video of regionally funded projects for use in the Annual Report and other outreach efforts.
- Staff is proposing increasing the budget \$1,250 for ground breaking, ribbon cutting and outreach commemorative items.
- Staff is proposing increasing the budget for the Annual Report by \$6,000 in order to enhance the graphics and produce a video highlights package to be available to citizens and regional partners. Regional partners can then include the digital version on their websites, newsletters and re-share on social media.

**21. Financial Analyst Position Request Justification.** The NVTA finance team is currently comprised of three staff members; Chief Financial Officer, Assistant Finance Officer and the Investment and Debt Manager. All staff members in both finance and planning undertake their own clerical and support functions for their related professional duties. The finance team supports all administrative duties of the Authority.

#### **Maintaining Excellent Professional Standards**

The day to day operational demands of the Authority are making it difficult to meet the emerging demands of a multi-billion dollar operation with a finance team of three. For example:

- Initial efforts to develop the draft of Policy 29 – Project Activation, Monitoring and De-Appropriation, requested by the Finance Committee, started in May 2017. Policy development has been delayed due to competing priorities until February 2019.

- Separation of duties as an internal control mechanism has become increasingly difficult due to the increase in transaction volume and value. As demonstrated by:
  - Investments alone will require 71 transactions to place \$356.4 million buy orders at \$5 million each in FY2019.
  - These investment transactions will trigger 107 Tracker Portfolio System Transactions, and; approximately 200 General Ledger transactions. This in addition to approximately 300 transactions which have been automated through interfaces between the Tracker Portfolio System and the General Ledger.
- Based on an average project reimbursement request of \$394,000:
  - 1,423 reimbursement valued at \$560 million are expected in support of the FY2014 through FY2017 funding programs.
  - 727 reimbursements valued at \$286 million are backlogged from their original SPA expenditure schedule, making workload planning very unpredictable.
  - The SYP will generate an estimated 1,332 reimbursement requests valued at \$525 million, just for FY2019 appropriations.
  - All reimbursements require review by a Planner and the Assistant Finance Officer prior to being presented for CFO approval and payment.
  - Reimbursements require up to date certificates of insurance (COI) among other verification requirements. Monitoring just COIs and coordinating compliance with project sponsors is currently taking an extraordinary amount of NVTA staff time. This is one example of the items that have to be verified on each reimbursement.
  - NVTA has made a commitment to attempt to turn reimbursement requests around in 20 days.
- Several jurisdictions have indicated they will be using their 30% Local Distribution Funds to increase staffing. It is hoped that this will expedite project progress with a resulting increase in project reimbursements and completions.
- Jurisdictions staffing increases through the use of 30% funds will increase the demands on the Authority staff in:
  - Responding to questions on appropriate use of 30% and 70% funds.
  - Increased complexity in 30% fund annual certifications.
  - Generate strategy discussions on navigating project changes while maintaining compliance with Authority approved project scopes and annual 30% certification compliance.
  - Maintaining and updating relevant policies and procedures as the transportation project environment evolves.
- NVTA finance team members, by the nature of their positions are responsible for Authority financial policies related to:
  - Debt (Policy 9)

- Financial Management (Policy 10)
- Investments (Policy 13)
- Continuing Disclosure (Policy 21)
- Tax Compliance (Policy 23)
- NVTAs Finance Team members are required to maintain licenses and certifications and keep professional skills current. Meeting annual Continuing Professional Education (CPE) credit requirements is becoming increasingly difficult. While many of these courses are online, they require interactive responses during the course to ensure attentiveness and earn required CPE credits.
- Meeting workload demands, while maintaining license, certification and professional requirements has become progressively problematic. Therefore, the ability of staff to maintain current professional standards has become weakened.

### **Ballooning Workload/Long Term Responsibilities**

- NVTAs finance team has to monitor adopted projects (represented in individual SPAs) throughout their economic life. For many projects the economic life is measured in decades and includes:
  - 27 formally closed SPA's valued at \$110 million.
  - 6 bond funded projects valued at \$74.6 million, each requiring additional individual annual reviews until calendar year 2034.
  - 49 active SPAs valued at \$560 million.
  - Total requests for reimbursement are estimated 2,755 (all funding programs).
  - 17 anticipated appropriations for FY2020 SYP plan year of \$537.6 million
    - With 3 current requests to advance appropriations of \$32.7 million from FY2021 planned appropriations to FY2020.
  - 11 remaining planned appropriations for FY2021/23 valued at \$220.5 million.
  - Development of a SYP, two year update funding strategy, when 83% of the FY2018/23 SYP funding strategy is front loaded to FY2019/20 appropriations to provide maximum project advancement opportunities while eliminating the need for outside financing. (A strategy which saved \$194 million in debt service costs.)

### **Single Points of Failure**

- NVTAs financial operation has too many single points of failure, with only a marginal ability to mitigate for a short period of time. For example:
  - This was demonstrated when the June 2018 retirement of the Investment and Debt Manager required the suspension of investment portfolio purchases and maturity reinvestments for 4 months.
  - Given the expected volume of investment maturities (\$180 million in six months in FY2019), suspending investment activities for three months during that six month period this fiscal year would result in a \$640,000 decrease in portfolio earnings.

- A long term, 2 week, unscheduled inability of the Assistant Finance Officer to attend to duties would require the refocusing of the CFO's efforts within 10 calendar days to just support:
  - Payroll & Staff Benefits
  - General Accounting
  - Project reimbursement disbursements
  - Debt service payment transfers.
  - Depending on the time of month/time of year local distribution fund disbursements (11 transactions, valued at \$6.7 million monthly, or 132 transactions valued at \$77.7 million annually) would need to be suspended.
- Depending on time of year and or fiscal cycle outside accounting support would be required for:
  - Financial statement preparation
  - External audit support
  - Tax filing compliance

## **22. Regional Transportation Planner Position Request Justification (Two Positions)**

The request for two Regional Transportation Planner positions is presented as an executive summary below and in full detail in Attachment 2.

### **• Executive Summary, Overview**

- Transportation planning (TransAction) and programming Six Year Program (SYP) are widely recognized as NVTA's two primary responsibilities.
  - By extension, these responsibilities are therefore the primary responsibilities of the Authority's three person transportation planning team.
  - These responsibilities include Standard Project Agreement (SPA) and project oversight and reporting, reimbursement requests, project evaluations, consultant oversight, committee support, and many other regionally focused responsibilities.
- In addition to TransAction and the Six Year Program, NVTA's transportation planning staff have numerous secondary responsibilities, consistent with NVTA's role as the regional transportation planning entity for Northern Virginia.
  - These include coordination of monthly transfers and annual program funding coordination related to Federal funding through CMAQ and RSTP.
  - Planning staff have significant roles in the development of NVTA's Annual Report and the annual Joint Commission on Transportation Accountability (JCTA) report, and planning and execution of the Annual NoVA Transportation Roundtable, in conjunction with ITS Virginia.

- **Achieving TransAction and Six Year Program Updates Expectations**

- The next Six Year Program update cycle (July 2019 thru June 2020) will overlap with preparatory and early procurement activities for the next TransAction update.
- The subsequent Six Year Program update cycle (July 2021 thru June 2022) will fully overlap with development of the next TransAction update. Compounding this challenge is an expanding workload, driven by an increasing portfolio of approved SPAs/projects, and the addition of new responsibilities and enhanced service offerings.
- Previously, these activities were done in sequence. In the future major portions of these responsibilities will be occurring concurrently. This will make FY2020 (and FY2021 thru FY2022) busier for the Authority's transportation planning staff than any of the past several years.

- **Maintaining Excellence**

- While NVTA's transportation planning staff have accomplished much since 2014, oftentimes this has been achieved by placing significant task responsibilities on single individuals, with little or no staff backup.
- Extended staff absence due to sickness, family illness, jury service, planned vacation, or other unforeseen events at critical points in time such as FOIA requests and computing and/or communications disruptions can lead to single points of failure that can only be mitigated for short periods of time and create risks for the Authority.
- These risks jeopardize being able to complete TransAction updates and Six Year Program Updates concurrently.
- While NVTA has been fortunate in avoiding extended staff absences to date, the loss of an individual who has sole responsibility for an activity will be detrimental to continuity of business operations.
- The Authority is vulnerable to the increasing possibility of:
  - Schedule delays and decline in robustness of analyses and related recommendations associated with TransAction and the Six Year Program;
  - Incorrect, inaccurate, and delayed payment of reimbursement requests;
  - Delays to non-urgent tasks, potentially for extended periods of time; and
  - Work-life balance may be negatively affected, leading to staff recruitment and retention challenges. This in turn will reduce the institutional knowledge and operational efficiency of the team.
- Work-balancing actions are underway to achieve a degree of resiliency in the transportation planning team. Continuity of business operations is also being addressed. However, with just three planners covering such a wide range of primary and secondary responsibilities, two additional planners are

now required to avoid jeopardizing the ability to maintain five-year and two-year update cycles for TransAction and the Six Year Program respectively.

- Attachments:**
1. Proposed FY2020 Operating Budget
  2. Regional Transportation Planner Position Justification

# Attachment 1

Northern Virginia Transportation Authority Base/Proposed FY2020 Operating Budget					
INCOME:	Adopted Budget FY2019	Proposed Base Budget FY2020	Budget Note	Proposed Budget w/FY2020 Initiatives	Budget Note
Budget Carryforward including Operating Reserve	\$ 394,081	\$ 444,138		\$ 444,138	
330100 Contribution Member Jurisdiction	2,203,248				
330000 Other Income					
<b>Total Income</b>	<b>\$ 2,597,329</b>	<b>\$ 444,138</b>		<b>\$ 444,138</b>	
EXPENDITURES:	Adopted Budget FY2019	Proposed Base Budget FY2020	Budget Note	Proposed Budget w/FY2020 Initiatives	Budget Note
<b>410000 Personnel Expenditures</b>					
110 Salaries-Regular Pay	\$ 1,151,522	\$ 1,209,032	3.A.1	\$ 1,474,032	4.21/22
130 Health & Dental Benefits	160,224	168,235	3.A.2	243,109	4.21/22
131 Payroll Taxes	88,241	92,579	3.A.1	112,878	4.21/22
132 Retirement VRS	90,687	98,053	3.A.3	120,377	4.21/22
133 Life Insurance	14,998	15,752	3.A.4	19,223	4.21/22
134 Flex Spending/Dependent Care	685	685		874	4.21/22
135 Workers Comp	1,267	1,330	3.A.1	1,621	4.21/22
137 Disability Insurance	16,641	15,154	3.A.1	16,654	4.21/22
<b>Personnel Subtotal</b>	<b>\$ 1,524,265</b>	<b>\$ 1,600,820</b>		<b>\$ 1,988,769</b>	
<b>420000 Professional Service</b>					
210 Audit & Accounting	\$ 28,500	\$ 29,500	3.B.5	\$ 29,500	
220 Bank Service	750	750		750	
230 Insurance	5,905	6,081	3.B.6	6,081	
240 Payroll Service	1,800	1,826		2,606	4.21/22
260 Public Outreach & Regional Event Support	37,500	56,500	3.B.7	66,750	4.20
261 Legal Services/Bond Counsel	65,000	25,000	3.B.8	25,000	
262 Financial Advisor Services	75,000	35,000	3.B.9	35,000	
263 Bond Trustee Fees	2,700	2,700		2,700	
264 Legislative Services	62,000	62,000		62,000	
265 Investment Custody Fees	25,000	25,000		25,000	
<b>Professional Subtotal</b>	<b>\$ 304,155</b>	<b>\$ 244,357</b>		<b>\$ 255,387</b>	
<b>430000 Technology/Communication</b>					
310 GL Financial Reporting & Invest Monitoring/Mgt Systems	\$ 16,500	\$ 98,631	3.C.10	\$ 98,631	
320 HW SW & Peripheral Purchase	-	-		5,600	4.21/22
330 IT Support Svc Incl Hosting	19,631	20,926	3.C.11	23,374	4.21/22
335 GIS/Project Monitoring & Management/Modeling	69,316	150,232	3.C.12	150,232	
340 Phone Service	7,920	8,520		10,716	4.21/22
350 Web Development & Hosting	7,897	9,756	3.C.13	9,756	
<b>Subtotal Technology/Communication</b>	<b>\$ 121,264</b>	<b>\$ 288,065</b>		<b>\$ 298,309</b>	
<b>440000 Administrative Expenses</b>					
410 Advertisement	\$ 1,500	\$ 1,500		\$ 1,500	
411 Memberships & Subscriptions	6,890	8,844	3.D.14	10,544	4.21/22
412 Duplication & Printing	15,640	16,640		16,640	
413 Furniture & Fixture	-	-		8,100	4.21/22
414 Hosted Meetings	3,600	3,780		3,780	
415 Mileage/Transportation	10,950	10,950		11,450	4.21/22
416 Misc Expenses	-	-		-	
417 Office Lease	138,406	142,161	3.D.15	190,561	4.21/22
418 Office Supplies	6,400	7,465		8,065	
419 Postage & Delivery	700	700		700	
420 Professional Develop, Training & Conferences	19,420	21,950	3.D.14	23,650	4.21/22
<b>Subtotal Administrative Expenses</b>	<b>\$ 203,506</b>	<b>\$ 213,990</b>		<b>\$ 274,990</b>	
<b>Expenditure Subtotal</b>	<b>2,153,190</b>	<b>2,347,232</b>		<b>2,817,454</b>	
<b>Operating Reserve (20%)</b>	<b>\$ 430,638</b>	<b>\$ 469,446</b>	3.E.16	<b>\$ 563,491</b>	3.E.16
<b>Equipment Replacement Reserve</b>	<b>13,500</b>	<b>26,986</b>	3.F.17	<b>\$ 26,986</b>	
<b>Reserve Subtotal</b>	<b>444,138</b>	<b>496,432</b>		<b>590,477</b>	
<b>Total Expenditures</b>	<b>\$ 2,597,329</b>	<b>\$ 2,843,664</b>		<b>\$ 3,407,931</b>	
<b>FY2020 Transfer In From Regional Revenue Fund</b>	<b>\$ 2,203,248</b>	<b>\$ 2,399,526</b>		<b>\$ 2,963,793</b>	

# Attachment

## Regional Transportation Planner Position Request Justification (Two Positions)

### Executive Summary

#### Overview

Transportation planning (TransAction) and programming Six Year Program (SYP) are widely recognized as NVTAs two primary responsibilities. By extension, these responsibilities are therefore the primary responsibilities of the Authority's three person transportation planning team. These responsibilities include Standard Project Agreement (SPA) and project oversight and reporting, reimbursement requests, project evaluations, consultant oversight, committee support, and many other regionally focused responsibilities.

In addition to TransAction and the Six Year Program, NVTAs transportation planning staff have numerous secondary responsibilities, consistent with NVTAs role as the regional transportation planning entity for Northern Virginia. These include coordination of monthly transfers and annual program funding coordination related to Federal funding through CMAQ and RSTP. Planning staff have significant roles in the development of NVTAs Annual Report and the annual Joint Commission on Transportation Accountability (JCTA) report, and planning and execution of the Annual NoVA Transportation Roundtable, in conjunction with ITS Virginia.

#### Achieving TransAction and Six Year Program Updates Expectations

The next Six Year Program update cycle (July 2019 thru June 2020) will overlap with preparatory and early procurement activities for the next TransAction update. The subsequent Six Year Program update cycle (July 2021 thru June 2022) will fully overlap with development of the next TransAction update. Compounding this challenge is an expanding workload, driven by an increasing portfolio of approved SPAs/projects, and the addition of new responsibilities and enhanced service offerings. Previously, these activities were done in sequence. In the future major portions of these responsibilities will be occurring concurrently. This makes FY2020 (and FY2021 thru FY2022) as busy for the Authority's transportation planning staff as any of the past several years.

#### Maintaining Excellence

While NVTAs transportation planning staff have accomplished much since 2014, oftentimes this has been achieved by placing significant task responsibilities on single individuals, with little or no staff backup. Extended staff absence due to sickness, family illness, jury service, planned vacation, or other unforeseen events at critical points in time such as FOIA requests and computing and/or communications disruptions can lead to single points of failure that can only be mitigated for short periods of time and create risks for the Authority. These risks jeopardize being able to complete TransAction updates and Six Year Program Updates concurrently.

While NVTAs has been fortunate in avoiding extended staff absences to date, the loss of an individual who has sole responsibility for an activity will be detrimental to continuity of business operations. The Authority is vulnerable to the increasing possibility of:

- Schedule delays and decline in robustness of analyses and related recommendations associated with TransAction and the Six Year Program;
- Incorrect, inaccurate, and delayed payment of reimbursement requests;

- Delays to non-urgent tasks, potentially for extended periods of time; and
- Work-life balance may be negatively affected, leading to staff recruitment and retention challenges. This in turn will reduce the institutional knowledge and operational efficiency of the team.

Work-balancing actions are underway to achieve a degree of resiliency in the transportation planning team. Continuity of business operations is also being addressed. However, with just three planners covering such a wide range of primary and secondary responsibilities, two additional planners are now required to avoid jeopardizing the ability to maintain five-year and two-year update cycles for TransAction and the Six Year Program respectively.

## **Proposed Planner Staffing Detail**

### **Primary Responsibilities**

Transportation planning and programming are widely recognized as NVRTA's two primary responsibilities. By extension, these responsibilities are therefore the primary responsibilities of the Authority's transportation planners, and include:

- **TransAction:** the Authority's long range, multi-modal transportation plan for Northern Virginia. The current version was adopted in October 2017. TransAction is updated on a five-year cycle. The Authority can only allocate regional revenues to projects that are included in TransAction.
  - TransAction is both fiscally and geographically unconstrained, meaning it includes regional projects that are critical to addressing future travel demand in Northern Virginia, even if their cost exceeds the Authority's direct funding resources and they are located beyond Northern Virginia. It is noted that TransAction includes 352 regional projects with an estimated total cost of \$43.2 billion.
  - Consistent with transportation planning agencies in metropolitan and other areas across the nation, greater emphasis will be required in the next TransAction update on emerging, technology-driven travel behavioral trends.
  - Development of the next TransAction plan will be necessarily more complex and extensive than the current version, due in part to the need for more sophisticated analysis, and higher levels of engagement. Consequently, TransAction may be contractually divided into two separate but integrated components – a technical services contract and a public engagement services contract.
  - Pre-contract preparatory activities for the next update are already underway. Formal procurement activities will begin in spring 2020 (FY2020) with consultant selection in fall 2020 (FY2021). Adoption must occur by the end of calendar year 2022 (FY2023) in order to maintain the five-year schedule.
- **Six Year Program:** This is the Authority's program that prioritizes the allocation of regional revenues to the highest performing regional projects. The Authority adopted its first full Six Year Program in June 2018 (using six years of regional revenues for FY2018 thru FY2023). Moving forward, it will be updated every two years (starting with two years of regional revenues for FY2024 and FY2025.)
  - The Six Year Program is both fiscally and geographically constrained, meaning that the Authority can only allocate funds included in its approved regional revenue

budget, and selected projects must be substantially or wholly located in Northern Virginia

- Future Six Year Program updates are expected to be even more competitive than for the inaugural Six Year Program, due to the anticipated high level of funding requests and the reduced amount of funding available. It is noted that the inaugural Six Year Program generated applications for more than 60 candidate projects with approximately \$2.5 billion in associated funding requests.
- Future Six Year Program updates will additionally need to address the 'Long Term Benefit' requirement included in HB2313. The Authority approved principles to address the Long Term Benefit requirement in December 2014. These principles must be developed into an actionable process that will, in turn, be incorporated into the project selection process.
- Long Term Benefit must move from principles to policy then procedure which will require extensive regional coordination and collaboration. This will be an entirely new activity which must occur while preparing both TransAction and SYP updates.
- Many of the above requirements necessitate the use of advanced modeling and simulation tools and extensive project evaluations in both the TransAction and Six Year Program development processes.
- Subject to future Authority action, and assuming on-time completion of the Commonwealth's current SMART SCALE cycle, the next Six Year Program update is expected to formally commence with a Call for Regional Transportation Projects (CfRTP) in early July 2019 (FY2020).
- Jurisdictions, agencies, and other eligible regional entities will have until the end of September 2019 to submit online applications (end of November 2019 for governing body resolutions) using the Authority's new Program Monitoring and Management System (PMMS).
- NVTa staff will need to conduct detailed evaluations during fall/winter calendar 2019/2020 (FY2020), followed by extensive public and committee engagement during spring 2020 (FY2020). Program adoption is scheduled for June 2020 (FY2020).
- Future updates to the Six Year Program will occur on a two year cycle, starting with a CfRTP in July 2021.

The TransAction and Six Year Program development processes are necessarily complex due to numerous requirements contained in the Virginia Code, such as the Authority's founding legislation in 2002, HB599 (2012) and HB2313 (2013).

### **Regional Collaboration**

NVTa has an effective committee structure that fosters regional collaboration and objective inputs. The committees function through specific responsibilities to contribute in the development processes for TransAction and the Six Year Program including:

- Technical Advisory Committee (statutory)
- Planning Coordination and Advisory Committee (statutory)
- Planning and Programming Committee (standing)
- Transportation Technology Committee (advisory, reports to the ED)

- Regional Jurisdiction and Agency Coordinating Committee (advisory, reports to the ED)

It is noted that the next Six Year Program update cycle in July 2019 thru June 2020 (FY2020) will overlap with preparatory and early procurement activities for the next TransAction update. The subsequent Six Year Program update cycle July 2021 thru June 2022 will fully overlap with development of the next TransAction update. FY2020 (and FY2021 thru FY2022) will be as busy for the Authority's transportation planning staff as any of the past several years.

In addition to overall development of TransAction and the Six Year Program, the transportation planning team's responsibilities directly related to transportation planning and programming include:

- Review and evaluation of responses to each CfRTP, including pre-submittal reviews of draft applications.
- Development of project selection recommendations.
- Development, review, and approval of Standard Project Agreements (SPAs) for each approved project. With the adoption of the Six Year Program, there are 122 SPAs, or contracts covering 95 discreet projects across the nine member jurisdictions, four of the five largest Towns, transit agencies and other regional entities.
- Identification and mitigation of project/SPA scope, schedule, and budget changes, and other risks.
- Review and approval/rejection of reimbursement requests associated with each SPA. Ultimately each SPA must be formally closed out from a financial perspective, although project oversight continues well beyond SPA financial closure.
- Attendance at all public information meetings and hearings associated with projects/SPAs.
- Participation in project/SPA technical meetings.
- SPA/project monitoring, including monthly and quarterly reviews and reporting with associated follow up actions. In the near future this will be expanded and enhanced when the phase 2 of the PMMS is complete.
- Development and maintenance of GIS-based interactive project maps on the Authority's websites.
- Update and maintain databases associated with PMMS.
- Participation in regular (approximately quarterly) regional project briefings with individual jurisdictions and agencies.
- Preparation for, and participation in, public and stakeholder engagement activities, including the Authority's Open Houses and Public Hearings, and Jurisdictional Town Hall meetings and briefings. Transportation planners are responsible for reviewing and summarizing public comments received.
- Responding to information requests from citizens and stakeholders, including FOIA requests.
- Procurement and management of consultants.
- Supporting NVTAs-hosted events such as SPA development workshops.
- Supporting (and occasionally participating in) project groundbreakings and ribbon cuttings.

These three staff must coordinate the activities of the five NVTAs Committees (listed above) that are engaged in TransAction and the Six Year Program. In addition, these staff are responsible for

developing and presenting TransAction and the Six Year Program information and action items to the Authority.

### **Secondary Responsibilities**

The foregoing addresses the activities of NVTA's three transportation planning staff with respect to the Authority's primary responsibilities of transportation planning and programming. However, these three staff have further responsibilities, consistent with NVTA's role as a regional transportation entity, such as:

- Coordination of monthly transfers and annual strawman related to federal funding programs (CMAQ and RSTP).
- Supporting the development of NVTA's Annual Report and the annual JCTA report, including summaries of projects funded by local (30 percent) revenues.
- Planning and execution of the Annual NoVA Transportation Roundtable, in conjunction with ITS Virginia.
- Preparation of grant requests, e.g. SMART SCALE. In FY2020, it is anticipated that NVTA's transportation planners will be involved in leading the development of the RM3P project, funded with Commonwealth ITTF funds.
- Supporting regional initiatives such as the ongoing WMATA's Bus Transformation Project, and the now-completed East-West Corridor Integrated Corridor Management project, led by VDOT.
- Supporting content updates to the Authority's website, and irregular oversight of social media.
- Supporting external communications by preparing factual content, talking points, etc. for the Executive Director and/or Communications Manager. Also supporting Communications Manager in responding to media requests for information.
- Representing the Authority by manning booths at events such as CTB meetings, or making presentations at Town Hall meetings organized by local elected officials.
- Conducting data analyses and GIS-based visualizations related to transportation trends in Northern Virginia, including the use of RITIS data, Streetlight Data, and other readily available GIS data.
- Supporting NVTA initiatives such as economic impact studies.
- Supporting the development of, and annual updates to, the Authority's Five-Year Strategic Plan.
- Monitoring of non-NVTA funding allocations to NoVA projects.
- Participation in monthly governing body and staff coordination meetings for other regional entities such as TPB, NVTC, and to a lesser extent PRTC, VRE, and WMATA.
- Coordination and participation in the regional transportation modelers group.
- Preparation of content for the bi-weekly 'Driven by Innovation' eblast.
- Responding to ad-hoc questions and information requests from jurisdiction and agency staff.
- Professional development activities, including presentations and attendance at regional, state, and national transportation conferences.

### **Expanding Workload/Long Term Responsibilities**

NVTA's transportation planning and programming team is preparing for the next update cycles for TransAction and the Six Year Program. In FY2020, this necessitates some significant, overlapping tasks:

- Development of a Six Year Program update, with associated consultant task order for congestion reduction relative to cost analysis and, potentially, Long Term Benefit analysis.
- Development of an enhanced statement of work for the next TransAction update, and related procurement activities. Two significant inputs to the statement of work, both led by the Authority's transportation planning staff, will be:
  - Authority 'Listening Session' scheduled for September 2019
  - Review and, if necessary, Authority approval of the TransAction vision statement and associated goals. This activity is scheduled during fall 2019.
- Other pre-procurement activity by NVTA staff during FY2020 includes pre-cursor transportation modeling research and research on a variety of other pertinent topics, such as:
  - First/last mile opportunities and impacts, including non-motorized, personal motorized, micro-transit
  - Connected, Autonomous, Shared, Electric (CASE) vehicles
  - Impact of Transportation Network Companies on vehicle ownership, travel behaviors
  - Impact of Transit Signal Priority on operational performance
  - Regional demographic trends
  - Regional travel trends
- Repeat of the outsourced TransAction-related Tracking Survey, previously conducted in late 2015 and again in late 2016, targeted for November/December 2019. The updated Tracking Survey will provide important inputs to the development of an enhanced statement of work for the next TransAction update. [Note the period of performance for the current AECOM contract expires in July 2020.]
- Development of the above-mentioned supplement to the Authority's Annual Report, summarizing transportation metrics and trends in Northern Virginia. This will necessitate a number of data analyses and is ultimately expected to be integrated into the Authority's dashboard. It will likely provide an opportunity to visualize Long Term Benefit, and serve as a long term aid to understanding the impact of the Authority's regional transportation investments.
- A longer term goal for the transportation planning and programming team continues to include the development of in-house capabilities in transportation modeling. Transportation planners continue to work closely with regional and jurisdictional partners to ensure the optimal path forward is identified, with execution in FY2021. However, it is important to start to build staff capacity and capabilities in FY2020.

In addition to these new activities, the Authority's transportation planners will continue to monitor adopted projects (represented in individual SPAs) throughout their economic life. For many projects the economic life is measured in decades and includes:

- 27 formally closed SPA's valued at \$110 million.
- 6 bond funded projects valued at \$74.6 million which require additional annual reviews until calendar year 2034.

- 49 active SPAs valued at \$560 million.
- 16 FY2019 Six Year Program (SYP) appropriated SPAs valued at \$527.2 million
- 17 anticipated appropriations for FY2020 SYP plan year of \$537.6 million
  - With 3 current requests to advance appropriate \$32.7 million from FY2021 planned appropriations to FY2020.
- 11 remaining planned appropriations for FY2021/23 valued at \$220.5 million.
- Development of a SYP, two year update funding strategy, when 83% of the FY2018/23 SYP funding strategy is front loaded to FY2019/20 appropriations to provide maximum project advancement opportunities while eliminating the need for outside financing. (A strategy which saved \$194 million in finance costs.)
- Backlog of \$652 million in projected but unmaterialized project reimbursements from FY2014 through February of FY2019.

It is increasingly difficult to initiate completely new tasks, unless they are closely related to primary responsibilities, such as Long Term Benefit.

### **Single Points of Failure**

Day to day execution of these primary and secondary responsibilities currently rests with just three staff – two Transportation Planners, both reporting to a Principal.

While NVTAs transportation planning staff have accomplished much since 2014, oftentimes this has been achieved by placing significant task responsibilities on single individuals, with little or no staff backup. Extended staff absence due to sickness, family illness, jury service, planned vacation, or other unforeseen events at critical points in time such as FOIA requests and computing and/or communications disruptions can lead to single points of failure that can only be mitigated for short periods of time and create risks for the Authority. While NVTAs has been fortunate in avoiding extended staff absences to date, the loss of an individual who has been solely responsible for an activity could be detrimental to continuity of business operations. For example:

- Schedule adherence for primary responsibilities is extremely vulnerable to single points of failure. For example, project management responsibilities for TransAction, the Six Year Program, and the other funding programs that preceded it have rested with a single person with no back-up in place. A single point of failure could lead to schedule delays that will affect project selection recommendations and potentially Authority adoption, management (and possibly cost) of consultant contracts, and sub-optimal engagement with citizens and stakeholders.
- The Authority has allocated almost \$2 billion in regional revenues to date, using a project selection process comprising quantitative and qualitative components. Data-driven processes are only as good as the data, methodologies, and quality control on which they are based, and are particularly vulnerable to single points of failure. In order to maintain a five-year cycle for TransAction and two-year cycle for updates to the Six Year Program, it is critical that the Authority can continue to depend on robust analyses and recommendations.
- \$2 billion in regional funding allocations will eventually result in the same level of reimbursement requests. Diligence and accuracy are essential in processing these requests, as is the ability to achieve or exceed the SPA-mandated 20-day payment terms. Single

points of failure jeopardize correct, accurate, and timely payment of reimbursement requests.

- Allocation of NVRTA's transportation planning resources is prioritized for the Authority's primary responsibilities, and other important time-sensitive needs. Consequently, non-urgent tasks can be delayed, often for extended periods of time. One example is the finalization of the detailed TransAction Technical Report, which was not completed until October 2018 – one year after adoption of TransAction – as a result of other demands on NVRTA staff availability. Even now, contractual loose ends remain related to TransAction. Another example is the development of a supplement to the Authority's Annual Report summarizing transportation metrics and trends in Northern Virginia.
- Work-life balance may be negatively affected, leading to staff recruitment and retention challenges. This in turn will reduce the operational efficiency of the team.

Work-balancing actions are underway to achieve a degree of resiliency in the team. Continuity of business operations is also being addressed. However, with just three planners covering such a wide range of primary and secondary responsibilities, two additional Regional Transportation Planners are now required.

## NORTHERN VIRGINIA TRANSPORTATION AUTHORITY

MEMORANDUM

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

**FROM:** Michael Longhi, Chief Financial Officer

**DATE:** April 5, 2019

**SUBJECT:** FY2020 Six Year Program Appropriations

- I. Purpose:** To seek Northern Virginia Transportation Authority (NVTA) budget appropriation action for those projects from the FY2018 to FY2023 Six Year Program (SYP) requiring FY2020 Regional Revenue Funds as recommended by the Finance Committee.
- II. Suggested Motion:** *I move the Authority budget and appropriate \$570,189,322 of FY2020 Regional Revenue Funds to the 20 projects in the FY2018-FY2023 Six Year Program as detailed in Table 1 below:*

NVTA FY2018 to FY2023 Six Year Program (FY2020 Appropriations)

Table 1

SPA Number	Jurisdiction/Agency	Project	Proposed FY2020 Appropriation
2018-004-1	Arlington County	Pentagon City Multimodal Connections and Transitway Extension	\$ 28,850,000
2018-003-1	Arlington County	Crystal City Metrorail Station East Entrance & Intermodal connections	\$ 5,000,000
2018-041-1	City of Alexandria	Alexandria ITS Projects	\$ 1,195,491
2018-043-1	City of Alexandria	DASH Transit Service Enhancements and Expansion	\$ 11,933,161
2018-045-1	City of Alexandria	Alexandria Duke St Transitway	\$ 12,000,000
2018-048-1	City of Fairfax	Old Lee Highway Multimodal Improvements Phase 1	\$ 5,000,000
2018-051-1	City of Falls Church	West Falls Church & Joint Campus Revitalization District Multimodal Transportation Project	\$ 15,700,000
2018-017-1	Fairfax County	Rock Hill Road Bridge	\$ 20,604,670
2018-014-2	Fairfax County	Rolling Road Widening: Hunter Village Drive to Old Keene Mill Road	\$ 11,111,000
2018-016-3	Fairfax County	Fairfax County Pkwy Widen from Ox Rd to Lee Hwy w/ separated interchange at Popes Head Rd	\$ 67,000,000
2018-006-2	Fairfax County	Route 1 Widening (Mount Vernon Memorial Highway to Napper Road)	\$ 127,000,000
2018-009-2	Fairfax County	Frontier Drive Extension and Intersection Improvements#	\$ 25,000,000
2018-023-1	Loudoun County	Extend Shellhorn Road: Loudoun County Parkway (Route 607) to Randolph Drive (Route 1072)	\$ 16,000,000
2018-022-1	Loudoun County	Northstar Boulevard - Shreveport Drive to Tall Cedars Parkway	\$ 64,805,000
2018-026-1	Loudoun County	Prentice Drive Extension: Lockridge Road (Route 789) to Shellhorn Road (Route 643)	\$ 76,230,000
2018-032-2	Prince William County	Route 28 Corridor Feasibility Study - EIS (City of Manassas to Fairfax County)	\$ 3,500,000
2018-053-2	Town of Dumfries	Widen Route 1 (Fraley Blvd) to six lanes between Brady's Hill Rd and Dumfries Rd (RT234)	\$ 44,860,000
2018-054-3	Town of Leesburg	Construct Interchange at Route 7 and Battlefield Parkway	\$ 25,000,000
2018-055-3	Town of Leesburg	Interchange Improvements at Route 15 Leesburg Bypass and Edwards Ferry Road	\$ 5,400,000
2018-058-2	VRE	VRE Crystal City Station Improvements	\$ 4,000,000
<b>Total By Fiscal Year</b>			<b>\$ 570,189,322</b>

### III. Background:

- a. The NVTA Finance Committee initiated development of a funding strategy for the Authority's inaugural FY2018 - FY2023 Six Year Program (SYP) in May of 2017.
- b. On June 6, 2018, the Finance Committee made a \$1.285 billion PayGo funding recommendation to the NVTA Planning and Programming Committee (PPC) for the SYP.
- c. In September of 2018, the Finance Committee recommended a SYP funding strategy to the Authority. This strategy included recommendations for actual FY2019 appropriations and an appropriation schedule for the remaining years in the SYP.
- d. In October 2018, the Authority approved the Finance Committee recommended FY2019 appropriations and appropriation schedule.
- e. In February 2019, the Authority removed the appropriation for the Town of Vienna Mill Street Parking Garage Project ID 2018-057-0 (at the Town's request) to provide additional project planning time. For appropriation planning purposes, this project has been moved to FY2023.

### IV. Discussion:

- a. The 20 projects in the proposed FY2020 appropriation recommendation total \$570 million.
- b. Three SYP projects representing \$32.6 million in funding scheduled for FY2021 appropriation have requested to advance the appropriation to FY2020.
- c. After a review of the requests and discussions with the jurisdictions, NVTA staff recommend the changes as follow:
  - i. City of Falls Church - West Falls Church & Joint Campus Revitalization District Multimodal Transportation Project (2018-051-1) for \$15,700,000.

City staff reports that the project can move forward at a faster than anticipated pace with utility undergrounding. Advancing utility undergrounding improves project certainty and coordination options with the City's Public Schools.
  - ii. City of Alexandria - Dash Transit Service Enhancements & Expansion (2018-043-1) for \$11,933,161.

City staff reports DASH has been able to acquire six electric buses outside of the adopted project (through another funding source) and therefore needs to accelerate the project's facility improvements to support earlier deployment of those buses.

- iii. Arlington County – Crystal City Metrorail East Entrance (2018-003-1) for \$5,000,000.

County staff report the project schedule is being accelerated in support of a corporate headquarters initiative in Crystal City.

**V. Fiscal/Funding Strategy Impact:**

The Appropriation Based Balances (Budget Basis) table presented below, on first look appears to set the stage for an over expenditure of \$383.3 million in FY2020. However, this reflects the appropriation of 100% of approved project funding in the first year the project requires funding. This strategy allows projects to move forward faster and with more certainty; rather than having to wait for annual appropriations of project phases. Actual project spenddown often will occur over several years.

	Appropriation Based Balances (Budget Basis)					
	FY2019*	FY2020	FY2021	FY2022	FY2023	FY2024+
SYP Project Appropriations*	\$524.9 M	\$570.2 M	\$163.2 M	\$22.8 M	\$4.2 M	\$0 M
PayGo Revenue Projections**	\$526.6 M	\$186.9 M	\$190.5 M	\$190.7 M	\$190.5 M	\$207.2 M
<b>Balance</b>	<b>\$1.7 M</b>	<b>(\$383.3 M)</b>	<b>\$27.3 M</b>	<b>\$168.0 M</b>	<b>\$186.3 M</b>	<b>\$207.2 M</b>

\*No Expenditures Appropriated for FY2024, Pending SYP 2 Year Update

\*\*FY2019 Includes Carry Forward From FY2018, FY2024 includes projected revenues

- a. Outside financings (bonds, short term loans etc.) are often used to address negative appropriation balances, such as those shown in FY2020, in the above table.
- b. Since the Authority funds projects on a reimbursement versus grant basis, cash related to unspent project appropriations remains with the Authority resulting in a significant level of restricted liquidity.
- c. The liquidity noted above is reflected in the Authority’s Balance Sheet. The Regional Revenue Fund, as of February 2019, has cash and investment assets in excess of \$1 billion.
- d. Other than required reserves (Working Capital and Debt Service) these funds have all been appropriated to transportation projects.
- e. As shown in the Expenditure Based Balances (Cash Flow Basis) table below, the Authority can advance appropriations in FY2020 and schedule appropriations for FY2021 through FY2023 while maintaining a very positive liquidity position.

	Expenditure Based Balances (Cash Flow Basis)					
	FY2019	FY2020	FY2021	FY2022	FY2023	FY2024+
SYP Project Expenditures	\$58.7 M	\$256.8 M	\$237.9 M	\$269.8 M	\$240.2 M	\$221.9 M
PayGo Revenue Projections*	\$526.6 M	\$186.9 M	\$190.5 M	\$190.7 M	\$190.5 M	\$207.2 M
<b>Year to Year Balance</b>	<b>\$467.9 M</b>	<b>(\$69.9 M)</b>	<b>(\$47.4 M)</b>	<b>(\$79.1 M)</b>	<b>(\$49.7 M)</b>	<b>(\$14.6 M)</b>
	<b>Year to Year Cash Balances</b>					
FY2014/17 Project Balances Available**	\$308.1 M	\$132.9 M	\$64.1 M	\$56.4 M	\$8 M	\$8 M
<b>Combined Cash Flow</b>	<b>\$776.1 M</b>	<b>\$63.0 M</b>	<b>\$16.8 M</b>	<b>(\$22.7 M)</b>	<b>(\$48.9 M)</b>	<b>(\$13.9 M)</b>
<b>Cash Flow Balances</b>	<b>\$776.1 M</b>	<b>\$839.0 M</b>	<b>\$855.8 M</b>	<b>\$833.1 M</b>	<b>\$784.2 M</b>	<b>\$770.3 M</b>

\*FY2019 Includes Carry Forward From FY2018, FY2024 Projected

\*\*18 Projects Worth \$55.7 Million Have Expired Cash Flow Projections

- f. The expenditure based cash flow data presented above is developed from actual and preliminary project Appendix B's submitted by project sponsors.
- g. As backstops to a surge in liquidity demands the Authority has:
  - i. The \$120 million Working Capital Reserve (WCR) which is not included in these numbers.
  - ii. Debt Service Capacity of approximately \$1.4 billion over 20 years.
  - iii. The ability to manage liquidity demands through the approval of Appendix B changes.

Advancing SYP projects using NVTA's liquidity, rather than financing is saving the Authority approximately \$194.3 million over 20 years (or \$9.7 million a year for 20 years).

**VI. Appropriation Schedule:** The updated NVTA FY2018 to FY2023 Six Year Program Appropriation Schedule is included in Attachment 1. This schedule provides projects in the SYP, adopted by the Authority, a plan for when their projects will receive an appropriation. It will be updated in conjunction with any future appropriation action taken by the Authority.

**Attachment:** NVTA FY2018 to FY2023 Six Year Program Appropriation Schedule

NVTA FY2018 to FY2023 Six Year Program - Appropriation Schedule

Attachment 1

SPA Number	Project ID#	Jurisdiction / Agency	Project	FY2019	Proposed	Projected Future Appropriations		
				Appropriation	FY2020	FY2021	FY2022	FY2023
2018-005-1	2018-005-0	Arlington County	Intelligent Transportation System Improvements	10,000,000				
2018-004-1	2018-004-0	Arlington County	Pentagon City Multimodal Connections and Transitway Extension		28,850,000			
2018-001-1	2018-001-0	Arlington County	ART Operations and Maintenance Facilities	39,027,000				
2018-003-1	2018-003-0	Arlington County	Crystal City Metrorail Station East Entrance & Intermodal connections		5,000,000			
2018-041-1	2018-041-0	City of Alexandria	Alexandria ITS Projects		1,195,491			
2018-042-1	2018-042-1	City of Alexandria	Alexandria Bus Network ITS	150,000				
2018-043-1	2018-043-0	City of Alexandria	DASH Transit Service Enhancements and Expansion		11,933,161			
2018-040-2	2018-040-1	City of Alexandria	West End Transitway: Northern Segment (Phase 1)			2,200,000		
2018-045-1	2018-045-2	City of Alexandria	Alexandria Duke St Transitway		12,000,000			
2018-046-1	2018-046-0	City of Fairfax	Jermantown Road Corridor Improvements Project	21,000,000				
2018-049-1	2018-049-0	City of Fairfax	Roadway Network Northfax West	2,500,000				
2018-047-1	2018-047-0	City of Fairfax	Intersection Improvements at Eaton Place/Chain Bridge Road				10,750,000	
2018-048-1	2018-47-0	City of Fairfax	Old Lee Highway Multimodal Improvements Phase 1		5,000,000			
2018-051-1	2018-051-0	City of Falls Church	West Falls Church & Joint Campus Revitalization District Multimodal Transportation Project		15,700,000			
2018-017-1	2018-017-0	Fairfax County	Rock Hill Road Bridge		20,604,670			
2018-014-2	2018-014-1	Fairfax County	Rolling Road Widening: Hunter Village Drive to Old Keene Mill Road		11,111,000			
2018-010-3	2018-010-2	Fairfax County	Route 28 Widening: Route 29 to Prince William County Line			16,000,000		
2018-016-3	2018-016-2	Fairfax County	Fairfax County Pkwy Widen from Ox Rd to Lee Hwy w/ separated interchange at Popes Head Rd		67,000,000			
2018-007-1	2018-007-0	Fairfax County	Richmond Highway Bus Rapid Transit - Phases I & II	250,000,000				
2018-006-2	2018-006-1	Fairfax County	Route 1 Widening (Mount Vernon Memorial Highway to Napper Road)		127,000,000			
2018-012-1	2018-012-0	Fairfax County	Richmond Highway (Route 1)/CSX Underpass Widening				12,000,000	
2018-009-2	2018-009-1	Fairfax County	Frontier Drive Extension and Intersection Improvements#		25,000,000			
2018-024-1	2018-024-0	Loudoun County	Route 28 Northbound Widening –between the Dulles Toll Road and Sterling Boulevard	20,000,000				
2018-021-1	2018-021-0	Loudoun County	Route 15 Bypass Widening: Battlefield Parkway to Montresor Road			54,000,000		
2018-023-1	2018-023-0	Loudoun County	Extend Shellhorn Road: Loudoun County Parkway (Route 607) to Randolph Drive (Route 1072)		16,000,000			
2018-022-1	2018-022-0	Loudoun County	Northstar Boulevard - Shreveport Drive to Tall Cedars Parkway		64,805,000			
2018-026-1	2018-026-0	Loudoun County	Prentice Drive Extension: Lockridge Road (Route 789) to Shellhorn Road (Route 643)		76,230,000			
2018-028-1	2018-028-0	Loudoun County	Dulles West Boulevard Widening: Loudoun County Parkway to Northstar Boulevard	47,800,000				
2018-027-1	2018-027-0	Loudoun County	Route 9 Traffic Calming	12,112,000				
2018-029-1	2018-029-0	Loudoun County	Evergreen Mills Road Intersection Realignments – Watson Road and Reservoir Road	14,000,000				
2018-062-1	2018-062-0	City of Falls Church/NVRPA	Falls Church Enhanced Regional Bike Routes (W&OD)		3,244,959			
2018-030-4	2018-030-3	Prince William County	RT28 corridor improvements (Fitzwater Dr to Pennsylvania Ave)	15,000,000				
2018-039-1	2018-039-0	Prince William County	Construct Interchange at Prince William Parkway and Clover Hill Road					1,900,000
2018-035-1	2018-035-0	Prince William County	Construct Interchange at Prince William Parkway and University Boulevard	24,200,000				
2018-032-2	2018-031-1	Prince William County	Route 28 Corridor Feasibility Study - EIS (City of Manassas to Fairfax County)		3,500,000			
2018-032-3	2018-032-1	Prince William County	Construct Route 28 Corridor Roadway Improvements			89,000,000		
2018-034-1	2018-034-0	Prince William County	Construct Interchange at Route 234 and Brentsville Road	54,900,000				
2018-036-1	2018-036-0	Prince William County	Summit School Rd Extension and Telegraph Rd Widening	11,000,000				
2018-053-2	2018-053-1	Town of Dumfries	Widen Route 1 (Fraleigh Blvd) to six lanes between Brady's Hill Rd and Dumfries Rd (RT234)		44,860,000			
2018-054-3	2018-054-2	Town of Leesburg	Construct Interchange at Route 7 and Battlefield Parkway		25,000,000			
2018-056-1	2018-056-0	Town of Leesburg	Construct Interchange at Route 15 Bypass and Battlefield Parkway			2,000,000		
2018-055-3	2018-055-2	Town of Leesburg	Interchange Improvements at Route 15 Leesburg Bypass and Edwards Ferry Road		5,400,000			
2018-057-1	2018-057-0	Town of Vienna	Mill St NE Parking Garage					2,300,000
2018-058-2	2018-058-1	VRE	VRE Crystal City Station Improvements		4,000,000			
<b>Total By Fiscal Year</b>				\$ 524,933,959	\$ 570,189,322	\$ 163,200,000	\$ 22,750,000	\$ 4,200,000
<b>Cumulative Total by Fiscal Year</b>				\$ 524,933,959	\$ 1,095,123,281	\$ 1,258,323,281	\$ 1,281,073,281	\$ 1,285,273,281

## NORTHERN VIRGINIA TRANSPORTATION AUTHORITY

MEMORANDUM

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

**FROM:** Michael Longhi, Chief Financial Officer

**DATE:** April 5, 2019

**SUBJECT:** Draft Policy 29 – Project Activation, Monitoring and De-Appropriation

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- I. **Purpose.** To seek the Northern Virginia Transportation Authority (NVTA) adoption of Policy 29 – Project Activation, Monitoring and De-Appropriation as recommended by the Finance Committee.
- II. **Suggested Motion:** *I move the Authority adoption of Policy 29 – Project Activation, Monitoring and De-Appropriation as presented in Attachment 1.*
- III. **Discussion.**
  - a. The proposed policy is modeled after, and combines elements of, two previously adopted policies: Policy 24 – Standard Project Agreement (SPA) Activation and Policy 25 – FY2017 Program First Drawdown Commitment.
  - b. The proposed draft policy will supersede and replace both Policy 24 and Policy 25.
  - c. In June 2018, an early softcopy of Draft Policy 29 – Project Activation, Monitoring and De-Appropriation was circulated to member jurisdictions and transit agencies for comment.
  - d. Comments from all respondents (5 jurisdictions and 2 transit agencies) were consolidated, circulated and discussed at the January 2019, Regional Jurisdiction and Agency Coordinating Committee (RJACC).
  - e. Further RJACC discussion occurred on February 28, 2019. This discussion resulted in extending the time period for the first project drawdown from 12 to 18 months.
  - f. An additional clarification edit was added to include Appendix A with updates to Appendix B.

**Attachment:** Policy 29 – Project Activation, Monitoring and De-Appropriation (DRAFT)

# Attachment 1

## NORTHERN VIRGINIA TRANSPORTATION AUTHORITY

### Policy Number 29 – Project Activation, Monitoring and De-Appropriation

- I. **Purpose.** The purpose of this policy is to provide a mechanism for the Authority to monitor project activation, progress and appropriation in accordance with project descriptions and Standard Project Agreements (SPA). The monitoring activities in the policy are designed to set benchmarks and guidelines for the evaluation of de-appropriation (cancellation) of project funding.

Expenditure reimbursement requests presented later than the existing cash flow schedule (as documented on the SPA Appendix B form), result in disruption of the Authority's cash management, liquidity and investment programs.

Expending tax exempt financing through bonds issued by the Authority later than originally projected, may present Internal Revenue Service arbitrage compliance issues.

Undertaking any form of debt to meet project sponsor expenditure projections that do not materialize, will result in unnecessary debt service expenses, reducing PayGo funds for other projects.

II. **Key Definitions.**

- A. **Adopted Project** – A project which has been approved by the Authority for inclusion in the Six Year Program, and updates, but for which an appropriation has not been made.
- B. **Appropriation** - The formal approval for the expenditure of public funds by the governing body of a governmental jurisdiction. Appropriations are made for the full amount of a project in the first fiscal year the project is approved for funding, by the Authority.
- C. **Appropriated Project** - A project which was approved for inclusion in the Six Year Program and which has received an appropriation for the project amount.
- D. **De-appropriate** – Removal of an appropriation resulting in the cancellation of the project.
- E. **Project Sponsor** – Jurisdiction, Agency or representative submitting a project request to the Authority which was subsequently adopted.
- F. **Six Year Program** - The Six Year Program (SYP) is a short-term constrained funding program which has been formally adopted for the development or acquisition of a series of regionally significant transportation improvement projects. The SYP has specific planned projects, each of which is identified for specific amounts of funding, starting in specific fiscal years.
- G. **SYP Updates** - Updates to the Six Year Program are expected to occur approximately every two years, on a schedule approved by the Authority. SYP updates will add additional adopted projects approximately four to five years ahead of the expected appropriation.

- H. Substantive drawdown – A request for reimbursement which through the incurrence of directly relevant project costs clearly demonstrates project start up and/or progress. The Executive Director may accept the documented expenditure of funds from other sources, directly appropriated to the project, as a substitute for the expenditure of Authority funds.

### **III. General.**

- A. This policy will be in effect for all Regional Revenue Fund projects approved by the Authority and supersedes Policy 24 and Policy 25.
- B. There are three milestones which the Authority will use to assess project progress:
  - 1. Standard Project Agreement (SPA) approval by the Authority for a project within three months of the appropriation of Regional Revenue Funds.<sup>1</sup>
  - 2. Project activation/progression documented through monthly updates submitted to NVTA and reported in the Executive Director's monthly report to the Authority for appropriated projects.
  - 3. Project sponsor's submission of an initial substantive drawdown on appropriated funds within 18 months of the initial appropriation of Regional Revenue Funds, demonstrating meaningful project progress.
- C. For any project at risk of missing one of these three milestones, the project's sponsor may request an extension of time from the Executive Director.
- D. The Executive Director may request additional information from the project sponsor in making a decision on an extension recommendation.
- E. Agreement on project status will be sought with the implementing jurisdiction or agency.
- F. If agreement is not reached, the Executive Director may take a project de-appropriation recommendation to the Finance Committee prior to referral to the Authority for action.
- G. Project sponsors must keep their SPA-Appendix A and B forms up to date. Appendix B's can be updated in accordance with Policy 20. III B. 2.
- H. All funds de-appropriated from actions taken under this policy will remain in the Regional Revenue Fund for future appropriation by the Authority.
- I. Projects which had funds de-appropriated may reapply for funding during the next call for projects. Such applications will need to meet the application requirements of that SYP update cycle.
- J. The Executive Director may extend SPA deadlines for adopted projects in proportion to the number of months no meetings were held by the Authority within the next three months after project appropriations.

### **IV. Responsibilities.**

#### **A. Project sponsoring jurisdiction or agency primary responsibilities:**

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<sup>1</sup> For example, a project approved in year four of the Six Year Program, must have its SPA approved within three months of the Authority's appropriation action for year four as opposed to within three months of the adoption of the Six Year Program.

1. Completion of SPAs within three months of Authority appropriation of Regional Revenue Funds to the project.
2. Document project activation/progression on appropriated projects through monthly updates submitted to NVTA for inclusion in the Executive Director's monthly report to the Authority.
3. Submittal of initial substantive drawdown on appropriated projects within 18 months of the Authority's appropriation of Regional Revenue Funds for the project.
4. Proactively inform the Executive Director of material circumstances which may delay or otherwise impede the prospects for successful start, draw down of project funds or completion of adopted and appropriated projects included in the SYP.
5. Proactively inform the Executive Director of appropriated project scheduling issues, providing a revised timeline to be submitted on SPA Appendix A forms with action steps required for timely completion of the project.
6. Proactively inform the Executive Director of adopted project scheduling issues, providing information as to a revised timeline to be submitted with action steps required to timely project completion.
7. Proactively request cancellation of an appropriated or adopted project if the project sponsor determines the project is no longer necessary or executable.
8. Provide additional project information upon request.
9. Provide continued updates as necessary to the project SPA – Appendix A and B forms (Tables B-2 and B-3) reimbursement timing/schedule for appropriated projects.

**B. NVTA Executive Director.**

1. Monitor project progress through requests for reimbursements and submission of project activation/progress reports by project sponsors.
2. Include a report of appropriated project status in the Executive Director's monthly report to the Authority. Status reports will be consistent with project progress documented by project sponsors, unless otherwise noted.
3. Receive notice from project sponsors of possible delays in submitting drawdown requests or activating/progressing the project by the deadline.
4. Request information, when required, to evaluate project sponsor notice of delay or to request information on delay.
5. Receive and evaluate notices from project sponsors of adopted projects included in the SYP which are facing schedule or other risks which may impede their successful completion.
6. Accept requests for appropriated or adopted project cancellations from project sponsors and forward with a recommendation to the Finance Committee in advance of submission to the Authority with a recommendation to accept or reject the request.

7. Evaluate requests for extension of time or other accommodations requested by project sponsor.
8. Make recommendations to the Finance Committee on project de-appropriations to be referred to the Authority.

**Approval by the Finance Committee:** March 21, 2019

**Approved by Northern Virginia Transportation Authority:**

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**NORTHERN VIRGINIA TRANSPORTATION AUTHORITY****MEMORANDUM**

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

**FROM:** Michael Longhi, Chief Financial Officer

**DATE:** April 5, 2019

**SUBJECT:** Continuing Disclosure and Post Issuance (Policy 21) Update

---

- 1. Purpose:** To seek Northern Virginia Transportation Authority (NVRTA) approval of an update to the Continuing Disclosure and Post Issuance Policy, as recommended by the Finance Committee. This update is required by the Securities and Exchange Commission's (SEC) Rule 15c2-12.
- 2. Suggested Motion:** *I move Authority approval of the attached update to the NVRTA Continuing Disclosure and Post Issuance Policy (Policy 21).*
- 3. Background:**
  - a. The Authority has and may in the future, issue tax exempt and other tax-advantaged bonds.
  - b. The SEC sets post issuance compliance and disclosure requirements which the Authority is required to comply with under Rule 15c2-12.
  - c. Rule 15c2-12 previously listed 14 events which would require disclosure through the Municipal Securities Rulemaking Board (MSRB) Electronic Municipal Market Access system (EMMA).
  - d. The SEC has added two new events requiring disclosure:
    - i. Incurrence of a financial obligation, or agreements to covenants, events of default, remedies, priority rights, or other similar terms of a financial obligation any of which affect security holders, if material.
    - ii. Default, event of acceleration, termination event, modification of terms, or other similar events under the terms of a financial obligation, any of which reflect financial difficulties.
    - iii. The above two disclosure events apply to any issuances which occur after February 27, 2019.
  - e. The attached draft policy update includes the addition of the two new events.
  - f. The draft changes have been reviewed by the Authority's Financial Advisor, Bond Counsel and Council of Counsel.

**Attachment:** Draft Update Policy 21 - Continuing Disclosure and Post Issuance Policy

## NORTHERN VIRGINIA TRANSPORTATION AUTHORITY

### Policy Number 21 – Continuing Disclosure and Post Issuance Policy

- I. **Purpose.** The Northern Virginia Transportation Authority (the "Authority") issues tax-exempt and other tax-advantaged bonds (collectively "Tax-Advantaged Bonds") to obtain funds to finance portions or all of various capital improvements. The Authority has adopted this policy and procedure (the "Post-Issuance Compliance Policy and Procedure") to ensure that the Authority's continuing disclosures are accurate and comply with all applicable federal and state securities laws, and to assist in monitoring the Authority's compliance with the continuing disclosure obligations specified in Rule 15c2-12 under the Securities Exchange Act of 1934.
- II. **Designation of Responsibilities.** The Chief Financial Officer (CFO) shall be designated as the Chief Compliance Officer and shall be responsible for the administration and supervision of the Authority's post-issuance compliance management program. The Chief Compliance Officer shall review the Post Compliance Issuance procedure document at least annually. Material changes to this document shall only be made after recommendation by the Finance Committee and approval of the Authority.
- III. **Records Retention.**
- A. **The Records.** The Tax Compliance Officer shall retain records demonstrating compliance with the Post-Issuance Compliance Policy and Procedure. These records may consist of, but shall not be limited to, the documents listed on Appendix A (the "Records").
- B. **The Annual Compliance File.** The Tax Compliance Officer shall retain an electronic or paper file for each continuing disclosure annual filing the Authority completes (the "Annual Compliance File"). Each Annual Compliance File shall include, but not be limited to:
1. Final versions of the Authority's Official Statement;
  2. Audited financial statements; written confirmations of the annual filings made by the Authority with the MSRB;
  3. Any related letters and legal opinions;
  4. A list of individuals to whom they have been distributed and the dates of such distributions; and
  5. Any other specific records relating to tax and other post-issuance compliance as enumerated in Appendix B attached hereto.
- C. The Annual Compliance File shall be maintained in a central repository by the Authority in accordance with the length of time as specified by federal requirements applicable to Tax-Advantaged Bonds or Virginia Record Retention Requirements, whichever is longer.

- D. Electronic media will be the preferred method for storage of all documents and other records maintained by the Authority in connection with tax and other post-issuance compliance.

IV. **Continuing Disclosure.**

- A. Under the provisions of the Securities and Exchange Commission (the "SEC") Rule 15c2-12 (the "Rule"), underwriters of Authority bonds are typically required to obtain an agreement for ongoing disclosure in connection with the public offering of bonds. The transcript for each such issue of bonds will include a Continuing Disclosure Certificate or another undertaking by the Authority to comply with the Rule (the "Undertaking").
- B. **Annual Filings.** Pursuant to each Undertaking, the Authority is required each year to file annual reports with the Municipal Securities Rulemaking Board's (the "MSRB") Electronic Municipal Market Access ("EMMA") system in accordance with such Undertakings. Such annual reports are required to include certain updated financial and operating information identified on Appendix B, and the Authority's audited financial statements.
- C. **Event Notices.** As set forth in each Undertaking, the Authority must provide notice (an "Event Notice") to the MSRB of the events identified in and listed in Appendix C attached hereto. Weekly, the CFO or appropriate Designee shall monitor such list for the occurrence of such an event and, if needed, shall prepare an Event Notice that complies with the Rule and shall file such Event Notice with EMMA as required by the Rule.
- D. **Financial Statements.** The CFO or Designee shall submit the Authority's audited financial statements ("Financial Statements") to EMMA on an annual basis as required under each Undertaking.

- V. **Public Statements of Financial Information.** Whenever the Authority makes statements or releases information relating to its finances to the public that are reasonably expected to reach investors and the trading markets (including without limitation, all Event Notices, statements in the audited financial statements and other financial reports and statements of the Authority), the Authority is obligated to ensure that such statements and information contained therein are complete, true and accurate in all material respects. The CFO or appropriate designee shall determine whether such statements or releases should be provided to the MSRB as voluntary disclosure, and if so, the CFO or appropriate designee shall prepare and make a filing on EMMA of such statements or releases.

- VI. **Remedial Action.** In the event the Authority discovers that it has become non-compliant with its continuing disclosure obligations, the CFO shall work with the Authority's attorney and/or bond counsel to remedy the noncompliance and file the necessary notices to the MSRB with EMMA.

**VII. Training.** Authority personnel are to periodically obtain training with regard to the Authority’s continuing disclosure obligations and retention of the records set forth in Section III of this Continuing Disclosure & Post Issuance Compliance Policy. The training shall include a review of the Authority’s recent compliance initiatives and discussions relating to post-issuance compliance requirements. Training is especially warranted in the event of changes in law or changes in Authority staff.

DRAFT

**Approved by the Finance Committee: December 5, 2014**  
**Update Recommended by the Finance Committee: XXXXX**  
**Approved by Northern Virginia Transportation Authority: December 11, 2014**  
**Update Approved by Northern Virginia Transportation Authority: XXXXXX**

## APPENDIX A

### LIST OF POST-ISSUANCE COMPLIANCE RECORDS (TO BE AMENDED BY THE AUTHORITY AS NECESSARY)

1. Preliminary and Final Official Statements.
2. Audited Financial Statements.
3. Filings made by the Authority with the MSRB, whether made pursuant to a continuing disclosure undertaking to which the Authority is a party or otherwise.
4. Press releases and other information distributed by the Authority for public dissemination to the extent that such releases are reasonably expected, in the determination of the Chief Financial Officer, the Authority Attorney and/or bond counsel, to reach investors and the trading markets for municipal securities.
5. Rating Agency Presentations.
6. Such portions of the Authority's published annual Adopted Budget as the CFO, the Authority Attorney and/or bond counsel deem to be appropriate, which shall at a minimum include the Executive Summary.
7. Any other communications that are reasonably expected, in the determination of the CFO, the Authority Attorney and/or bond counsel, to reach investors and the trading markets for municipal securities.

**Appendix B**

**Operating Data**

Below is the list of operating data that must be updated annually and filed with the MSRB in accordance with Section IV.B. of the Policy.

This list is current as of December 31, 2014, and must be updated by the CFO or appropriate designee annually.

**FY2014 Regional Revenues**

	<b>FY20__ Budget</b>	<b>FY20__ Actual</b>	<b>Percentage Change Budget / Actual</b>
<b>Additional Sales and Use Tax</b>			
<b>Regional Congestion Relief Fee</b>			
<b>Regional Transient Occupancy Tax</b>			
<b>Total:</b>			

**FY20\_\_ Regional Revenues by Member Locality and By Source**

<b>Member Locality</b>	<b>Additional Retail Sales and Use Tax</b>	<b>Regional Congestion Relief Fee</b>	<b>Transient Occupancy Tax</b>	<b>Total</b>
City of Alexandria				
Arlington County				
City of Fairfax				
Fairfax County				
City of Falls Church				
Loudoun County				
City of Manassas				
City of Manassas Park				
Prince William County				
<b>Total FY 20__ Regional Revenues:</b>				

**Budgeted and Projected Regional Revenues<sup>(1)</sup>**

	<b>20__</b>	<b>20__</b>	<b>20__</b>	<b>20__</b>	<b>20__</b>	<b>20__</b>
<b>Additional Retail Sales and Use Tax</b>						
<b>Regional Congestion Relief Fee</b>						
<b>Additional Transient Occupancy Tax</b>						
<b>Total:</b>						

Note: (1) Preliminary estimates and actual results may vary.

## Appendix C

### LIST OF EVENT NOTICES

The Chief Financial Officer should review this list at least weekly to determine whether any event has occurred that may require a filing with EMMA.

For Tax-Advantaged Bonds subject to Rule 15c2-12, the following events automatically trigger a requirement to file with EMMA within ten (10) business days of their occurrence:

1. Principal and interest payment delinquencies.
2. Non-payment related defaults, if material.
3. Unscheduled draws on debt service reserves reflecting financial difficulty.
4. Unscheduled draws on credit enhancements reflecting financial difficulty.
5. Substitution of credit or liquidity providers, or their failure to perform.
6. Adverse tax opinions or events affecting the tax-exempt status of the security.
7. Modifications to rights of security holders, if material.
8. Bond calls or tender offers, if material.
9. Defeasances.
10. Release, substitution or sale of property securing repayment of the securities, if material.
11. Rating Changes.
12. Bankruptcy, insolvency, receivership or similar event of the obligated person as set forth in §17 CFR 240 15c2-12.
13. Merger, acquisition or sale of all or substantially all of issuer assets.
14. Appointment of successor trustee or additional trustee or name changes of a trustee, if material.
15. Failure to provide, in a timely manner, notice to provide required annual financial information by the date specified in any continuing disclosure undertaking.

16. Incurrence of a financial obligation, or agreements to covenants, events of default, remedies, priority rights, or other similar terms of a financial obligation any of which affect security holders, if material. (Effective February 27, 2019.)

17. Default, event of acceleration, termination event, modification of terms, or other similar events under the terms of a financial obligation, any of which reflect financial difficulties. (Effective February 27, 2019.)

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## NORTHERN VIRGINIA TRANSPORTATION AUTHORITY

MEMORANDUM

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

**FROM:** Michael Longhi, Chief Financial Officer

**DATE:** April 5, 2019

**SUBJECT:** Investment Policy (Policy 13) Revision

---

1. **Purpose:** To seek Northern Virginia Transportation Authority (NVTA) approval of changes to the NVTA Investment Policy as recommended by the Finance Committee.
2. **Suggested Motion:** *I move Authority approval of the attached changes to the Authority's Investment Policy (Policy 13).*
3. **Background:**
  - a. The Investment Policy was adopted on December 11, 2014, and has not been updated since that time.
  - b. The Investment Policy approach is to never exceed the parameters for investment activity set out in the Code of Virginia.
  - c. These changes do one of two things as identified below:
    - i. Make the Investment Policy consistent with the Code of Virginia.
    - ii. Make the Investment Policy more restrictive than the Code of Virginia.
  - d. The draft changes have been review by the Council of Counsels.
2. **Proposed Policy Changes:**
  - a. **Making the Investment Policy consistent with the Code of Virginia:**
    - i. In December 2018, staff realized the Corporate Note and Negotiable Certificate of Deposit standards in the Investment Policy were inconsistent with the Code of Virginia Section 2.2-4510.
    - ii. The inconsistency is that both sections allowed ratings by Fitch Ratings to be considered in the purchase of Corporate Notes and Negotiable Certificates of Deposit.
    - iii. The portfolio does not contain any Negotiable Certificates of Deposit which used Fitch Ratings in the purchase decision.
    - iv. In December the portfolio contained three Corporate Notes totaling \$40 million of face value where the purchase decision relied on Fitch Ratings.
    - v. To bring the portfolio into compliance staff sold the three Corporate Notes at a gain of \$67,649.

- vi. The changes in item 10 - Corporate Notes and 15 - Negotiable certificates of deposit (both on page 10) eliminate the reference to Fitch Ratings.

**b. Making the Investment Policy more restrictive than the Code of Virginia.**

- i. Investments in bonds issued by States, Counties and Cities are permitted in the Code of Virginia. The Code sets minimum requirements for the purchase of these instruments.
- ii. The Investment Policy matches the minimum requirements as set out in the Code.
- iii. The proposed change is to further restrict these purchases to bonds with Securities rated by at least two of the three following rating agencies with ratings of at least; Aa or higher for Moody's, AA or higher for Standard and Poor's, AA or higher for Fitch. Proposed changes are noted on page 8 of the attached draft.
- iv. There are no securities from State, County or City issuers in the portfolio at this time.

**Attachment:** Policy 13 – Investment Post (with Draft Changes)



**Northern Virginia Transportation Authority**  
*The Authority for Transportation in Northern Virginia*

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## **Northern Virginia Transportation Authority**

### **Investment Policy**

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Adopted December 11, 2014

Revised XXXXX

This Investment Policy has been established by the Northern Virginia Transportation Authority (Authority) to ensure effective management of the day-to-day investment activity, and is designed to increase non-tax revenues by investing funds when not needed for current obligations. The objective is to obtain, while protecting principal, the highest possible yield on available financial assets, consistent with constraints imposed by safety objectives, cash flow considerations and the laws of the Commonwealth of Virginia that govern the placement of public funds. The general custody of all funds requires the investment of those funds within the confines of the Code of Virginia and a comprehensive Investment Policy developed and maintained by the Authority.

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**Investment Policy**

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## INVESTMENT POLICY

### PURPOSE AND SCOPE

The purpose of this statement of investment policy is to establish guidelines for the safeguarding and efficient management of Authority funds and for the purchase, sale and custody of investment instruments. The goal is to minimize risk and to ensure the availability of cash to meet Authority expenditures, while generating revenue from the use of funds, which might otherwise remain idle.

Unless otherwise noted, all citations in this policy refer to the Code of Virginia (1950), as amended.

### OBJECTIVES

The primary objectives of the Authority's investment activities, in priority order, are: safety, liquidity, and yield (SLY).

Safety of principal is the foremost objective in the investment of public funds. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio.

The investment portfolio will remain sufficiently liquid to enable the Authority to meet all operating requirements, which might be reasonably anticipated.

The investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles. This objective shall take into account constraints as to acceptable risk, the characteristics of the Authority's cash flows and the funding expectations of approved projects.

### ROLE OF THE CHIEF FINANCIAL OFFICER

The Chief Financial Officer (CFO) is charged with collecting, safeguarding and disbursing Authority funds. The CFO serves as the investment officer for the Authority with authority for investment decisions to include managing the day-to-day operations of the portfolio, placing purchase orders and sell orders with dealers and financial institutions, procuring banking and financial services and preparing reports as required.

The CFO shall invest all available cash (with the exception of 30% funds) into a common investment portfolio. The CFO is required to file a statement of economic interest annually with the Authority Administrative Assistant/Clerk by no later than January 15 (§2.2-3116). The CFO may require any employee of the Authority entrusted with the investment of Authority funds to file a similar statement. In no event shall any employee involved in the investment process also be involved in personal business activity that could conflict with proper execution of the investment program.

The CFO shall continue to monitor the statutes and regulations and modify investment procedures accordingly to ensure compliance.

The CFO as well as staff assigned to investment and accounting functions; shall individually and as a group stay current on new regulations and market trends in investments, technology enhancements and new banking as well as financial services. Individual readings, research, subscriptions to news services, attending training and informational symposiums on these topics is encouraged and supported.

### **ROLE OF THE INVESTMENT MONITOR**

The Investment Monitor is designated by the CFO to review the balances and activity in the Authority's investment portfolio. The Investment Monitor shall be thoroughly familiar with this Investment Policy and the Code of Virginia regarding allowable investments. The Investment Monitor will not be actively involved in investment activity other than to monitor transactions for compliance with this policy and the Code of Virginia. The Investment Monitor shall have read-only access to the portfolio tracking system with which to confirm all investment balances, purchases, maturities, sales and trades.

### **ROLE OF THE FINANCE COMMITTEE**

The Finance Committee is established in the Authority to review the CFO's actions regarding the disposition of Authority funds. The Finance Committee meets at regular intervals with the CFO to review the Statement of Accountability. The makeup of the Finance Committee is specified in the Bylaws.

### **ETHICS AND CONFLICT OF INTEREST**

Employees involved in the investment process shall refrain from personal business activity that could conflict with the proper execution and management of the investment program, or that could impair their ability to make impartial decisions. Employees shall disclose any material interests in financial institutions with which they conduct business. They shall further disclose any personal financial/investment positions that could be related to the performance of the investment portfolio. Employees shall refrain from undertaking personal investment transactions with the same individual with whom business is conducted on behalf of the Authority.

### **INTERNAL CONTROLS**

The CFO is responsible for establishing and maintaining an internal control structure designed to ensure that the assets of the Authority are protected from loss, theft or misuse. The internal control structure shall be designed to provide reasonable assurance that these objectives are met, to the extent possible with staff resources.

- Prevention of collusion
- Separation of transaction authority from accounting and recordkeeping
- Custodial safekeeping using a delivery versus payment basis
- Avoidance of physical delivery securities
- Clear delegation of authority to subordinate staff members
- Written confirmation of transactions for investments and wire transfers
- Development of a wire transfer agreement with the lead bank and third-party custodian.

### **EXTERNAL PORTFOLIO MANAGEMENT**

In order to better manage yield in changing interest rate environments, the CFO may decide to contract for external portfolio management. This portion of the investment portfolio may be invested for periods greater than two (2) years but not more than five (5) years. Since these funds have been set aside they are not currently required to meet the near term liquidity needs of the Authority. These funds may not exceed 25% of the net balance of the Authority's 70% Regional Fund pooled cash and investments. The external portfolio manager must comply with all the requirements of the Code of Virginia with respect to the investment of local funds.

### **COMMUNITY BANK PROGRAM**

In order to enable community based financial institutions to compete against regional and national institutions for Authority funds the CFO may set aside a portion of Authority funds upon which only local community based institutions may bid. In order to qualify for the Community Bank Program, an institution must be headquartered locally or maintain a significant portion of its branches within the Authority membership jurisdictional boundaries. Any banks which show significant community reinvestment activities beyond the minimums required in the Community Reinvestment Act will receive consideration. Newly chartered banks, meeting the above criterion, will qualify after being closely reviewed for solvency, stability and quality as well as experience of executive management.

The aggregate investments held for any qualifying institution is not to exceed five (5) percent of the institution's total assets as reported on their most recent audited financial statements or Quarterly Call Report. The CFO may require such bids to include a premium over the market rate to compensate for the increased administrative costs and reduction of liquidity which this program may entail. Such premiums shall be determined by the CFO periodically based on prevailing market conditions.

The investments under the Community Bank Program are subject to the same restrictions and the same collateralization requirements as all other investments. The CFO reserves the right to reject bids that are not suitable or otherwise not in the best interest of the Authority.

### **INVESTMENT OF BOND PROCEEDS**

The Tax Reform Act of 1986 restricts the interest which may be earned on the unexpended proceeds of tax-exempt bonds issued after 1986. The average yield of investments purchased with bond proceeds may not exceed the yield on the bonds. Any excess earnings are considered arbitrage earnings and must be remitted to the U.S. Treasury. In order to avoid the difficulties associated with arbitrage, all unexpended bond proceeds shall be invested separately in the State Non-Arbitrage Pool, or its equivalent.

Notwithstanding the general policy that the CFO shall refrain from specific fund investments, interest earned on these investments shall be allocated to the funds for which the bonds were issued.

### **ARBITRAGE MANAGEMENT PROGRAM**

The arbitrage management program seeks to promptly reimburse pooled cash for expenses related to bond projects and to manage the Authority relationship with the State Non-Arbitrage Program (SNAP). Through the prompt replenishment of eligible capital expenses the Arbitrage Management Program seeks to maximize the Authority's liquidity and investment earnings. The main points of the program are:

1. Make cash draws from the appropriate SNAP account based on the Authority general ledger activity.
2. Establish and manage arbitrage rebate accounts to cover projected IRS rebate liability.
3. Provide the most accurate information to the Arbitrage Rebate Calculation Agent based on the Authority general ledger activity.
4. Return any erroneously drawn funds to the appropriate SNAP account within five (5) months, if the underlying expense is retracted by a member jurisdiction.
5. Rely on the appropriate member jurisdictions to maintain the detailed documents to support their transactions related to expenses eligible for cash draws.

#### **PAYMENT OF BANKING SERVICE AND INVESTMENT FEES**

The CFO determines whether paying for banking, financial services and financial products directly or through compensating balances is in the best interest of the Authority. The method of payment chosen will, for the most part, be based on the current rate of return on the portfolio versus the compensating balance rate offered by individual institutions.

Payment methods may change on a month to month and institution by institution basis depending upon which arrangement produces the best overall return, cost constraint and operational efficiency. Investment proceeds and/or compensating balance arrangements can be used for banking and financial services only within the fund which holds the balance. Examples would be investment fees stay within the 70% Regional Revenue funds. Operational banking fees remain within the Operating Fund.

#### **AUTHORIZED DEPOSITORY AND FEE SERVICE BANKS**

The CFO shall maintain a list of financial institutions authorized to provide depository and/or investment services. In order to ensure orderly and fair competition, the CFO will routinely bid new fee services on an individual basis, when such service is not functionally linked to an existing banking process. Priority will be given to making certain that opportunities are presented to participants in a fair and orderly process.

1. Banks must be “qualified public depositories” as defined in the *Code of Virginia* §2.2-4401 Security for Public Deposits Act.
2. All commercial banks wishing to be authorized to provide services must report a minimum of 4% or greater in the Tier 1 (Core) capital rating in their Quarterly Call Report filed with the FDIC. If any bank were to report a rating of less than 4% the deposit and fee relationship will be considered in jeopardy and the CFO will take appropriate and prudent action.
3. The CFO will conduct a bi-annual review of the condition of each authorized financial institution. The CFO will undertake interim reviews as conditions dictate.

#### **AUTHORIZED INVESTMENT BROKER/DEALERS**

The CFO shall maintain a list of financial institutions authorized to provide depository (Certificates of Deposit, Negotiated Order of Withdrawal and Money Market accounts) and/or investment broker services.

In order to ensure orderly and fair competition, the CFO shall limit the number of broker/dealers on the authorized list. For the broker/dealers on the list, priority will be given to making certain that opportunities are presented to participants in a fair and orderly process.

Further, authorized financial institutions will:

1. Maintain compliance with FINRA Net Capital Requirements for Brokers or Dealers - SEC Rule 15c3-1.
2. Any broker must maintain an active registration in good standing with FINRA.
3. Achieve a successful review, by the Authority, of individual broker records as posted by FINRA.
4. All Broker/Dealers are required to sign an acknowledgement as to receiving, understanding and agreeing to abide by this investment policy prior to the start of any activity. Broker/Dealers which repeatedly propose non-allowable or noncompetitive investments will be removed from the approved list.

- |
5. Broker/Dealers will be automatically removed from the authorized list if no instruments have been purchased from their firm for 16 consecutive months.

**BENCHMARKS**

The portfolio performance benchmarks will be both the Fed Funds Rate and the Treasury 90 Day T-Bill rate. Comparisons to the Virginia State Non-Arbitrage Program (SNAP) and the Virginia Local Government Investment Pool (LGIP) will be maintained as they are both highly liquid investment pools operated in compliance with the Code of Virginia.

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## PURCHASE OF INVESTMENTS

### GENERAL

Generally, investment offers must be considered in a competitive environment. Investments in excess of five (5) million dollars must be selected on a competitive basis. Offers must be solicited/received from a minimum of two dealers or financial institutions. The CFO may use discretion in selecting the bidders, taking into consideration an institution's reputation, past success rate, timeliness in providing bids and any other factors which the CFO believes have bearing.

In general, the highest yielding instrument offered with an appropriate maturity to match with projected liquidity needs will be the investment selected. The CFO may reject an investment, even if it yields the highest rate, if he feels it carries an element of risk which may not be reflected in the published credit rating or if it is not in the Authority's interest to hold such an investment in its portfolio.

Banks and broker/dealers shall be instructed to mail trade confirmations or similar documentation to the Authority Administrative Assistant/Clerk. The Administrative Assistant will show all trade confirmations to the Executive Director, keep a copy on file and provide the originals to the Authority Assistant Finance Officer for entry into the accounting system.

In accord with primary objectives, in priority order of safety, liquidity, and yield (SLY), investments shall be made with the judgment and care which persons of discretion, prudence and intelligence exercise in the management of their own affairs, not for speculation, but for the protection of principal. Consideration for the safety of capital shall be paramount over the probable income to be derived. Individuals responsible for investing Authority funds shall in no way benefit personally as a result of investment decisions.

### INVESTMENT POLICIES AND STANDARDS

There are certain standards of "adequacy" and "appropriateness" set by the Authority, in addition to the creditworthiness of an institution, against which offers shall be measured when purchasing investments. For example, diversification reduces overall portfolio risks while attaining market average rates of return. The policies and standards which regulate specific investments and the composition of the investment portfolio shall include, but not be limited to, the following:

1. No investment shall be purchased if the yield is less than that of the most recently auctioned issue of the United States Treasury of a similar term.
  - a. No investment shall be purchased if two of three or more enhanced ratings from nationally recognized ratings firms are not at or above the minimum required in the Code of Virginia. Due to the use of credit qualifiers by the rating agencies to signify rating reviews in the financial market turmoil starting in calendar year 2009, negative rating qualifications (such as AA- or A1-) will not exclude the instrument.
  - b. The status of any credit enhancement firm will be examined when considering the purchase of an instrument. The CFO will keep a list of unacceptable credit enhancement firms. Any instrument with a credit enhancement by a firm on this list will be considered based on its underlying credit rating not the enhanced rating.
2. At no time, shall more than thirty-five percent of the portfolio be invested in commercial paper.

3. No more than five (5) percent of the portfolio shall be invested in the commercial paper of a single entity.
4. The CFO will determine/reaffirm on a weekly basis the target balance for the portion of the portfolio invested with maturities greater than 24 months.
5. At no time shall the remaining maturity of an investment exceed 60 months, unless such investment has a PUT option as described in the Diversity & Maturity Section.
6. The CFO shall endeavor to maintain an appropriate diversification in the portfolio. The CFO will diversify instruments and institutions in order to reduce overall portfolio risk while attaining market rates of return.
7. The CFO shall use the average of the three-month Treasury bill auctions for a quarter as a benchmark for the return on the investment portfolio.
8. All investments with the sole exception of bank depository instruments, will be purchased on a delivery versus payment basis through a trust and custody agent under contract with the Authority.

The Finance Committee may add, delete or modify standards of investment at its discretion in response to changing economic, national or international conditions. Such additions, deletions or modifications shall be reported to the Authority at the next meeting of that body.

All institutions solicited for offers shall be advised of the allowable investments and any restrictions upon investments. Only investments which meet the criteria enumerated above may be considered. The CFO may consider barring institutions from consideration should they repeatedly offer disallowed investments.

#### **ALLOWABLE INVESTMENTS**

The Authority must limit investments to those allowed by the Code of Virginia. The Authority, however, may restrict investments beyond the limits imposed by the Code if such restrictions serve the purpose of further safeguarding Authority funds or are in the best interests of the Authority.

The allowable types of investments under the Code of Virginia for non-sinking funds are as follows:

1. Stocks, bonds, notes and other evidences of indebtedness of the Commonwealth of Virginia, and other evidences of indebtedness unconditionally guaranteed as to payment of principal and interest by the Commonwealth of Virginia.
2. Bonds, notes and other obligations of the United States, and securities unconditionally guaranteed as to the payment of principal and interest by the United States, or any agency thereof. The evidences of indebtedness enumerated by this subdivision may be held directly, or in the form of repurchase agreements collateralized by such debt securities, or in the form of securities of any open-end or closed-end management type investment company or investment trust registered under the Investment Company Act of 1940, provided that the portfolio of such investment company or investment trust is limited to such evidences of indebtedness, or repurchase agreements collateralized by such debt securities, or securities of other such investment companies or investment trusts whose portfolios are so restricted.
3. Stocks, bonds, notes and other evidences of indebtedness of any state of the United States upon which there is no default and upon which there has been no default for more than ninety days; provided, that within the twenty fiscal years next preceding the

making of such investment, such state has not been in default for more than ninety days in the payment of any part of principal or interest of any debt authorized by the legislature of such state to be contracted.

4. Stocks, bonds, notes and other evidences of indebtedness of any county, city, town, district, authority or other public body in the Commonwealth upon which there is no default; provided, that if the principal and interest be payable from revenues or tolls and the project has not been completed, or if completed, has not established an operating record of net earnings available for payment of principal and interest equal to estimated requirements for that purpose according to the terms of the issue, the standards of judgment and care required in Article 2 (§ 26-45.3 et seq.) of Chapter 3 of Title 26, without reference to this section, shall apply.

In any case in which an authority, having an established record of net earnings available for payment of principal and interest equal to estimated requirements for that purpose according to the terms of the issue, issues additional evidences of indebtedness for the purposes of acquiring or constructing additional facilities of the same general character that it is then operating, such additional evidences of indebtedness shall be governed by the provisions of this section without limitation. Securities must be rated by at least two of the three following rating agencies with ratings of at least: Aa or higher for Moody's, AA or higher for Standard and Poor's, AA or higher for Fitch.

**Commented [ML1]:** Imposes a higher standard than required in the Code of Virginia.

5. Legally authorized stocks, bonds, notes and other evidences of indebtedness of any city, county, town or district situated in any one of the states of the United States upon which there is no default and upon which there has been no default for more than ninety days; provided, that (i) within the twenty fiscal years next preceding the making of such investment, such city, county, town or district has not been in default for more than ninety days in the payment of any part of principal or interest of any stock, bond, note or other evidence of indebtedness issued by it; (ii) such city, county, town or district shall have been in continuous existence for at least twenty years; (iii) such city, county, town or district has a population, as shown by the federal census next preceding the making of such investment, of not less than 25,000 inhabitants; (iv) the stocks, bonds, notes or other evidences of indebtedness in which such investment is made are the direct legal obligations of the city, county, town or district issuing the same; (v) the city, county, town or district has power to levy taxes on the taxable real property therein for the payment of such obligations without limitation of rate or amount; and (vi) the net indebtedness of such city, county, town or district (including the issue in which such investment is made), after deducting the amount of its bonds issued for self-sustaining public utilities, does not exceed ten (10) percent of the value of the taxable property in such city, county, town or district, to be ascertained by the valuation of such property therein for the assessment of taxes next preceding the making of such investment; and (vii) where the rating by two of the three following rating agencies is: Moody's Aa or higher, Standard and Poor's AA or higher and Fitch AA or higher.

**Commented [ML2]:** Imposes a higher standard than required in the Code of Virginia.

6. Savings accounts or time deposits in any bank or savings and loan association within the Commonwealth of Virginia, providing such bank or savings and loan association is a "qualified public depository". Such savings accounts or time deposits must meet the collateralization requirements as set forth in the Virginia Security for Public Deposits Act and the regulations of the State Treasury Board. The collateral must be a security or securities allowable as a direct investment with a market value of not less than fifty percent of the deposit amount where the depository is a commercial bank and

not less than one hundred percent of the deposit amount where the depository is a savings and loan or savings bank. This collateral must be pledged to the Treasury Board and held by the Board in its designated trust depository or another depository approved by the Board (§58.1-3149 and §2.2-4400).

7. Repurchase agreements which are collateralized with securities that are approved for direct investment. The Treasurer may require that physical possession of the collateral be taken (§2.2-4507). Physical possession must be taken when the term of the repurchase agreement exceeds ten (10) days. The Treasurer shall execute a master repurchase agreement with the bank or broker/dealer, which is the counterparty to the repurchase transaction prior to entering into any repurchase transaction.
8. Banker's acceptances from "prime quality" institutions. Prime quality shall be as determined by one or more nationally recognized rating agencies (§2.2-4504).
9. "Prime quality" commercial paper (§2.2-4502). "Prime quality" shall be as rated by at least two (2) of the following: Moody's Investors Service, Inc., within its NCO/Moody's rating of P1, by Standard & Poor's, Inc., within its rating of A-1, by Fitch Investor's Services, Inc., within its rating of F-1, by Duff and Phelps, Inc., within its rating of D-1, or by their corporate successors (§2.2-4502.3).
10. "High quality" corporate notes (§2.2-4510). High quality shall be defined as a rating of at least AA by Standard and Poor's, at least Aa by Moody's ~~and at least AA/F1 by Fitch~~ and a maturity of no more than five (5) years. All investments should be rated by at least two rating agencies.
11. Certificates representing ownership in either treasury bond principal at maturity or its coupons for accrual periods. The underlying United States Treasury bonds or coupons shall be held by a safekeeping agent independent of the seller of the certificates (§2.2-4505).
12. The Local Government Investment Pool (LGIP). Investments in this pool are subject to the rules and regulations as set forth by the Virginia Department of the Treasury which manages the pool (§2.2-4602). The CFO shall, on a continual basis, monitor the management and operations of the LGIP.
13. The State Non-Arbitrage Pool (SNAP). Investments in this pool are limited to unexpended proceeds from the issuance of bonds, the interest on which is subject to rebate under the provisions of the Tax Reform Act of 1986 (§2.2-4700), and reserve accounts directly related to the issuance of debt or other credit agreement.
14. Open-end mutual funds, provided the funds are registered under the Security Act of Virginia or the Federal Investment Act of 1940 and that the investments by such Funds are restricted to the same securities as approved for direct investments (§2.2-4508).
15. Negotiable certifications of deposit and negotiable bank deposit notes of domestic banks and domestic offices of foreign banks with a rating of at least A-1 by Standard & Poor's, P-1 by Moody's Investor Service, Inc., ~~A-1, by Fitch Investor's Services, Inc.,~~ and F-1, by Duff and Phelps, Inc., ~~for~~ maturities of one year or less, and a rating of at least AA by Standard & Poor's and Aa by Moody's Investor Service, Inc., for maturities over one year and not exceeding five years (§2.2-4509).

**Commented [ML3]:** Remove reference to Fitch Ratings as it is not referenced in the Code of Virginia.

**Commented [ML4]:** Remove reference to Fitch Ratings as it is not referenced in the Code of Virginia

16. Non-negotiable certificates of deposit of banks certified as qualified to hold Virginia Public Deposits.

**DIVERSIFICATION & MATURITIES**

The CFO will diversify holdings of the investment instruments to avoid incurring unreasonable risk inherent in over-investing in any specific instruments or class of instruments, individual financial institution or maturity schedule; while attaining market average rates of return.

Length and allowable percentage of instruments maturity scheduling shall be timed according to anticipated need. Investment maturities for operating funds shall be scheduled to coincide with projected cash flow needs, taking into account large routine expenditures as well as considering sizable blocks of anticipated revenues.

If a legally authorized stock, bond, note or other evidence of indebtedness of any city, county, town or district situated in any one of the states of the United States has a PUT option which requires the issuer of the instrument to return all principal, and accrued interest within 30 days of the exercise of the PUT option, than the maturity of that instrument will be considered the PUT option not the stated maturity of the instrument.

The table below shows the maximum length and maximum portfolio composition of each investment class:

<u>Class</u>	<u>Length</u>	<u>Percent of total portfolio &amp; cash</u>
Stocks, bonds, notes and other evidences of indebtedness of the Commonwealth of Virginia	60 months or less	75%
Stocks, bonds, notes and other evidences of indebtedness of the United States	60 months or less	100%
Stocks, bonds, notes and other evidences of indebtedness of any county, city, town, district, authority or other public body of the Commonwealth of Virginia	36 months or less	75%
Legally authorized stocks, bonds, notes and other evidences of indebtedness of any city, county, town or district situated in any one of the states of the United States.	36 months or less	75%
Savings accounts or time deposits (CDs) in any bank or savings and loan association within the Commonwealth of Virginia	24 months or less	60%
Repurchase Agreements	12 months or less	20%
Banker's Acceptances	12 months or less	10%

<u>Class</u>	<u>Length</u>	<u>Percent of total portfolio &amp; cash</u>
Prime Quality Commercial Paper	270 days or less	35% with a 5% per issuer limit
High Quality Corporate Notes	36 months or less	50%
Certificates representing ownership in either treasury bond principal at maturity or its coupons for accrual periods	36 months or less	25%
The Local Government Investment Pool (LGIP)	N/A	100%
Open End Mutual Funds	N/A	Maximum 20% in any one fund. Prior 3 year history must exceed internal performance by 25bps, net of mgmt fee.
The State Non-Arbitrage Pool (SNAP)	N/A	100% of bond proceeds or debt related reserve account
Negotiable certificates of deposit and negotiable bank deposit notes	24 months or less	25%
External Management Contract	3 years or less	25% of net balance of pooled investments, using lowest portfolio amount as target point. Prior 3 year history must exceed internal performance by 25bps, net of mgmt fee.

**DELIVERY REQUIREMENTS**

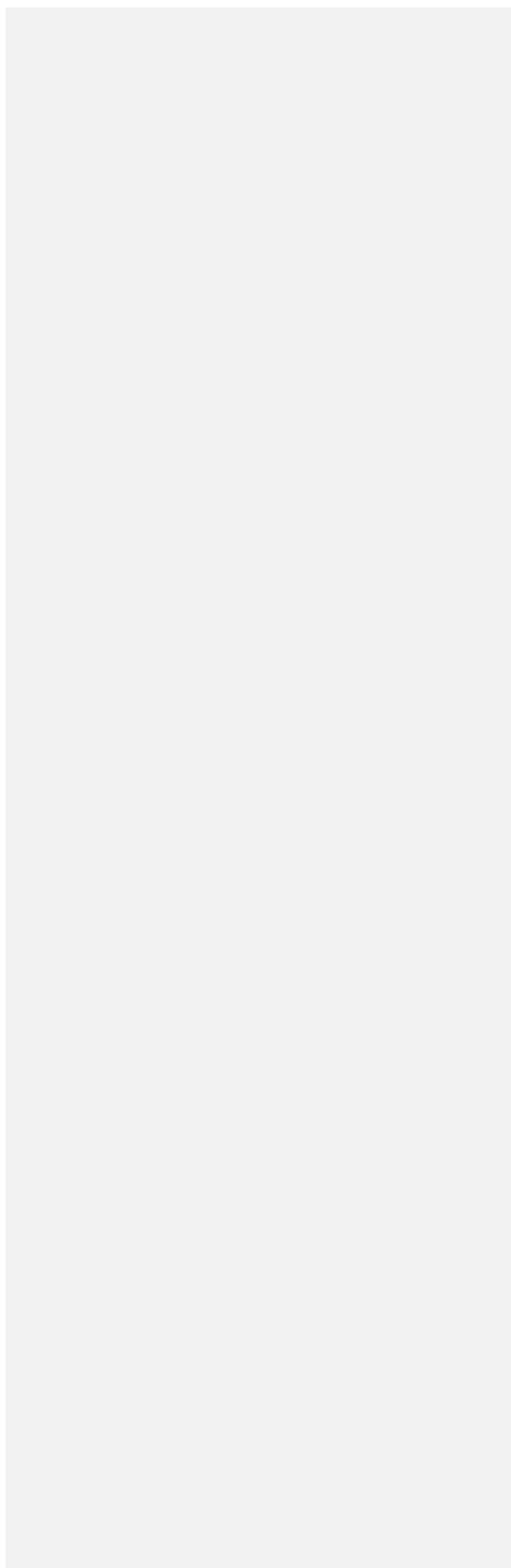
Collateral for savings and time deposits shall be pledged according to the provisions of the Security for Public Deposits Act and the requirements of the State Treasury Board regulations.

All securities will be purchased on a delivery versus payment basis.

The Authority must designate one or more institutions to act as custodian for all non-depository investments. Such institutions must be qualified to do business in the State of Virginia as banks or trust companies. Delivery to the designated trustee, in lieu of physical possession, meets these delivery requirements.

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## **REPORTS OF INVESTMENT ACTIVITY**

### **REPORTS TO THE FINANCE COMMITTEE**

The CFO shall report to the Finance Committee on a regular basis, as determined by the Committee, such information as the Committee requires in order to fulfill its function. At its discretion the Committee may require additional information or clarification from the CFO either orally or in writing.

The reports to the Finance Committee shall consist of a summary of cash and investments which are the assets of the Authority. This report, will list each depository, investment firm or custodian with balances. A listing of all investments, a detailed report of the investments held and the annual return being realized by each will be provided. A separate report shall be prepared for each calendar month as of the last day of that month.

### **FINANCIAL STATEMENT BASIS**

Financial statement presentation of investments, accrual of interest, amortization of premiums and accretion of discounts shall be according to generally accepted accounting principles as applied to municipalities.

Those principals shall be as determined by the Commonwealth of Virginia Auditor of Public Accounts, the American Institute of Certified Public Accountants and its designated units, the Financial Accounting Standards Board and the Governmental Accounting Standards Board.

Reporting components will include:

- Listing of individual securities held at the end of the reporting period.
- Mark to market valuation on a monthly basis.
- Average weighted yield to maturity of portfolio.
- Listing of investments by maturity date.
- Percentage of the total portfolio which each type of investment represents.

### **COMPLIANCE WITH THE CODE OF VIRGINIA**

This policy seeks to restrict and define investment actions at a more detailed level than presented in the Code of Virginia.

In the absence of any issue or situation not specifically addressed by this policy; any action undertaken by the CFO or his staff will at all times be in compliance with the Code of Virginia.

## ATTACHMENTS

### GLOSSARY – Attachment 1

#### **Accrual Basis**

Basis of accounting under which revenues are recorded when earned and expenditures are recorded as soon as they result in liabilities for benefits received.

#### **Accrued Interest**

The accumulated interest due on a bond as of the last interest payment made by the issuer.

#### **Agency Security**

A debt security issued by a federal or federally sponsored agency. Federal agencies are backed by the full faith and credit of the U.S. Government. Federally sponsored agencies (FSAs) are backed by each particular agency with a market perception that there is an implicit government guarantee. An example of federal agency is the Government National Mortgage Association (GNMA). An example of a FSA is the Federal National Mortgage Association (FNMA).

#### **Amortization**

The systematic reduction of the amount owed on a debt issue through periodic payments of principal.

#### **Arbitrage**

A technique employed to take advantage of price differences in separate markets. This may be accomplished by purchasing a security in one market and immediately selling in another market at a better price. As used in the context of investing public funds, arbitrage means borrowing at low tax-exempt rates and investing in taxable instruments. The arbitrage rebate provisions of the 1986 tax reform act govern this type of activity.

#### **Average Life**

The average length of time that issues of serial bonds and/or term bonds with a mandatory sinking fund feature is expected to be outstanding.

#### **Bankers Acceptance**

Negotiable time drafts drawn on commercial banks to finance import, export, shipment and storage of goods. Banker's acceptances are backed by the credit of the bank, which assumes primary liability. The acceptance is further collateralized by the goods in shipment or storage. Possession of a banker's acceptance requires taking delivery of a physical instrument.

#### **Basis Point (bps)**

A basis point refers to the measure of the yield to maturity of an investments calculated to four decimal places. For example, one quarter of one percent would be expressed as "twenty-five basis points".

#### **Bid**

The indicated price at which a buyer is willing to purchase a security or commodity.

#### **Book Value**

The value at which a security is carried on the inventory lists or other financial records

of an investor. The book value may differ significantly from the security's current value in the market.

**Bond**

A written, interest bearing certificate of debt with a promise to pay on a specific date and with a set annual rate of interest.

**Broker**

A person or firm acting as an agent for buyers and sellers.

**Callable Bond**

A bond issue in which all or part of its outstanding principal amount may be redeemed before maturity by the issuer under specified conditions.

**Call Price**

The price at which an issuer may redeem a bond prior to maturity. The price is usually at a slight premium to the bond's original issue price to compensate the holder for loss of income and ownership.

**Call Risk**

The risk to a bondholder that a bond may be redeemed prior to maturity.

**Capital Reserve Fund**

That portion of the County's investment portfolio which the Treasurer may designate for longer term investment. These funds are not currently required to meet the County's working capital needs and can be invested on a longer term basis.

**Cash Equivalents**

Instruments or investments of such high liquidity and safety that they are virtually as good as cash. Examples are a money market fund and a treasury bill.

**Cash Sale/Purchase**

A transaction which calls for delivery and payment of securities on the same day that the transaction is initiated.

**Certificate of Deposit**

A bank deposit evidenced by a negotiable or non-negotiable instrument which provides on its face that the amount of such deposit is payable to the bearer or a specified person on a certain date or upon notice in writing. Negotiable CD's may be sold on the secondary market, thus providing liquidity. Liquidation of non-negotiable CD's generally involves penalties.

**Collateralization**

Process by which a borrower pledges securities, property, or other deposits for the purpose of securing the repayment of a loan and/or security.

**Collusion**

Collusion is a situation where two or more individuals are working in conjunction to commit fraud.

**Commercial Paper**

Business promissory notes, with a stated date of payment, which are usually sold at a discount and are backed by the general credit of the company. The credit of commercial paper may be enhanced by letters of credit from one or more banks.

Commercial paper is generally for terms of less than 270 days, longer corporate obligations are referred to as notes or bonds and are subject to a greater degree of regulation.

**Compensating Balance**

A minimum level of deposits maintained in one or more non-interest bearing accounts at a bank to defray the costs of banking services.

**Coupon Rate**

The annual rate of interest received by an investor from the issuer of certain types of fixed-income securities. Also known as the "interest rate."

**Credit Quality**

The measurement of the financial strength of a bond issuer. This measurement helps an investor to understand an issuer's ability to make timely interest payments and repay the loan principal upon maturity. Generally, the higher the credit quality of a bond issuer, the lower the interest rate paid by the issuer because the risk of default is lower. Credit quality ratings are provided by nationally recognized rating agencies.

**Credit Risk**

The risk to an investor that an issuer will default in the payment of interest and/or principal on a security.

**Current Yield (Current Return)**

A yield calculation determined by dividing the annual interest received on a security by the current market price of that security.

**Custodial Safekeeping**

Securities purchased from any bank or dealer including appropriate collateral (as defined by state law) shall be placed with an independent third party for custodial safekeeping.

**Demand Deposit**

A depository account from which withdrawals may be made as desired, e.g. a checking account.

**Derivative Security**

Financial instrument created from, or whose value depends upon, one or more underlying assets or indexes of asset values.

**Discount**

The amount or percentage at which a security sells below par value. For example, if a bond with a \$1,000 par value sells for \$900 the discount is \$100 or 10%.

**D.K.**

"Don't know". If the delivery of a security fails because the trustee was not informed to take delivery or because the security is delivered for a different amount than agreed upon, the trade is "DK'ed", meaning refused.

**D.T.C.**

The Depository Trust Company (DTC) of New York acts as the repository for all securities which are electronic, as opposed to physical, delivery. These include all U.S. Treasury and agency issues and certain issues of commercial paper.

**D.V.P.**

Delivery Verses Payment. Delivering securities “DVP” means that funds are not released by the trustee until the security is delivered either in physical form or through DTC.

**Duration**

A measure of the timing of the cash flows, such as the interest payments and the principal repayment, to be received from a given fixed-income security. This calculation is based on three variables: term to maturity, coupon rate, and yield to maturity. The duration of a security is a useful indicator of its price volatility for given changes in interest rates.

**Fair Value**

The amount at which an investment could be exchanged in a current transaction between willing parties, other than in a forced or liquidation sale.

**FDIC**

Federal Deposit Insurance Corporation

**Federal Funds (Fed Funds)**

Funds placed in Federal Reserve banks by depository institutions in excess of current reserve requirements. These depository institutions may lend fed funds to each other overnight or on a longer basis. They may also transfer funds among each other on a same-day basis through the Federal Reserve banking system. Fed funds are considered to be immediately available funds.

**Federal Funds Rate**

Interest rate charged by one institution lending federal funds to the other.

**Federal Reserve System**

System established by the Federal Reserve Act of 1913 to regulate the U.S. monetary and banking system. The Federal Reserve System (the Fed) is comprised of 12 regional Federal Reserve Banks, their 24 branches, and all national and state banks that are part of the system. National banks are stockholders of the Federal Reserve Bank in their regions. The Fed’s main functions are to regulate the national money supply, set reserve requirements for member banks, supervise the printing of currency at the mint, act as clearinghouse for the transfer of funds throughout the banking system and examine member banks to make sure they meet various Federal Reserve regulations.

**FINRA**

Financial Industry Regulatory Authority is the largest non-governmental regulator for all securities firms doing business with the United States public.

**Fiscal Year**

A twelve-month period of time to which the annual budget applies and at the end of which a governmental unit determines its financial position and the results of its operation.

**Governmental Accounting Standards Board (GASB)**

A nationally recognized board consisting of five members, appointed by and operating under the Financial Accounting Foundation. The GASB is the highest source of reporting and accounting guidance for state and local governments.

**Government Securities**

An obligation of the U.S. government, backed by the full faith and credit of the government. These securities are regarded as the highest quality of investment securities available in the U.S. securities market.

**Interest Rate**

See Coupon Rate.

**Interest Rate Risk**

The risk associated with declines or rises in interest rates which cause an investment in a fixed-income security to increase or decrease in value.

**Internal Controls**

Internal controls are procedures designed to protect the assets of the entity from loss, theft, or misuse.

**Inverted Yield Curve**

A chart formation that illustrates long-term securities having lower yields than short-term securities. This configuration usually occurs during periods of high inflation coupled with low levels of confidence in the economy and a restrictive monetary policy.

**Investment**

The use of capital to create more money, either through income producing vehicles or through more risk-oriented ventures designed to result in capital gains. Investment connotes the idea that safety of principal is important. Speculation, on the other hand, is far riskier.

**Investment Company Act of 1940**

Federal legislation which sets the standards by which investment companies, such as mutual funds, are regulated in the areas of advertising, promotion, performance reporting requirements, and securities valuations.

**Investment Policy**

A concise and clear statement of the objectives and guidelines formulated by an investor or investment manager for a portfolio of investment securities.

**Investment-grade Obligations**

An investment instrument suitable for purchase by institutional investors under the prudent person rule. Investment-grade is restricted to those obligations rated BBB or higher by a rating agency.

**Jumbo CD**

A certificate of deposit of at least one hundred thousand dollars.

**Liquidity**

A measure of the ability to convert a security into cash with a minimum risk of loss of

principal or accrued interest. The easier the ability to convert the more liquid the security.

**Local Government Investment Pool (LGIP)**

An investment by local governments in which their money is pooled as a method for managing local funds.

**Mark-to-market**

The process whereby the book value or collateral value of a Security is adjusted to reflect its current market value.

**Market Risk**

The risk that the value of a security will rise or decline as a result of changes in market conditions.

**Market Value**

Current market price of a security.

**Maturity**

The date on which payment of a financial obligation is due. The final stated maturity is the date on which the issuer must retire a bond and pay the face value to the bondholder.

**Money Market Mutual Fund**

Mutual funds that invest solely in money market instruments (short-term debt instruments, such as Treasury bills, commercial paper, bankers' acceptances, repos and federal funds).

**Municipal Obligation**

A security issued by a state or local government, authority or similar entity. These obligations are generally exempt from federal income tax. Taxable municipal obligations are issued by localities or authorities for non-purpose projects.

**Mutual Fund**

An investment company that pools money and can invest in a variety of securities, including fixed-income securities and money market instruments. Mutual funds are regulated by the Investment Company Act of 1940 and must abide by the Securities and Exchange Commission (SEC) disclosure guidelines.

**Mutual Fund Statistical Services**

Companies that track and rate mutual funds, e.g., IBC/Donoghue, Lipper Analytical Services, and Morningstar.

**National Association of Securities Dealers (NASD)**

A self-regulatory organization (SRO) of brokers and dealers in the over-the-counter securities business. Its regulatory mandate includes authority over firms that distribute mutual fund shares as well as other securities.

**Net Asset Value**

The market value of one share of an investment company, such as a mutual fund. This figure is calculated by totaling a fund's assets which includes securities, cash, and any

accrued earnings, subtracting this from the fund's liabilities and dividing this total by the number of shares outstanding. This is calculated once a day based on the closing price for each security in the fund's portfolio.  $[(\text{Total assets}) - (\text{Liabilities})]/(\text{Number of shares outstanding})$ .

**No Load Fund**

A mutual fund which does not levy a sales charge on the purchase of its shares.

**Nominal Yield**

The stated rate of interest that a bond pays its current owner, based on par value of the security. It is also known as the "coupon," "coupon rate," or "interest rate."

**Offer**

An indicated price at which market participants are willing to sell a security or commodity. Also referred to as the "Ask price."

**Opportunity Cost**

The highest price or rate of return an alternative course of actions would provide. In securities investments, the cost of forgoing a safe return on an investment in hopes of making a larger profit. For instance, an investor might buy a stock that shows great promise but yields on 4%, even though a higher safe return is available in a money market fund yielding 10%. The 6% yield difference is called the opportunity cost.

**Par Value**

The value of a security as expressed on its face without any consideration of any premium, discount or accrued interest. Par value is also known as "face amount" or "face value".

**Positive Yield Curve**

A chart formation that illustrates short-term securities having lower yields than long-term securities.

**Premium**

The amount by which the price paid for a security exceeds the par value. For example, if a bond with a \$1,000 par value sells for \$1,100 the premium is \$100 or 10%.

**Primary Dealer**

A securities dealer that buys government securities directly from the Federal Reserve Bank (the Fed) and that has met certain minimum financial criteria set by the Markets Reports Division of the Federal Reserve Bank of New York. The Fed requires primary dealers to maintain a minimum capital adequacy ratio of liquid capital to measured risk that meets or exceeds 125 percent.

**Prime Rate**

A preferred interest rate charged by commercial banks to their most creditworthy customers. Many interest rates are keyed to this rate.

**Principal**

The face value or par value of a debt instrument. Also may refer to the amount of capital invested in a given security.

**Prospectus**

A legal document that must be provided to any prospective purchaser of new securities offerings registered with the SEC. This can include information on the issuer, the issuer's business, the proposed use of proceeds, the experience of the issuer's management, and certain certified financial statements.

**Prudent Person Rule**

An investment standard outlining the fiduciary responsibilities of public funds investors relating to investment practices.

**Repurchase Agreement ("Repo")**

A short term investment wherein an investor purchases a security (i.e. a Treasury Bond) in return for the seller's agreement to buy the security back on a specified date for a specified amount greater than the amount the investor paid. The principal is guaranteed and the return fixed under such an agreement.

**Rule 2a-7 of the Investment Company Act**

Applies to all money market mutual funds and mandates such funds to maintain certain standards, including a 13-month maturity limit and a 90-day average maturity on investments, to help maintain a constant net asset value of one dollar (\$1.00).

**Safekeeping**

Holding of assets (e.g., securities) by a financial institution.

**SEA**

Securities Exchange Act

**Serial Bond**

A bond issue, usually of a municipality, with various maturity dates scheduled at regular intervals until the entire issue is retired.

**Sinking Fund**

Money accumulated on a regular basis in a separate custodial account that is used to redeem debt securities or preferred stock issues.

**SLY**

Safety, Liquidity and Yield

**SNAP (State Non-Arbitrage Program)**

An investment program established by the State Treasurer, as authorized under Section 2.1-234.9, to assist local bond issuers in the management, investment and accounting of bond proceeds in compliance with certain provisions of the federal Tax Reform Act of 1986. The purpose of this arrangement is to centralize the administrative and legal requirements of compliance with complex IRS provisions regarding municipal bond Arbitrage.

**Swap**

Trading one asset for another.

**Term Bond**

Bonds comprising a large part or all of a particular issue which come due in a single

maturity. The issuer usually agrees to make periodic payments into a sinking fund for mandatory redemption of term bonds before maturity.

**Time Deposit**

A bank deposit drawing interest at intervals and having a restrictive level of withdrawals, e.g. a savings account.

**Total Return**

The sum of all investment income plus changes in the capital value of the portfolio. For mutual funds, return on an investment is composed of share price appreciation plus any realized dividends or capital gains. This is calculated by taking the following components during a certain time period.  $(\text{Price Appreciation}) + (\text{Dividends paid}) + (\text{Capital gains}) = \text{Total Return}$

**Treasury Bills**

Short-term U.S. government non-interest bearing debt securities with maturities of no longer than one year and issued in minimum denominations of \$10,000. Auctions of three- and six-month bills are weekly, while auctions of one-year bills are monthly. The yields on these bills are monitored closely in the money markets for signs of interest rate trends.

**Treasury Bonds**

Long-term U.S. government debt securities with maturities of ten years or longer and issued in minimum denominations of \$1,000. Currently, the longest outstanding maturity for such securities is 30 years.

**Treasury Notes**

Intermediate U.S. government debt securities with maturities of one to 10 years and issued in denominations ranging from \$1,000 to \$1 million or more.

**Treasury Obligations**

Securities representing obligations backed by the full faith and credit of the United States. Treasury bills are short term obligations (3 and 6 month), treasury notes are medium term obligations (1 to 7 years) and treasury bonds are long term obligations (over 7 years).

**U.S. Agency Securities**

Obligations issued by agencies established by the United States but not backed by the full faith and credit of the government. These obligations are regarded as almost as risk free as direct treasury issues as the federal government supervises and regulates the issuers and is regarded as having a moral obligation to ensure repayment.

**Volatility**

A degree of fluctuation in the price and valuation of securities.

**Weighted Average Maturity (WAM)**

The average maturity of all the securities that comprise a portfolio. According to SEC rule 2a-7, the WAM for SEC registered money market mutual funds may not exceed 90 days and no one security may have a maturity that exceeds thirteen months.

**When Issued (WI)**

A conditional transaction in which an authorized new security has not been issued. All "when issued" transactions are settled when the actual security is issued.

**Yield**

The current rate of return on an investment security generally expressed as a percentage of the security's current price.

**Yield-to-call (YTC)**

The rate of return an investor earns from a bond assuming the bond is redeemed (called) prior to its nominal maturity date.

**Yield Curve**

A graphic representation that depicts the relationship at a given point in time between yields and maturity for bonds that are identical in every way except maturity. A normal yield curve may be alternatively referred to as a positive yield curve.

**Yield-to-maturity**

The rate of return yielded by a debt security held to maturity when both interest payments and the investor's potential capital gain or loss are included in the calculation of return.

**Zero Balance Account**

A disbursing account in which no cash is maintained. As checks drawn on the account are presented the funds necessary to pay them are withdrawn from a master account at the same bank. Zero balance accounts are used to control float or provide account separation for specialized purposes.

**Zero-coupon Securities**

Security that is issued at a discount and makes no periodic interest payments. The rate of return consists of a gradual accretion of the principal of the security.

**RELEVANT CODE SECTIONS – Attachment 2**

CHAPTER 44  
VIRGINIA SECURITY FOR PUBLIC DEPOSITS ACT

**§ 2.2-4400. Short title; declaration of intent; applicability.**

- A. This chapter may be cited as the "Virginia Security for Public Deposits Act."
- B. The General Assembly intends by this chapter to establish a single body of law applicable to the pledge of security as collateral for public funds on deposit in financial institutions so that the procedure for securing public deposits may be uniform throughout the Commonwealth.
- C. All public deposits in qualified public depositories that are required to be secured by other provisions of law or by a public depositor shall be secured pursuant to this chapter.
- D. This chapter, however, shall not apply to deposits made by the State Treasurer in out-of-state financial institutions related to master custody and tri-party repurchase agreements, provided (i) such deposits do not exceed ten percent of average monthly investment balances and (ii) the out-of-state financial institutions used for this purpose have a short-term deposit rating of not less than A-1 by Standard & Poor's Rating Service or P-1 by Moody's Investors Service, Inc., respectively.  
(1973, c. 172, § 2.1-359, 2.1-361; 1984, c. 135; 2000, cc. 335, 352; 2001, c. 844.)

**§ 2.2-4401. Definitions.**

As used in this chapter, unless the context requires a different meaning:

"Default or insolvency" includes, but shall not be limited to, the failure or refusal of any qualified public depository to return any public deposit upon demand or at maturity and the issuance of an order of supervisory authority restraining such depository from making payments of deposit liabilities or the appointment of a receiver for such depository.

"Eligible collateral" means securities of the character authorized as legal investments under the laws of the Commonwealth for public sinking funds or other public funds and securities acceptable under United States Treasury Department regulations as collateral for the security of treasury tax and loan accounts and Federal Loan Bank letters-of-credit that adhere to the guidelines as promulgated by the Treasury Board.

"Located in Virginia" means having a main office or branch office in the Commonwealth where deposits accepted, checks are paid, and money is lent.

"Public deposit" means moneys of the Commonwealth or of any county, city, town or other political subdivision thereof, including moneys of any commission, institution, committee, board or officer of the foregoing and any state, circuit, county or municipal court, which moneys are deposited in any qualified public depository in any of the following types of accounts: nonnegotiable or registered time deposits, demand deposits, savings deposits, and any other transaction accounts, and security for such deposit is required by other provisions of law, or is required due to an election of the public depositor.

"Qualified public depository" means any national banking association, federal savings and loan association or federal savings bank located in Virginia and any bank, trust company or savings institution organized under Virginia law that receives or holds public deposits that are secured pursuant to this chapter.

"Required collateral" of a qualified public depository means, (i) in the case of a bank, a sum equal to fifty percent of the actual public deposits held at the close of business on the last banking day in the month immediately preceding the date of any computation of such balance, or the average balance of all public deposits for such preceding month, whichever is greater, and (ii) in the case of a savings and loan association or savings bank, a sum equal to 100 percent of the average daily balance for the month immediately preceding the date of any computation of such balance of all public deposits held by such depository but shall

not be less than 100 percent of the public deposits held by such depository at the close of business on the last banking day in such preceding month.

"Treasurer" and "public depositor" means the State Treasurer, a county, city, or town treasurer or director of finance or similar officer and the custodian of any other public deposits secured pursuant to this chapter.

"Treasury Board" means the Treasury Board of the Commonwealth created by § 2.2-2415. (1973, c. 172, § 2.1-360; 1984, c. 135; 1987, c. 718; 1996, c. 77; 1998, cc. 20, 21; 2001, c. 844; 2008, c.)

**§ 2.2-4402. Collateral for public deposits.**

Every qualified public depository shall deposit with the State Treasurer, or, with the approval of the Treasury Board, with the Federal Reserve Bank of Richmond or any other bank or trust company located within or without the Commonwealth, eligible collateral equal to or in excess of the required collateral of such depository to be held subject to the order of the Treasury Board. Eligible collateral shall be valued as determined by the Treasury Board. Substitutions and withdrawals of eligible collateral may be made from time to time under regulations issued by the Treasury Board.

Each qualified public depository shall, at the time of the deposit of eligible collateral, deliver to the State Treasurer a power of attorney authorizing him to transfer any registered securities deposited, or any part thereof, for the purpose of paying any of the liabilities provided for in this chapter.

Notwithstanding any other provisions of law, no depository shall be required to give bond or pledge securities in the manner herein provided for the purpose of securing deposits received or held in the trust department of the depository and that are secured as required by § 6.1-21 or that are secured pursuant to Title 12, § 92a of the United States Code by securities of the classes prescribed by § 6.1-21.

No qualified public depository shall accept or retain any public deposit that is required to be secured unless it has deposited eligible collateral equal to its required collateral with some proper depository pursuant to this chapter.

(1973, c. 172, § 2.1-362; 2001, c. 844.)

**§ 2.2-4403. Procedure for payment of losses where depository is bank.**

When the Treasury Board is advised by any treasurer or otherwise determines that a default or insolvency has occurred with regard to a qualified public depository that is a bank, it shall as promptly as practicable make payment to the proper treasurer of all funds subject to such default or insolvency, pursuant to the following procedures:

1. The Treasury Board and the treasurer shall ascertain the amount of public funds on deposit with the qualified public depository in default or insolvent that are secured pursuant to this chapter, either with the cooperation of the Commissioner of Financial Institutions or receiver appointed for such depository or by any other means available, and the amount of deposit insurance applicable to such deposits.
2. The amount of such public deposits ascertained as provided in subdivision 1, net of applicable deposit insurance, shall be assessed by the Treasury Board first against the depository in default or insolvent to the extent of the full realizable current market value of the collateral deposited by it to secure its public deposits, and second, to the extent that such collateral is insufficient to satisfy the liability of the depository upon its deposits secured pursuant to this chapter against each of the other qualified public depositories according to the ratio that the average daily balance for each month of the secured public deposits held by the depository during the twelve calendar months immediately preceding the date of the default or insolvency with respect to which the assessment is made bears to the total average daily balance for each month of all secured public deposits held by all qualified public depositories that are banks, other than the defaulting depository, during those twelve calendar months.

3. Assessments made by the Treasury Board shall be payable on the second business day following demand, and in case of the failure of any qualified public depository to pay such assessment when due, the State Treasurer shall promptly take possession of the eligible collateral deposited with him or with the Federal Reserve Bank of Richmond or other bank or trust company pursuant to this chapter and liquidate the same to the extent necessary to pay such assessment and turn over such amounts received to the Treasury Board.
4. Upon receipt of such assessment, payments or the proceeds of the eligible collateral liquidated to pay such assessments from the State Treasurer, the Treasury Board shall reimburse the public depositors to the extent of the depository's deposit liability to them, net of any applicable deposit insurance.

(1973, c. 172, § 2.1-363; 1978, c. 14; 1984, c. 135; 2001, c. 844.)

**§ 2.2-4404. Procedure for payment of losses where depository is savings bank or savings and loan association.**

When the Treasury Board is advised by any treasurer or otherwise determines that a default or insolvency has occurred with regard to a qualified public depository that is a savings bank or a savings and loan association, it shall as promptly as practicable make payment to the proper treasurer of all funds subject to such default or insolvency, pursuant to the following procedures:

1. The Treasury Board and the treasurer shall ascertain the amount of public funds on deposit with the qualified public depository in default or insolvent that are secured pursuant to this chapter, either with the cooperation of the Commissioner of Financial Institutions or receiver appointed for such depository or by any other means available, and the amount of deposit insurance applicable to such deposits.
2. The amount of such public deposits ascertained as provided in subdivision 1 net of applicable deposit insurance, shall be assessed by the Treasury Board against the depository in default or insolvent. The State Treasurer shall promptly take possession of such of the eligible collateral deposited by such depository with him, or with any other depository pursuant to this chapter, as is necessary to satisfy the assessment of the Treasury Board and shall liquidate the same and turn over the proceeds thereof to the Treasury Board.
3. Upon receipt from the State Treasurer of the payments or proceeds of the eligible collateral liquidated to pay such assessments from the State Treasurer, the Treasury Board shall reimburse the public depositors to the extent of the depository's deposit liability to them, net of any applicable deposit insurance.

(1984, c. 135, § 2.1-363.1; 2001, c. 844.)

**§ 2.2-4405. Powers of Treasury Board relating to the administration of this chapter.**

The Treasury Board shall have power to:

1. Make and enforce regulations necessary and proper to the full and complete performance of its functions under this chapter;
2. Prescribe regulations fixing terms and conditions consistent with this chapter under which public deposits may be received and held;
3. Require such additional collateral, in excess of the required collateral of any qualified public depository, of any and all such depositories as it may determine prudent under the circumstances;
4. Determine what securities shall be acceptable as eligible collateral, and to fix the percentage of face value or market value of such securities that can be used to secure public deposits;
5. Require any qualified public depository to furnish such information concerning its public deposits; and
6. Determine when a default or insolvency has occurred and to take such action as it may

deem advisable for the protection, collection, compromise or settlement of any claim arising in case of default or insolvency.  
(1973, c. 172, § 2.1-364; 2001, c. 844.)

**§ 2.2-4406. Subrogation of Treasury Board to depositor's rights; payment of sums received from distribution of assets.**

Upon payment in full to any public depositor, the Treasury Board shall be subrogated to all of such depositor's rights, title and interest against the depository in default or insolvent and shall share in any distribution of its assets ratably with other depositors. Any sums received from any such distribution shall be paid to the other qualified public depositories against which assessments were made, in proportion to such assessments, net of any proper expense of the Treasury Board in enforcing any such claim.  
(1973, c. 172, § 2.1-365; 2001, c. 844.)

**§ 2.2-4407. Deposit of public funds in qualified public depository mandatory.**

No public deposit that is required to be secured pursuant to this chapter shall be made except in a qualified public depository.  
(1973, c. 172, § 2.1-366; 2001, c. 844.)

**§ 2.2-4408. Authority to deposit public funds.**

- A. All treasurers and public depositors are hereby authorized to deposit funds under their control in qualified public depositories securing public deposits pursuant to this chapter.
  - B. Local officials handling public funds in the Commonwealth may not require from a depository institution any pledge of collateral for their deposits in such institution which is in excess of the requirements of this chapter.
- (1973, c. 172, § 2.1-367; 1980, c. 538, § 2.1-234.5; 1998, cc. 20, 21; 2001, c. 844.)

**§ 2.2-4409. Authority to secure public deposits; acceptance of liabilities and duties by public depositories.**

All institutions located in the Commonwealth that are permitted to hold and receive public deposits are hereby authorized to secure such deposits in accordance with this chapter. Any institution accepting a public deposit that is required to be secured pursuant to this chapter shall be deemed to have accepted the liabilities and duties imposed upon it pursuant to this chapter with respect to the deposit.  
(1973, c. 172, § 2.1-368; 2001, c. 844.)

**§ 2.2-4410. Liability of treasurers or public depositors.**

When deposits are made in accordance with this chapter no treasurer or public depositor shall be liable for any loss thereof resulting from the failure or default of any depository in the absence of negligence, malfeasance, misfeasance, or nonfeasance on his part or on the part of his assistants or employees.  
(1973, c. 172, § 2.1-370; 2001, c. 844.)

**§ 2.2-4411. Reports of public depositories.**

Within ten days after the end of each calendar month or when requested by the Treasury Board each qualified public depository shall submit to the Treasury Board a written report, under oath, indicating (i) the total amount of public deposits held by it at the close of business on the last banking day in the month, (ii) the average daily balance for the month of all secured public deposits held by it during the month, (iii) a detailed schedule of pledged collateral at its current asset value for purposes of collateral at the close of business on the last banking day in the month, and (iv) any other information with respect to its

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secured public deposits that may be required by the Treasury Board. Each qualified public depository shall also furnish at the same time to each public depositor for which it holds deposits and that makes a written request therefore a schedule of the secured public deposits to the credit of such depositor as of the close of business on the last banking day in the month and the total amount of all secured public deposits held by it upon such date. (1973, c. 172, § 2.1-369; 1979, c. 154; 2001, c. 844.)

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CHAPTER 45  
INVESTMENT OF PUBLIC FUNDS ACT

**§ 2.2-4500. Legal investments for public sinking funds.**

The Commonwealth, all public officers, municipal corporations, other political subdivisions and all other public bodies of the Commonwealth may invest any sinking funds belonging to them or within their control in the following securities:

1. Bonds, notes and other evidences of indebtedness of the Commonwealth, and securities unconditionally guaranteed as to the payment of principal and interest by the Commonwealth.
2. Bonds, notes and other obligations of the United States, and securities unconditionally guaranteed as to the payment of principal and interest by the United States, or any agency thereof. The evidences of indebtedness enumerated by this subdivision may be held directly, or in the form of repurchase agreements collateralized by such debt securities, or in the form of securities of any open-end or closed-end management type investment company or investment trust registered under the Investment Company Act of 1940, provided that the portfolio of such investment company or investment trust is limited to such evidences of indebtedness, or repurchase agreements collateralized by such debt securities, or securities of other such investment companies or investment trusts whose portfolios are so restricted.
3. Bonds, notes and other evidences of indebtedness of any county, city, town, district, authority or other public body of the Commonwealth upon which there is no default; provided, that such bonds, notes and other evidences of indebtedness of any county, city, town, district, authority or other public body are either direct legal obligations of, or those unconditionally guaranteed as to the payment of principal and interest by the county, city, town, district, authority or other public body in question; and revenue bonds issued by agencies or authorities of the Commonwealth or its political subdivisions upon which there is no default.
4. Bonds and other obligations issued, guaranteed or assumed by the International Bank for Reconstruction and Development, bonds and other obligations issued, guaranteed or assumed by the Asian Development Bank and bonds and other obligations issued, guaranteed or assumed by the African Development Bank.
5. Savings accounts or time deposits in any bank or savings institution within the Commonwealth provided the bank or savings institution is approved for the deposit of other funds of the Commonwealth or other political subdivision of the Commonwealth. (1956, c. 184, § 2-297; 1958, c. 102; 1966, c. 677, § 2.1-327; 1970, c. 75; 1974, c. 288; 1986, c. 270; 1988, cc. 526, 834; 1996, cc. 77, 508; 2001, c. 844.)

**§ 2.2-4501. Legal investments for other public funds.**

A. The Commonwealth, all public officers, municipal corporations, other political subdivisions and all other public bodies of the Commonwealth may invest any and all moneys belonging to them or within their control, other than sinking funds, in the following:

- 1) Stocks, bonds, notes, and other evidences of indebtedness of the Commonwealth and those unconditionally guaranteed as to the payment of principal and interest by the Commonwealth.
- 2) Bonds, notes and other obligations of the United States, and securities unconditionally guaranteed as to the payment of principal and interest by the United States, or any agency thereof. The evidences of indebtedness enumerated by this subdivision may be held directly, or in the form of repurchase agreements collateralized by such debt securities, or in the form of securities of any open-end or closed-end management type investment company or investment trust registered under the Investment Company Act of 1940, provided that the portfolio of such

- investment company or investment trust is limited to such evidences of indebtedness, or repurchase agreements collateralized by such debt securities, or securities of other such investment companies or investment trusts whose portfolios are so restricted.
- 3) Stocks, bonds, notes and other evidences of indebtedness of any state of the United States upon which there is no default and upon which there has been no default for more than ninety days; provided, that within the twenty fiscal years next preceding the making of such investment, such state has not been in default for more than ninety days in the payment of any part of principal or interest of any debt authorized by the legislature of such state to be contracted.
  - 4) Stocks, bonds, notes and other evidences of indebtedness of any county, city, town, district, authority or other public body in the Commonwealth upon which there is no default; provided, that if the principal and interest be payable from revenues or tolls and the project has not been completed, or if completed, has not established an operating record of net earnings available for payment of principal and interest equal to estimated requirements for that purpose according to the terms of the issue, the standards of judgment and care required in Article 2 (§ 26-45.3 et seq.) of Chapter 3 of Title 26, without reference to this section, shall apply.  
In any case in which an authority, having an established record of net earnings available for payment of principal and interest equal to estimated requirements for that purpose according to the terms of the issue, issues additional evidences of indebtedness for the purposes of acquiring or constructing additional facilities of the same general character that it is then operating, such additional evidences of indebtedness shall be governed by the provisions of this section without limitation.
  - 5) Legally authorized stocks, bonds, notes and other evidences of indebtedness of any city, county, town or district situated in any one of the states of the United States upon which there is no default and upon which there has been no default for more than ninety days; provided, that
    - i) within the twenty fiscal years next preceding the making of such investment, such city, county, town or district has not been in default for more than ninety days in the payment of any part of principal or interest of any stock, bond, note or other evidence of indebtedness issued by it;
    - ii) such city, county, town or district shall have been in continuous existence for at least twenty years;
    - iii) such city, county, town or district has a population, as shown by the federal census next preceding the making of such investment, of not less than 25,000 inhabitants;
    - iv) the stocks, bonds, notes or other evidences of indebtedness in which such investment is made are the direct legal obligations of the city, county, town or district issuing the same;
    - v) the city, county, town or district has power to levy taxes on the taxable real property therein for the payment of such obligations without limitation of rate or amount; and
    - vi) the net indebtedness of such city, county, town or district (including the issue in which such investment is made), after deducting the amount of its bonds issued for self-sustaining public utilities, does not exceed ten percent of the value of the taxable property in such city, county, town or district, to be ascertained by the valuation of such property therein for the assessment of taxes next preceding the making of such investment.
  - 6) Bonds and other obligations issued, guaranteed or assumed by the International Bank for Reconstruction and Development, by the Asian Development Bank or by the African Development Bank.
- B. This section shall not apply to retirement funds and deferred compensation plans to be

invested pursuant to §§ 51.1-124.30 through 51.1-124.35 or § 51.1-601.

- C. Investments made prior to July 1, 1991, pursuant to § 51.1-601 are ratified and deemed valid to the extent that such investments were made in conformity with the standards set forth in Chapter 6 (§ 51.1-600 et seq.) of Title 51.1. (1956, c. 184, § 2-298; 1966, c. 677, § 2.1-328; 1980, c. 596; 1988, c. 834; 1991, c. 379; 1992, c. 810; 1996, c. 508; 1999, c. 772; 2001, c. 844.)

**§ 2.2-4502. Investment of funds of Commonwealth, political subdivisions, and public bodies in "prime quality" commercial paper.**

- A. The Commonwealth, all public officers, municipal corporations, other political subdivisions and all other public bodies of the Commonwealth may invest any and all moneys belonging to them or within their control other than sinking funds in "prime quality" commercial paper, with a maturity of 270 days or less, of issuing corporations organized under the laws of the United States, or of any state thereof including paper issued by banks and bank holding companies. "Prime quality" shall be as rated by at least two of the following: Moody's Investors Service, Inc., within its NCO/Moody's rating of prime 1, by Standard & Poor's, Inc., within its rating of A-1, by Fitch Investor's Services, Inc., within its rating of F-1, by Duff and Phelps, Inc., within its rating of D-1, or by their corporate successors, provided that at the time of any such investment:

- 1) The issuing corporation, or its guarantor, has a net worth of at least fifty million dollars; and
- 2) The net income of the issuing corporation, or its guarantor, has averaged three million dollars per year for the previous five years; and
- 3) All existing senior bonded indebtedness of the issuer, or its guarantor, is rated "A" or better or the equivalent rating by at least two of the following: Moody's Investors Service, Inc., Standard & Poor's, Inc., Fitch Investor's Services, Inc., or Duff and Phelps, Inc.

Not more than thirty-five percent of the total funds available for investment may be invested in commercial paper, and not more than five percent of the total funds available for investment may be invested in commercial paper of any one issuing corporation.

- B. Notwithstanding subsection A, the Commonwealth, municipal corporations, other political subdivisions and public bodies of the Commonwealth may invest any and all moneys belonging to them or within their control, except for sinking funds, in commercial paper other than "prime quality" commercial paper as defined in this section provided that:

- 1) Prior written approval is obtained from the governing board, committee or other entity that determines investment policy. The Treasury Board shall be the governing body for the Commonwealth; and
- 2) A written internal credit review justifying the creditworthiness of the issuing corporation is prepared in advance and made part of the purchase file.

(1973, c. 232, § 2.1-328.1; 1974, c. 295; 1976, c. 665; 1986, c. 170; 1987, c. 73; 1988, c. 834; 1992, c. 769; 2001, c. 844.)

**§ 2.2-4503.**

Not set out.

**§ 2.2-4504. Investment of funds by the Commonwealth and political subdivisions in bankers' acceptances.**

Notwithstanding any provisions of law to the contrary, all public officers, municipal corporations, other political subdivisions and all other public bodies of the Commonwealth may invest any and all moneys belonging to them or within their control other than sinking

funds in bankers' acceptances.  
(1981, c. 18, § 2.1-328.3; 1988, c. 834; 2001, c. 844.)

**§ 2.2-4505. Investment in certificates representing ownership of treasury bond principal at maturity or its coupons for accrued periods.**

Notwithstanding any provision of law to the contrary, the Commonwealth, all public officers, municipal corporations, other political subdivisions and all other public bodies of the Commonwealth may invest any and all moneys belonging to them or within their control, in certificates representing ownership of either treasury bond principal at maturity or its coupons for accrued periods. The underlying United States Treasury bonds or coupons shall be held by a third-party independent of the seller of such certificates.  
(1983, c. 117, § 2.1-328.5; 1985, c. 352; 1988, c. 834; 2001, c. 844.)

**§ 2.2-4506. Securities lending.**

Notwithstanding any provision of law to the contrary, the Commonwealth, all public officers, municipal corporations, political subdivisions and all public bodies of the Commonwealth may engage in securities lending from the portfolio of investments of which they have custody and control, other than sinking funds. The Treasury Board shall develop guidelines with which such securities lending shall fully comply. Such guidelines shall ensure that the state treasury is at all times fully collateralized by the borrowing institution.  
(1983, c. 268, § 2.1-328.6; 2001, c. 844.)

**§ 2.2-4507. Investment of funds in overnight, term and open repurchase agreements.**

Notwithstanding any provision of law to the contrary, the Commonwealth, all public officers, municipal corporations, other political subdivisions and all other public bodies of the Commonwealth, may invest any and all moneys belonging to them or within their control in overnight, term and open repurchase agreements that are collateralized with securities that are approved for direct investment.  
(1985, c. 352, § 2.1-328.8; 1988, c. 834; 2001, c. 844.)

**§ 2.2-4508. Investment of certain public moneys in certain mutual funds.**

Notwithstanding any provision of law to the contrary, the Commonwealth, all public officers, municipal corporations, other political subdivisions and all other public bodies of the Commonwealth may invest any and all moneys belonging to them or within their control, other than sinking funds that are governed by the provisions of § 2.2-4500, in one or more open-end investment funds, provided that the funds are registered under the Securities Act (§ 13.1-501 et seq.) of the Commonwealth or the Federal Investment Co. Act of 1940, and that the investments by such funds are restricted to investments otherwise permitted by law for political subdivisions as set forth in this chapter, or investments in other such funds whose portfolios are so restricted.  
(1986, c. 170, § 2.1-328.9; 1988, c. 834; 1996, c. 508; 2001, c. 844.)

**§ 2.2-4509. Investment of funds in negotiable certificates of deposit and negotiable bank deposit notes.**

Notwithstanding any provision of law to the contrary, the Commonwealth and all public officers, municipal corporations, and other political subdivisions and all other public bodies of the Commonwealth may invest any or all of the moneys belonging to them or within their control, other than sinking funds, in negotiable certificates of deposit and negotiable bank deposit notes of domestic banks and domestic offices of foreign banks with a rating of at least A-1 by Standard & Poor's and P-1 by Moody's Investor Service, Inc., for maturities of one year or less, and a rating of at least AA by Standard & Poor's and Aa by Moody's Investor Service, Inc., for maturities over one year and not exceeding five years.

(1998, cc. 20, 21, § 2.1-328.15; 2001, c. 844.)

**§ 2.2-4510. Investment of funds in corporate notes.**

- A. Notwithstanding any provision of law to the contrary, the Commonwealth, all public officers, municipal corporations, other political subdivisions and all other public bodies of the Commonwealth may invest any and all moneys belonging to them or within their control, other than sinking funds, in high quality corporate notes with a rating of at least Aa by Moody's Investors Service, Inc., and a rating of at least AA by Standard and Poors, Inc., and a maturity of no more than five years.
- B. Notwithstanding any provision of law to the contrary, any qualified public entity of the Commonwealth may invest any and all moneys belonging to it or within its control, other than sinking funds, in high quality corporate notes with a rating of at least A by two rating agencies, one of which shall be either Moody's Investors Service, Inc., or Standard and Poors, Inc.

As used in this section, "qualified public entity" means any state agency or institution of the Commonwealth, having an internal or external public funds manager with professional investment management capabilities.

(1987, c. 187, § 2.1-328.10; 1988, c. 834; 1994, c. 145; 2001, c. 844; 2002, cc. 18, 438.)

**§ 2.2-4511. Investment of funds in asset-backed securities.**

Notwithstanding any provision of law to the contrary, any qualified public entity of the Commonwealth may invest any and all moneys belonging to it or within its control, other than sinking funds, in asset-backed securities with a duration of no more than five years and a rating of no less than AAA by two rating agencies, one of which must be either Moody's Investors Service, Inc., or Standard and Poors, Inc.

As used in this section, "qualified public entity" means any state agency, institution of the Commonwealth or statewide authority created under the laws of the Commonwealth having an internal or external public funds manager with professional investment management capabilities.

(1994, c. 145, § 2.1-328.13; 1997, c. 29; 2001, c. 844.)

**§ 2.2-4512. Investment of funds by State Treasurer in obligations of foreign sovereign governments.**

Notwithstanding any provision of law to the contrary, the State Treasurer may invest unexpended or excess moneys in any fund or account over which he has custody and control, other than sinking funds, in fully hedged debt obligations of sovereign governments and companies that are fully guaranteed by such sovereign governments, with a rating of at least AAA by Moody's Investors Service, Inc., and a rating of at least AAA by Standard and Poors, Inc., and a maturity of no more than five years.

Not more than ten percent of the total funds of the Commonwealth available for investment may be invested in the manner described in this section.

(1988, c. 461, § 2.1-328.11; 2001, c. 844.)

**§ 2.2-4513. Investments by transportation commissions.**

Transportation commissions that provide rail service may invest in, if required as a condition to obtaining insurance, participate in, or purchase insurance provided by, foreign insurance companies that insure railroad operations.

(1988, c. 834, § 2.1-328.12; 2001, c. 844.)

**§ 2.2-4514. Commonwealth and its political subdivisions as trustee of public funds; standard of care in investing such funds.**

Public funds held by the Commonwealth, public officers, municipal corporations, political subdivisions, and any other public body of the Commonwealth shall be held in trust for the

citizens of the Commonwealth. Any investment of such funds pursuant to the provisions of this chapter shall be made solely in the interest of the citizens of the Commonwealth and with the care, skill, prudence, and diligence under the circumstances then prevailing that a prudent person acting in a like capacity and familiar with such matters would use in the conduct of an enterprise of a like character and with like aims.  
(1996, c. 437, § 2.1-328.14; 2001, c. 844.)

**§ 2.2-4515. Collateral and safekeeping arrangements.**

Securities purchased pursuant to the provisions of this chapter shall be held by the public official, municipal corporation or other political subdivision or public body or its custodial agent who may not otherwise be a counterparty to the investment transaction. Securities held on the books of the custodial agent by a custodial agent shall be held in the name of the municipal corporation, political subdivision or other public body subject to the public body's order of withdrawal. The responsibilities of the public official, municipal corporation, political subdivision or other public body shall be evidenced by a written agreement that shall provide for delivery of the securities by the custodial agent in the event of default by a counterparty to the investment transaction.

As used in this section, "counterparty" means the issuer or seller of a security, an agent purchasing a security on behalf of a public official, municipal corporation, political subdivision or other public body or the party responsible for repurchasing securities underlying a repurchase agreement.

The provisions of this section shall not apply to (i) investments with a maturity of less than thirty-one calendar days or (ii) the State Treasurer, who shall comply with safekeeping guidelines issued by the Treasury Board or to endowment funds invested in accordance with the provisions of the Uniform Prudent management of Institutional Funds Act, Article 1.1 (§ 55-268.1 et seq.) of Chapter 15 of Title 55.  
(1988, c. 834, § 2.1-329.01; 2001, c. 844; 2008, c. 184.)

**§ 2.2-4516. Liability of treasurers or public depositors.**

When investments are made in accordance with this chapter, no treasurer or public depositor shall be liable for any loss there from in the absence of negligence, malfeasance, misfeasance, or nonfeasance on his part or on the part of his assistants or employees.  
(1979, c. 135, § 2.1-329.1; 2001, c. 844.)

**§ 2.2-4517. Contracts on interest rates, currency, cash flow or on other basis.**

A. Any state entity may enter into any contract or other arrangement that is determined to be necessary or appropriate to place the obligation or investment of the state entity, as represented by bonds or investments, in whole or in part, on the interest rate cash flow or other basis desired by the state entity. Such contract or other arrangement may include contracts providing for payments based on levels of, or changes in, interest rates. These contracts or arrangements may be entered into by the state entity in connection with, or incidental to, entering into, or maintaining any (i) agreement that secures bonds or (ii) investment, or contract providing for investment, otherwise authorized by law. These contracts and arrangements may contain such payment, security, default, remedy, and other terms and conditions as determined by the state entity, after giving due consideration to the creditworthiness of the counterparty or other obligated party, including any rating by a nationally recognized rating agency, and any other criteria as may be appropriate. The determinations referred to in this subsection may be made by the Treasury Board, the governing body of the state entity or any public funds manager with professional investment capabilities duly authorized by the Treasury Board or the governing body of any state entity authorized to issue such obligations to make such determinations.

As used in this section, "state entity" means the Commonwealth and all agencies,

authorities, boards and institutions of the Commonwealth.

- B. Any money set aside and pledged to secure payments of bonds or any of the contracts entered into pursuant to this section may be invested in accordance with this chapter and may be pledged to and used to service any of the contracts or other arrangements entered into pursuant to this section.

(2002, c. 407.)

**§ 2.2-4518. Investment of funds in certificates of deposit.**

- A. Notwithstanding any provision of law to the contrary, the Commonwealth and all public officers, municipal corporations, other political subdivisions, and all other public bodies of the Commonwealth, each referred to in this section as a "public entity," may invest any or all of the moneys belonging to them or within their control in accordance with the following conditions:

- 1) The moneys are initially invested through any federally insured bank or savings institution selected by the public entity that is qualified by the Virginia Treasury Board to accept public deposits;
- 2) The selected bank or savings institution arranges for the deposit of the moneys in certificates of deposit in one or more federally insured banks or savings institutions wherever located, for the account of the public entity;
- 3) The full amount of principal and any accrued interest of each such certificate of deposit are covered by federal deposit insurance;
- 4) The selected bank or savings institution acts as custodian for the public entity with respect to such certificates of deposit issued for the public entity's account; and
- 5) At the same time that the public entity's moneys are deposited and the certificates of deposit are issued, the selected bank or savings institution receives an amount of deposits from customers of other financial institutions wherever located equal to or greater than the amount of moneys invested by the public entity through the selected bank or savings institution.

- B. Moneys arranged to be invested by the selected bank or savings institution in certificates of deposit in one or more federally insured banks or savings institutions wherever located, for the account of the public entity in accordance with the conditions prescribed in subsection A shall not be subject to the provisions of Chapter 44 (§ 2.2-4400 et seq.), § 2.2-4515, or any security or collateral requirements that may otherwise be applicable to the investment or deposit of public moneys by government investors.

(2008, c. 103.)

CHAPTER 46  
LOCAL GOVERNMENT INVESTMENT POOL ACT

**§ 2.2-4600. Short title; definitions.**

This chapter may be cited as the "Local Government Investment Pool Act."  
(1980, c. 538, §§ 2.1-234.1, 2.1-234.3; 1996, c. 77; 2001, c. 844.)

**§ 2.2-4601. Findings and purpose.**

- A. The General Assembly finds that the public interest is served by maximum and prudent investment of public funds so that the need for taxes and other public revenues is decreased commensurately with the earnings on such investments. In selecting among avenues of investment, the highest rate of return, consistent with safety and liquidity, shall be the objective.
- B. The purpose of this chapter is to secure the maximum public benefit from the investment of public funds, and, in furtherance of such purposes to:
  - 1) Establish and maintain a continuing statewide policy for the deposit and investment of public funds;
  - 2) Establish a state-administered pool for the investment of local government funds; and
  - 3) Authorize treasurers or any other person collecting, disbursing, or otherwise handling public funds to invest such public funds either in accordance with Chapter 45 (§ 2.2-4500 et seq.) of this title or through the local government investment pool created by the chapter.
- C. The General Assembly finds that the objectives of this chapter will best be obtained through improved money management, emphasizing the primary requirements of safety and liquidity and recognizing the different investment objectives of operating and permanent funds.  
(1980, c. 538, § 2.1-234.2; 2001, c. 844.)

**§ 2.2-4602. Local government investment pool created.**

- A. A local government investment pool is created, consisting of the aggregate of all funds from local officials handling public funds that are placed in the custody of the State Treasurer for investment and reinvestment as provided in this chapter.
- B. The Treasury Board or its designee shall administer the local government investment pool on behalf of the participating local officials subject to regulations and guidelines adopted by the Treasury Board.
- C. The Treasury Board or its designee shall invest moneys in the local government investment pool with the degree of judgment and care, under circumstances then prevailing, which persons of prudence, discretion, and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived. Specifically, the types of authorized investments for local government investment pool assets shall be limited to those set forth for local officials in Chapter 45 (§ 2.2-4500 et seq.) of this title.
- D. A separate account for each participant in the fund shall be kept to record individual transactions and totals of all investments belonging to each participant. A monthly report showing the changes in investments made during the preceding month shall be furnished to each participant having a beneficial interest in the local government investment pool. Details of any investment transaction shall be furnished to any participant upon request.
- E. The Treasury Board or its designee shall administer and handle the accounts in the same manner as bond and sinking fund trust accounts.
- F. The principal and accrued income, and any part thereof, of each and every account

maintained for a participant in the local government investment pool shall be subject to payment at any time from the local government investment pool upon request, subject to applicable regulations and guidelines. Accumulated income shall be remitted or credited to each participant at least quarterly.

- G. Except as provided in this section, all instruments of title of all investments of the local government investment pool shall remain in the custody of the State Treasurer. The State Treasurer may deposit with one or more fiscal agents or banks, those instruments of title he considers advisable, to be held in safekeeping by the agents or banks for collection of the principal and interest or other income, or of the proceeds of sale. The State Treasurer shall collect the principal and interest or other income from investments of the investment pool, the instruments of title to which are in his custody, when due and payable.

(1980, c. 538, § 2.1-234.8; 1984, c. 320; 1988, c. 834; 2001, c. 844.)

**§ 2.2-4603. Investment authority.**

Subject to the procedures set forth in this chapter, any local official handling public funds may invest and reinvest any money subject to his control and jurisdiction in the local government investment pool established by § 2.2-4602.

(1980, c. 538, § 2.1-234.4; 1988, c. 834; 2001, c. 844.)

**§ 2.2-4604. Interfund pooling for investment purposes.**

Local officials handling public funds may effect temporary transfers among separate funds for the purpose of pooling amounts available for investment. This pooling may be accomplished through interfund advances and other appropriate means consistent with recognized principles of governmental accounting provided that (i) moneys are available for the investment period required; (ii) the investment fund can repay the advance by the time needed; (iii) the transactions are fully and promptly recorded; and (iv) the interest earned is credited to the loaning or advancing jurisdiction.

(1980, c. 538, § 2.1-234.6; 1981, c. 583; 2001, c. 844.)

**§ 2.2-4605. Powers of Treasury Board relating to the administration of local government investment pool.**

A. The Treasury Board shall have power to:

- 1) Make and adopt regulations necessary and proper for the efficient administration of the local government investment pool hereinafter created, including but not limited to:
  - a) Specification of minimum amounts that may be deposited in the local government investment pool and minimum periods of time for which deposits shall be retained in such pool;
  - b) Creation of a reserve for losses;
  - c) Payment of administrative expenses from the earnings of such pool;
  - d) Distribution of the earnings in excess of such expenses, or allocation of losses, to the several participants in a manner that equitably reflects the differing amounts of their respective investments and the differing periods of time for which such amounts were in the custody of the pool; and
  - e) Procedures for the deposit and withdrawal of funds.
- 2) Develop guidelines for the protection of the local government investment pool in the event of default in the payment of principal or interest or other income of any investment of such pool, such guidelines to include the following procedures:
  - a) Instituting the proper proceedings to collect the matured principal or interest or other income;
  - b) Accepting for exchange purposes refunding bonds or other evidences of indebtedness at appropriate interest rates;

- c) Making compromises, adjustments, or disposition of matured principal or interest or other income as considered advisable for the purpose of protecting the moneys invested;
  - d) Making compromises or adjustments as to future payments of principal or interest or other income considered advisable for the purpose of protecting the moneys invested.
- 3) Formulate policies for the investment and reinvestment of funds in the local government investment pool and the acquisition, retention, management, and disposition of investments of the investment pool.
- B. The Treasury Board may delegate the administrative aspects of operating under this chapter to the State Treasurer, subject to the regulations and guidelines adopted by the Treasury Board.
- C. Such regulations and guidelines may be adopted without complying with the Administrative Process Act (§ 2.2-4000 et seq.) provided that input is solicited from local officials handling public funds. Such input requires only that notice and an opportunity to submit written comments be given.
- (1980, c. 538, § 2.1-234.7; 2001, c. 844.)

**§ 2.2-4606. Chapter controlling over inconsistent laws; powers supplemental.**

Insofar as the provisions of this chapter are inconsistent with the provisions of any other law, the provisions of this chapter shall be controlling and the powers conferred by this chapter shall be in addition and supplemental to the powers conferred by any other law.

(1980, c. 538, § 2.1-234.9; 2001, c. 844.)

CHAPTER 47  
GOVERNMENT NON-ARBITRAGE INVESTMENT ACT

**§ 2.2-4700. Authorization to Treasury Board to provide certain assistance.**

- A. This chapter shall be known, and may be cited, as the "Government Non-Arbitrage Investment Act."
- B. The General Assembly authorizes the Treasury Board to make available to the Commonwealth, to counties, cities and towns in the Commonwealth, and to their agencies, institutions, and authorities or any combination of the foregoing assistance as provided in this chapter in making and accounting for such investments.
- (1988, c. 498, § 2.1-234.9:1; 1990, c. 516; 1991, c. 245; 2001, c. 844.)

**§ 2.2-4701. Definitions.**

As used in this chapter, unless the context requires a different meaning:

"Bonds" means bonds or other obligations issued by the Commonwealth, by counties, cities and towns, and by their agencies, institutions, and authorities or by any combination of the foregoing under the provisions of the Public Finance Act (§ 15.2-2600 et seq.), or otherwise, the interest on which is intended to be excludable from the gross income of the recipients thereof for federal income tax purposes.

"Depository institution" means any commercial bank, trust company, or savings institution insured by an agency or instrumentality of the United States government.

"Issuers" means the Commonwealth, counties, cities and towns in the Commonwealth, and their agencies, institutions, and authorities.

"Official handling public funds" or "official" means the treasurer of the issuer or, if there is no officer known as treasurer of the issuer, the chief financial officer of the issuer, and any person or entity described in § 58.1-3123.

(1988, c. 498, § 2.1-234.9:2; 1990, c. 516; 1991, c. 245; 1996, c. 77; 2001, c. 844.)

**§ 2.2-4702. Powers of the Treasury Board under this chapter.**

The Treasury Board shall have power to:

1. Provide assistance to issuers in the management of and accounting for their funds, including, without limitation, bond proceeds, reserves and sinking funds, and the investment thereof, any portion of the investment earnings on which is or may be subject to rebate to the federal government.
2. Manage, acquire, hold, trade and sell investment obligations, for and on behalf of issuers or a pool or pools, and not for its own account, that are authorized investments for issuer bond proceeds, reserves, sinking funds or other funds, as the case may be.
3. Establish one or more pools of the issuer bond proceeds, reserves, sinking funds or other funds that are placed in the custody of the State Treasurer for investment and reinvestment in authorized investments.
4. Adopt regulations necessary and proper for the efficient administration of the pools authorized by this chapter without complying with the Administrative Process Act (§ 2.2-4000 et seq.), provided that notice and an opportunity to submit written comments on such regulations be given to officials handling public funds.
5. Formulate policies for the investment and reinvestment of funds under management, including funds in the pool or pools, and the acquisition, retention, management and disposition of investments.
6. Delegate the administration of this chapter to the State Treasurer, subject to the regulations and guidelines adopted by the Treasury Board.
7. Retain employees and engage and enter into contracts with independent investment managers, accountants, counsel, depository institutions and other advisors and agents, as may be necessary or convenient.
8. Enter into contracts with issuers with respect to the performance of investment services.
9. Charge issuers for the costs of its investment services and for its expenses.
10. Do any and all other acts and things necessary, appropriate or incidental in carrying out the purposes of this chapter.

(1988, c. 498, § 2.1-234.9:3; 1990, c. 516; 2001, c. 844.)

**§ 2.2-4703. Powers of issuers.**

Any provision of any general or special law or of any charter to the contrary notwithstanding, issuers may use the investment services of the Treasury Board and for that purpose may enter into contracts with the Treasury Board and its agents.

(1988, c. 498, § 2.1-234.9:4; 1990, c. 516; 2001, c. 844.)

**§ 2.2-4704. Alternative method.**

This chapter shall be deemed to provide an additional, alternative method for the performance of actions authorized hereby and shall be regarded as supplemental and additional to powers conferred by other laws and shall not be regarded as in derogation of any powers now existing.

(1988, c. 498, § 2.1-234.9:5; 2001, c. 844.)

**§ 2.2-4705. Liberal construction; inconsistent laws inapplicable.**

- A. This chapter, being necessary for the welfare of the people of the Commonwealth, shall be liberally construed to effect the purposes thereof.
- B. Insofar as the provisions of this chapter are inconsistent with the provisions of any general or special laws or charters, or parts thereof, the provisions of this chapter shall control.

(1988, c. 498, §§ 2.1-234.9:6, 2.1-234.9:7; 2001, c. 844.)

## Treasurers

**§ 58.1-3149. Money received to be deposited.** - All money received by a treasurer for the account of either the Commonwealth or the treasurer's county or city shall be deposited intact by the treasurer as promptly as practical after its receipt in a bank or savings institution authorized to act as depository therefore. All deposits made pursuant to this provision shall be made in the name of the treasurer's county or city. The treasurer may designate any bank or savings and loan association authorized to act as a depository to receive any payments due to the county or city directly, either through a processing facility or through a branch office. ((Code 1950, § 58-939; 1975, c. 20.; 1984, c. 675; 1996, c. 77.) **The 1996 amendment** substituted "savings institution" for "savings and loan association" near the end of the first sentence.

**§ 58.1-3150. Duties of depository officers.** - No treasurer or executive officer of any depository shall permit any public deposit to remain in any depository which is not a "qualified public depository" as defined in §2.1-360 (b) and which is not secured pursuant to the Virginia Security for Public Deposits Act (§2.1-359 et seq.). (Code 1950, § 58-948; 1984, c. 675; 1996, cc. 364, 390.)

**The 1996 amendments.** - The 1996 amendments by cc. 364 and 390 are identical, and rewrote the section which formerly read; "No treasurer or executive officer of any depository shall permit the amount of money on deposit with any depository at any time pursuant to the provisions of this article to exceed the amount of bond given or the value of the securities pledged and deposited to secure such money, plus the amount insured by the Federal Insurance Deposit Corporation."

**§ 58.1-3151. County finance board.** - Each county of the Commonwealth may establish a county finance board, which shall consist of the chairman of the governing body of the county, the treasurer of the county and a citizen of the county of proven integrity and business ability. The citizen member shall be appointed by the circuit court of the county. However, in any county adjoining any county having a population of more than 500 per square mile the county finance board shall consist of the chairman of the governing body, the treasurer, the attorney for the Commonwealth and a citizen of the county of proven integrity and business ability. The citizen member thereof shall be appointed by the circuit court of the county or by the judge thereof in vacation. The term of the citizen member shall be four years, but the circuit court of the county may remove for cause any such member and appoint some other qualified citizen of the county in his stead for the unexpired portion of his term.

The governing body of any county which has a county finance board established under the provisions of this section may by ordinance duly adopted abolish the finance board, whereupon all authority, powers, and duties of the finance board shall vest in the governing body. (Code 1950, § 58-940; 1954, c. 587; 1984, c. 675.)

**§ 58.1-3152. Organization and procedure of board.** - The chairman of the governing body of the county shall be the chairman of the county finance board and the clerk of the governing body shall be ex officio clerk thereof. The board shall meet at such times and at such places as the chairman or a majority of the members of the board may decide. The clerk shall record the activities and proceedings of such board in a suitable record book which shall be provided for such purpose by the governing body. (Code 1950, § 58-941; 1984, c. 675.)

**§ 58.1-3153. Compensation for the citizen member of the county finance board.** - The citizen member of the county finance board may in the discretion of the governing body of

the county receive for each day's attendance as a member of the board a sum not less than twenty dollars and such reimbursement for his daily mileage as prescribed in §14.1-5. The allowance made under this section shall be paid by the governing body out of county funds, on a certificate of attendance from the chairman of the county finance board, verified by the written statement of the citizen member as to mileage traveled in going to and returning from the meeting. The total compensation paid under this section shall not exceed \$360, in addition to the mileage allowance, in any one year. (Code 1950, § 58-942; 1952, c. 630; 1974, c. 6; 1976, c. 308; 1984, c. 675.)

**§ 58.1-3154. Selection and approval of depositories.** - The depository or depositories for the money received by a county treasurer shall be selected pursuant to the provisions of the Virginia Security for Public Deposits Act (§2.1-359 et seq.). (Code 1950, § 58-943; 1984, c. 675.)

**§ 58.1-3155. Deposit of local funds in banking institutions outside of the Commonwealth to meet obligations payable outside of the Commonwealth.** - Notwithstanding other provisions of this article the treasurer of any county, city or town may if the State Commission on Local Debt gives prior approval, deposit local funds in banking institutions outside of the Commonwealth. Such institutions, which shall be designated by the commission, shall give such security as the commission deems proper and shall meet such other conditions as the commission prescribes. All such deposits shall be limited to the sums reasonable necessary to pay principal or interest on obligations of the county, city or town which are payable at some place outside the commonwealth and where any such banking institution is located. (Code 1950, § 58-943.1; 1950, p.410; 1984, c. 675.)

**§ 58.1-3156. County finance boards may direct treasurer to invest under certain circumstances.** - Notwithstanding other provisions of this article, whenever the county finance board determines that county or district funds would otherwise draw no interest or draw a lesser rate of interest, the finance board may direct the county treasurer to invest such funds in accordance with guidelines issued by the State Treasurer. ( Code 1950, § 58-943.2, 1954, c. 498; 1974, c. 224; 1984, c. 675; 1988, c. 834.)

**§ 58.1-3158. Duties of treasurers.** - No treasurer shall permit any public deposit to be deposited with any depository unless it is a "qualified public depository" as defined in § 2.1-360(b). All such deposits shall be secured pursuant to the Virginia Security for Public Deposits Act (§2.1-359 et seq.). (Code 1950, § 58-944; 1956, c. 84; 1958, c. 442; 1966, c. 498; 1984, c. 675; 1996, cc. 364, 390.)

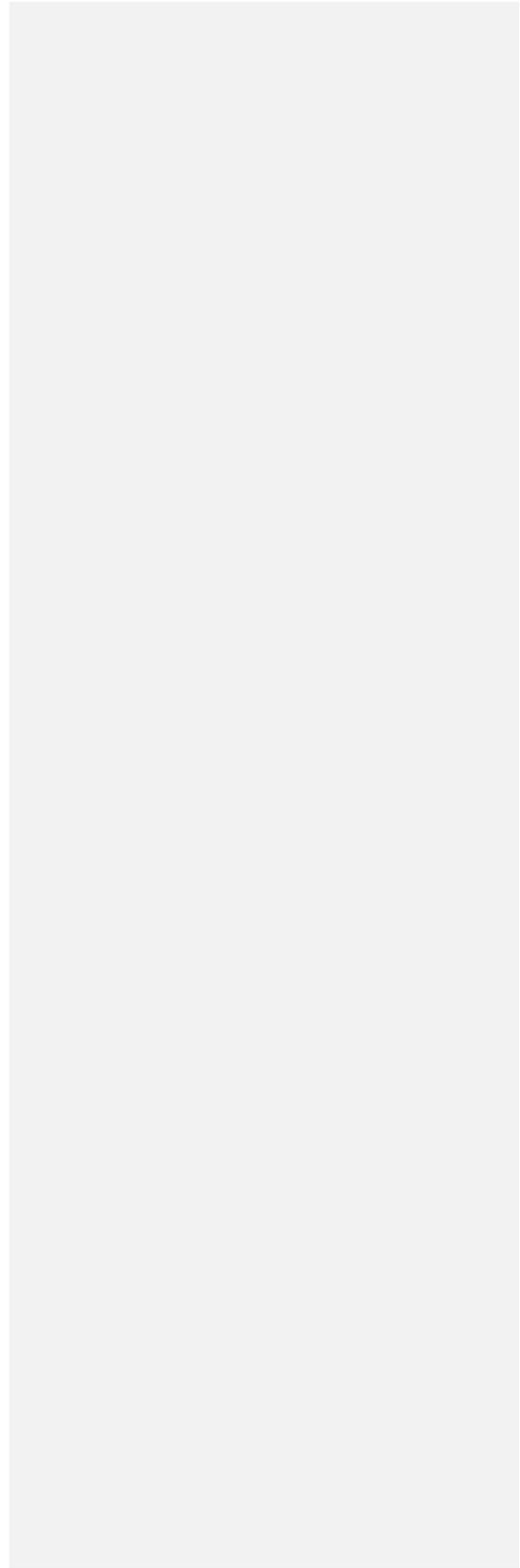
The 1996 amendments by cc. 364 and 390 are identical, and rewrote the section, which formerly read: "No money received by a treasurer shall be deposited with any depository until such depository has given bond with the same conditions as those required for bonds given by state depositories who elect to give bond to protect money deposited with them by the State Treasurer pursuant to the provisions of §§ 2.1-211 to 2.1-214 or until such depository has qualified under § 2.1-239 et seq."

**§ 58.1-3160. Monthly report of treasurer to board.** - At the end of each month each county treasurer shall report to the county finance board the amount of money on deposit with each depository. (Code 1950, § 58-949, 1984, c. 675.)

**§ 58.1-3161. Interest on deposits.** - Each depository of each county shall, in the discretion of the county finance board, pay interest on money deposited under the provisions of this article. The rate of such interest shall be agreed upon by the treasurer and the depository subject to the approval of the county finance board if it so desires. (Code 1950, § 58-950;

| 1984, c. 675.)

DRAFT



**Broker/Dealer Investment Policy Confirmation**  
**The Investment Policy for the Northern Virginia Transportation Authority**  
**(Effective December 11, 2014)**

Name of Firm/Bank/Broker/Dealer:

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I acknowledge that I have received and reviewed the Investment Policy of the Northern Virginia Transportation Authority. I have read and understand the policy and am aware of the Code of Virginia with respect to municipal investment statutes, as included as an appendix to the Investment Policy. Further, I have insured that other personnel, who may conduct business with the Authority from time to time, are aware of the Policy and its provisions. In my dealings with the Authority, I will, at all times, follow the guidelines as presented in the Investment Policy.

I certify that I am authorized to represent and commit my firm to this acknowledgement.

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**NORTHERN VIRGINIA TRANSPORTATION AUTHORITY**  
**MEMORANDUM**

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

**FROM:** Monica Backmon, Executive Director

**SUBJECT:** Approval of Reallocation of Congestion Mitigation and Air Quality (CMAQ) funds  
for Loudoun County

**DATE:** April 3, 2019

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1. **Purpose.** To seek Northern Virginia Transportation Authority (NVTA) approval of the Reallocation of Congestion Mitigation and Air Quality (CMAQ) funds for Loudoun County.
2. **Suggested Motion:** *I move Authority approval of the reallocation of Congestion Mitigation and Air Quality (CMAQ) funds for Loudoun County, contingent upon notification from the Commonwealth of Virginia that the air quality analysis documentation for the project is sufficient.*
3. **Background:** On September 11, 2008, the Authority delegated the authority to approve requests to reallocate Congestion Mitigation and Air Quality (CMAQ) and Regional Surface Transportation Program (RSTP) funding between projects that were previously approved by the NVTA to the Regional Jurisdiction and Agency Coordinating Committee (RJACC). However, the Authority will need to approve the transfer requests for new projects before any funds can be reallocated.

On March 5, 2019, Loudoun County requested the following transfer:

- \$3,313,681 in FY 2019 CMAQ funding from Leesburg Supplemental Park & Ride Facility (UPC 104343) to Waxpool Road/Loudoun County Parkway Intersection Improvements (UPC 111674). The Waxpool Road / Loudoun County Parkway Intersection Improvements project entails modifications to accommodate the westbound Waxpool Road left turns onto southbound Loudoun County Parkway, as well as the eastbound right turn lanes from Loudoun County Parkway to Waxpool Road. Loudoun County has submitted documentation for air quality analysis, as is required for new CMAQ projects, and is awaiting approval of the analysis by VDOT.

At its meeting on March 28, 2019, the RJACC contingently recommended approval of the request, dependent on approval of the air quality analysis.

**Attachment(s):** DRAFT Letter to VDOT NOVA District Administrator Cuervo  
Request Letter from Loudoun County

**Coordination:** Regional Jurisdiction and Agency Coordinating Committee



## Northern Virginia Transportation Authority

*The Authority for Transportation in Northern Virginia*

April 11, 2019

Ms. Helen Cuervo  
District Administrator  
Virginia Department of Transportation  
4975 Alliance Dr. Suite 4E-342  
Fairfax, Virginia 22030

Reference: Request to Reallocate Congestion Mitigation and Air Quality (CMAQ) funds for Loudoun County

Dear Ms. Cuervo:

On September 11, 2008, the Northern Virginia Transportation Authority (NVTA) delegated the authority to approve requests to reallocate Congestion Mitigation and Air Quality (CMAQ) and Regional Surface Transportation Program (RSTP) funding between projects that were previously approved by the NVTA to the Regional Jurisdiction and Agency Coordinating Committee (RJACC). However, since the receiving projects are new, the Authority needs to approve the transfer requests before any funds can be reallocated.

On March 5, 2019, Loudoun County requested the following transfer:

- \$3,313,681 in FY 2019 CMAQ funding from Leesburg Supplemental Park & Ride Facility (UPC 104343) to Waxpool Road/Loudoun County Parkway Intersection Improvements (UPC 111674). The Waxpool Road / Loudoun County Parkway Intersection Improvements project entails modifications to accommodate the westbound Waxpool Road left turns onto southbound Loudoun County Parkway, as well as the eastbound right turn lanes from Loudoun County Parkway to Waxpool Road.

On April 11, 2019, the Authority approved the request noted above. Please take the necessary steps to reallocate these funds in the Transportation Improvement Program and the State Transportation Improvement Program. Thank you very much.

Sincerely,

Martin E. Nohe  
Chairman

cc: Monica Backmon, Executive Director, NVTA  
Penny Newquist, Deputy Director, Loudoun County Department of Transportation and Capital Infrastructure



Loudoun County, Virginia

[www.loudoun.gov](http://www.loudoun.gov)

Department of Transportation and Capital Infrastructure

101 Blue Seal Drive, SE, Suite 102, MSC #64

P.O. Box 7500

Leesburg, VA 20177-7000

Telephone (703) 737-8624 • Fax (703) 737-8513

March 5, 2019

Ms. Noelle Dominquez, Chair  
Northern Virginia Transportation Authority  
Regional Jurisdiction and Agency Coordinating Committee  
3040 Williams Drive, Suite 200  
Fairfax, Virginia 22031

Subject: Request to Reallocate Congestion Mitigation and Air Quality Funds (CMAQ) for Loudoun County Virginia

Dear Ms. Dominquez:

Loudoun County requests the Regional Jurisdiction and Agency Coordinating Committee (RJACC) endorse the following CMAQ funding reallocation, and thereafter, forward our request to the NVTA for action at their next Authority meeting.

Loudoun County is requesting the approval of the transfer of \$3,313,681 from UPC – 104343 One Loudoun Park and Ride Lot Project to UPC 111674 – Waxpool Road / Loudoun County Parkway Intersection Improvements Project. The Waxpool Road / Loudoun County Parkway Intersection Improvements project entails modifications to accommodate the westbound Waxpool Road left turns onto southbound Loudoun County Parkway, as well as the eastbound right turn lanes from Loudoun County Parkway onto Waxpool Road. A TEEM spreadsheet (or emissions reduction report) will be submitted to Sree Nampoothiri separately.

If you have any questions regarding this request, please contact Sandy Hayes (703-737-8240, [sandra.hayes@loudoun.gov](mailto:sandra.hayes@loudoun.gov)) or Bob Brown, Loudoun's representative to the RJACC (703-777-0122, [bob.brown@loudoun.gov](mailto:bob.brown@loudoun.gov)).

Sincerely,

Penny Newquist  
Deputy Director

Attachments  
CMAQ / RSTP Transfer-Worksheet



**NORTHERN VIRGINIA TRANSPORTATION AUTHORITY**  
**MEMORANDUM**

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

**FROM:** Monica Backmon, Executive Director

**SUBJECT:** Approval of Reallocation of Regional Surface Transportation Program (RSTP)  
funds for Prince William County

**DATE:** April 3, 2019

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1. **Purpose.** To seek Northern Virginia Transportation Authority approval of the Reallocation of Regional Surface Transportation Program (RSTP) funds for Prince William County.
2. **Suggested Motion:** *I move Authority approval of the reallocation of Regional Surface Transportation Program (RSTP) funds for Prince William County.*
3. **Background:** On September 11, 2008, the Authority delegated the authority to approve requests to reallocate Congestion Mitigation and Air Quality (CMAQ) and Regional Surface Transportation Program (RSTP) funding between projects that were previously approved by the NVTA to the Regional Jurisdiction and Agency Coordinating Committee (RJACC). However, the Authority will need to approve the transfer requests for new projects before any funds can be reallocated.

On March 25, 2019, Prince William County requested the following transfers:

- \$540,000 in residual RSTP funds to the Old Carolina Road Sidewalk Improvements Project (UPC 113607) from the following projects:
  - \$528,335 from Prince William County Route 28 Widening Project (UPC 92080)
  - \$11,665 from Route 29 Buckland Study (UPC 103465)

The donor projects are completed and have surplus funds, and the transfers would fully fund the Old Carolina Road Sidewalk Improvements Project and allow the County to move forward with the design and construction of the projects.

At its meeting on March 28, 2019, the RJACC recommended approval of the request.

**Attachment(s):** DRAFT Letter to VDOT NOVA District Administrator Cuervo  
Request Letter from Prince William County

**Coordination:** Regional Jurisdiction and Agency Coordinating Committee



## Northern Virginia Transportation Authority

*The Authority for Transportation in Northern Virginia*

April 11, 2019

Ms. Helen Cuervo  
District Administrator  
Virginia Department of Transportation  
4975 Alliance Dr. Suite 4E-342  
Fairfax, Virginia 22030

Reference: Request to Reallocate Regional Surface Transportation Program (RSTP) funds for Prince William County

Dear Ms. Cuervo:

On September 11, 2008, the Northern Virginia Transportation Authority (NVTA) delegated the authority to approve requests to reallocate Congestion Mitigation and Air Quality (CMAQ) and Regional Surface Transportation Program (RSTP) funding between projects that were previously approved by the NVTA to the Regional Jurisdiction and Agency Coordinating Committee (RJACC). However, since the receiving projects are new, the Authority needs to approve the transfer requests before any funds can be reallocated.

On March 25, 2019, Prince William County requested the following transfers:

- \$540,000 in residual RSTP funds to the Old Carolina Road Sidewalk Improvements Project (UPC 113607) from the following projects:
  - \$528,335 from Prince William County Route 28 Widening Project (UPC 92080)
  - \$11,665 from Route 29 Buckland Study (UPC 103465)

The donor projects are completed and have surplus funds, and the transfers would fully fund the Old Carolina Road Sidewalk Improvements Project and allow the County to move forward with the design and construction of the projects.

On April 11, 2019, the Authority approved the request noted above. Please take the necessary steps to reallocate these funds in the Transportation Improvement Program and the State Transportation Improvement Program. Thank you very much.

Sincerely,

Martin E. Nohe  
Chairman

cc: Monica Backmon, Executive Director, NVTA  
Ricardo Canizales, Director of Transportation, Prince William County



## COUNTY OF PRINCE WILLIAM

5 County Complex Court, Suite 290, Prince William, Virginia 22192-9201  
(703) 792-6825 Metro (703) 631-1703 Fax (703) 792-7159

DEPARTMENT OF  
TRANSPORTATION

Ricardo Canizales  
Director

March 25, 2019

Monica Backmon, Executive Director  
Northern Virginia Transportation Authority (NVTA)  
Regional Jurisdiction and Agency Coordinating Committee (RJACC)  
3040 Williams Drive  
Fairfax, VA 22031

RE: Request to Transfer RSTP Funds to the Old Carolina Road Sidewalk Improvements Project

Ms. Backmon:

Prince William County requests the approval of the NVTA RJACC for the transfer of residual Regional Surface Transportation Program (RSTP) funds.

The request is to transfer a total of \$540,000 in residual RSTP previous year funds. The RSTP donator projects include the following:

- Route 28 Widening Project (UPC 92080) (\$528,335)
- Route 29 Buckland Study (UPC 103465) (\$11,665)

The receiver project is the Old Carolina Road Sidewalk Improvements Project (UPC 113607). The donator projects are completed and have surplus funds, so the transfer of these RSTP funds would fully fund the Old Carolina Road Sidewalk Improvements Project and allow the County to move forward with the design and construction of the project.

Since the project is currently not funded through RSTP funds, RJACC approval is to be followed for consideration of the full Northern Virginia Transportation Authority Board.

Monica Backmon  
March 25, 2019  
Page 2

If you have any questions or comments regarding this request, please contact me at (703) 792-6825.

Sincerely,

A handwritten signature in blue ink, appearing to read "Ricardo Canizales", is written over a light blue horizontal line.

Ricardo Canizales  
Director of Transportation

cc: Brentsville District Supervisor  
Claudia Llana, Prince William Preliminary Engineering Manager, VDOT  
Jan Vaughn, Programming Manager, VDOT

X:\ridge1\Transportation\Administration\CMAQ-RSTP Process\March 2019 RJACC Transfers

# CMAQ/RSTP Transfer Request Form

(One Sheet Needed Per Donor Project)

Date: 3/25/2019

Name of Jurisdiction/Agency Requesting: Prince William County Department of Transportation

Current Balance of CMAQ/RSTP Funds Currently Allocated to Donor Project (Prior to this Transfer): \$2,215,418

From (Donor):

To (Recipient):

<u>UPC</u>	<u>Project Description</u>	<u>Type of Funds</u>	<u>Transfer from Previous Fiscal Years</u>	<u>If No, Year Requested</u>	<u>Transfer Amount</u>	<u>UPC</u>	<u>Project Description</u>	<u>Previously Approved by NVTA</u>	<u>If Yes, Year Approved</u>	<u>JACC Approval (NVTA)</u>	<u>Authority Approval (NVTA)</u>	<u>Funds Verified (VDOT)</u>	<u>Completed (VDOT)</u>
92080	Prince William County Route 28 Widening Project	RSTP	Y		\$528,335.00	113607	Old Carolina Sidewalk Improvements Project	N					

TOTAL OF TRANSFER - \$528,335

Attach Signed Request of Transfer Letter

# CMAQ/RSTP Transfer Request Form

(One Sheet Needed Per Donor Project)

Date: 3/25/2019

Name of Jurisdiction/Agency Requesting: Prince William County Department of Transportation

Current Balance of CMAQ/RSTP Funds Currently Allocated to Donor Project (Prior to this Transfer): \$11,665

From (Donor):

To (Recipient):

<u>UPC</u>	<u>Project Description</u>	<u>Type of Funds</u>	<u>Transfer from Previous Fiscal Years</u>	<u>If No, Year Requested</u>	<u>Transfer Amount</u>	<u>UPC</u>	<u>Project Description</u>	<u>Previously Approved by NVTA</u>	<u>If Yes, Year Approved</u>	<u>JACC Approval (NVTA)</u>	<u>Authority Approval (NVTA)</u>	<u>Funds Verified (VDOT)</u>	<u>Completed (VDOT)</u>
103465	Route 29 Buckland Study	RSTP	Y		\$11,665.00	113607	Old Carolina Sidewalk Improvements Project	N					

TOTAL OF TRANSFER - \$11,665

Attach Signed Request of Transfer Letter

# NORTHERN VIRGINIA TRANSPORTATION AUTHORITY

## MEMORANDUM

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

**FROM:** Monica Backmon, Executive Director  
Tracy Baynard, Legislative Liaison

**DATE:** April 4, 2019

**SUBJECT:** 2019 Legislative Recap

---

**1. Purpose:** To update the Northern Virginia Transportation Authority (NVTA) on the activities of the 2019 General Assembly Session.

**2. Bills with Impacts to the Authority:**

- **SB 1468** – Transfers HB 599 analysis to the Authority and provides funding flexibility for administrative costs.
- **HB 1722/HB 1083** – Implementing the Wayfair decision that provides about \$7.4 million/year for the Authority when fully implemented.
- **HB 2718/SB 1716** – the Interstate funding bill/I-81 Corridor Improvement bill that provides \$20 million/year for the Authority.
- **HB 2553/SB 1680** – Mass transit operation funding hold harmless program for FY 2020 up to \$3 million – more about Authority members.
- **HB 2594/SB 1784** – Traffic incident management bill that failed in the Senate – this is the COG/TPB initiative we supported.

**3. Key Study Initiatives to Monitor:**

- **HB 2784/SB 1749** – Robert Norris Bridge and Statewide Special Structure Fund requests a look at how to fund special structures – bridges and tunnels throughout Virginia whose replacement or substantial rehabilitation don't fit in the traditional HMOF or State of Good Repair programs. How these projects are funded could impact the ability to meet maintenance needs in Planning District 8.
- **HJ 581/SJ 276** – Resolution requests Commonwealth Transportation Board to create a plan to develop and fund improvements on I-95 between Exit 118 and the Springfield Interchange. Findings and recommendations due November 30, 2019.

**3. Other:**

- Budget Amendment calling for Secretary and the Commonwealth Transportation Board to examine the sustainability of transportation funding with findings and recommendations due December 10, 2019.

**Attachment(s):** 2019 NVTA Bill Tracking Chart

## NORTHERN VIRGINIA TRANSPORTATION AUTHORITY

MEMORANDUM

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

**FROM:** Monica Backmon, Executive Director  
Tracy Baynard, Legislative Liaison

**DATE:** April 4, 2019

**SUBJECT:** 2019 Legislative Recap

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**3. Other:**

- Budget Amendment calling for Secretary and the Commonwealth Transportation Board to examine the sustainability of transportation funding with findings and recommendations due December 10, 2019.

**Attachment(s):** 2019 NVTA Bill Tracking Chart

**Virginia General Assembly – 2019 – Bill Tracking for the Northern Virginia Transportation Authority (NVTA)**

NVTA Related Bills	SMARTSCALE/ Prioritization	Regional Transportation Funding	Transit	I-66 Related	General Transportation	Wayfair Decision
HB 2085 SB 1126 SB 1468 SB 1770	HB 2326 HB 2633	HB 2571 HB 2718 SB 1470 SB 1716	HB 1983 HB 2553 HJ 671 SB 1680	HB 2511 HB 2643	HB 1705 HB 2466 HB 2467 HB 2468 HB 2527 HB 2594 HB 2667 HB 2784 HB 2799 HJ 580 HJ 581 HJ 647 HJ 683 SB 1133 SB 1654 SB 1749 SB 1784 SJ 254 SJ 276	HB 1722 HB 2090 HB 2801 SB 1083 SB 1120 SB 1337 SB 1390 SB 1601 SB 1767

**NVTA RELATED BILLS**

Bill and Patron	Summary	Status/Last Action	NVTA Position
<p><b>HB 2085</b> Watts (D-Annandale)</p> <p><a href="#">House Bill 2085</a></p>	<p><b>Transit funding.</b> Raises the existing regional transportation fee, a grantor's tax, from \$0.15 per \$100 to \$0.20 per \$100 for localities in the Northern Virginia Transportation Authority. The bill requires half of the revenues be deposited in the Northern Virginia Transportation Authority Fund and half to be deposited in the Washington Metropolitan Area Transit Authority (WMATA) Capital Fund. The rate of tax in the other localities will remain at \$0.15 per \$100, with one-third of the revenues to be retained by the locality to be used for transportation purposes and the other two-thirds to be deposited in the Northern Virginia Transportation District Fund. The bill also raises the existing transient occupancy tax in the localities located in the Northern Virginia Transportation District from \$2 to \$3, with all of the revenues from the tax used to support WMATA.</p>	<p>Left in House Rules Committee</p>	<p>Analyzing</p>
<p><b>SB 1126</b> (Lucas, Carrico, Lewis)</p> <p><a href="#">Chapter 789</a></p>	<p><b>Lottery Board; regulation of casino gaming;</b> As passed by the General Assembly and signed by the Governor, the bill establishes the Virginia Lottery Board as the regulatory body for casino gaming. a study of gaming with a report back to the Governor and General Assembly November 1, 2019. It limits the possibility of casino gaming to certain jurisdictions if authorized by a referendum in that locality. The provisions of the bill are not effective unless reenacted by the 2020 General Assembly. The bill also charges the Joint Legislative and Audit Commission to undertake a study of casino gaming and report back findings and recommendations by December 1, 2019. The bill makes no provisions for a tax rate or distribution of any tax revenues from casino gaming.</p>	<p>Signed by the Governor</p>	<p>Monitor</p>
<p><b>SB 1468</b> Black (R-Loudoun)</p> <p><a href="#">Chapter 749</a></p>	<p><b>Northern Virginia Transportation Authority; analysis of projects.</b> Shifts responsibility from the Department of Transportation to the Northern Virginia Transportation Authority for the evaluation and rating of significant transportation projects in and near the Northern Virginia Transportation District. The bill also adds administrative and operating expenses to those expenses that can be paid by the Northern Virginia Transportation Authority Fund. Current law provides that administrative expenses be allocated to the component counties and cities of the Authority.</p>	<p>Signed by the Governor</p>	<p>Support</p>
<p><b>SB 1770</b> Deeds (D-Bath)</p> <p><a href="#">Senate Bill 1770</a></p>	<p><b>Transportation Funding.</b> Creates a statewide approach to transportation funding. The bill repeals the regional sales tax and gas tax enacted in 2013 to fund transportation initiatives in Hampton Roads and Northern Virginia, and raises the statewide gas tax by three percent to fund transportation generally. The bill has a delayed effective date of July 1, 2020, and directs the Secretary of Transportation to report to the Governor and the chairmen of the House Committees on Appropriations and Transportation and the Senate Committees on Finance and Transportation regarding changes necessary to existing transportation funding allocations to honor existing contracts and debt service obligations.</p>	<p>1/31 Senate Finance Committee kills bill 16-0</p>	<p>Oppose</p>

**SMARTSCALE/Prioritization**

Bill	Summary	Status/Last Action	NVTA Position
<p><b>HB 2326</b> Brewer (R-Southampton)</p> <p><a href="#">House Bill 2326</a></p>	<p><b>Statewide prioritization process; primary evacuation routes.</b> Adds maintenance of primary evacuation routes to the factors that must be considered by the Commonwealth Transportation Board in the statewide prioritization process, commonly known as SMART SCALE.</p>	<p>1/22 House Transportation Committee did not report bill but will send a letter to VDOT asking for a deeper look into matters regarding evacuation routes in Hampton Roads</p>	<p>Monitor</p>
<p><b>HB 2633</b> Delaney (D-Centreville)</p> <p><a href="#">House Bill 2633</a></p>	<p><b>Commonwealth Transportation Board funding; congestion mitigation.</b> Prohibits the Commonwealth Transportation Board from prioritizing a project that is likely to increase congestion over a project that would not increase congestion during the statewide prioritization process, commonly known as SMART SCALE. In subcommittee amended to apply just to Planning District 8</p>	<p>1/29 House Transportation Committee tables with commitment from Secretary to work with Delegate Delaney</p>	<p>Monitor -The Delegate is seeking a greater emphasis on congestion relief in SMART SCALE</p>

**Regional Transportation Funding/Entities**

Bill	Summary	Status/Last Action	NVTA Position
<p><b>HB 2571</b> LaRock (R-Loudoun)</p> <p><a href="#">House Bill 2571</a></p>	<p><b>Interstate 81 Corridor Improvement Transportation Commission; funding.</b> Creates the Interstate 81 Corridor Transportation Commission, embracing the localities located in planning districts 3, 4, 5, 6, and 7. The Commission would be responsible for allocating any revenues dedicated to it by the General Assembly for improvements within the Interstate 81 corridor.</p>	<p>Bill did not report from House Appropriations Committee</p>	<p>Monitor</p>
<p><b>HB 2718</b> Landes (R-Rockingham)</p> <p><a href="#">HB 2718 As Adopted April 3, 2019</a></p>	<p><b>Interstate 81; tolling; Interstate 81 Corridor Improvement Fund</b> A new funding proposal is under consideration that would raise statewide funds to improve Virginia's interstates. The draft proposal contains provisions to dedicate funding to the NO VA Transportation Authority Fund for use in Planning District 8</p>	<p>General Assembly adopted Governor's amendments creating new revenue sources to improve interstates across Virginia. The Authority will eventually receive \$20 million per year.</p>	<p>Monitor/Support</p>

<p><b>SB 1470</b> Edward (D-Roanoke)</p> <p><a href="#">Senate Bill 1470</a></p>	<p><b>Additional motor fuels tax.</b> Bill amended by Senate. Now directs Secretary of Transportation to evaluate the impact of increased fuel efficiency and increased use of hybrid and electric vehicles on transportation revenues, and to report to the General Assembly no later than December 10, 2019</p>	<p>2/5 Senate reports amended bill 25-15</p> <p>Left in House Appropriations Committee</p>	<p>Monitor</p>
<p><b>SB 1716</b> Obenshain (R-Harrisonburg)</p> <p><a href="#">SB 1716 As Adopted April 3, 2019</a></p>	<p><b>Interstate 81; Interstate 81 Corridor Improvement Fund.</b> A new funding proposal is under consideration that would raise statewide funds to improve Virginia's interstates. The draft proposal contains provisions to dedicate funding to the NO VA Transportation Authority Fund for use in Planning District 8</p>	<p>General Assembly adopted Governor's amendments creating new revenue sources to improve interstates across Virginia. The Authority will eventually receive \$20 million per year.</p>	<p>Monitor/Support</p>

Transit

Bill	Summary	Status/Last Action	NVTA Position
<p><b>HB 1983</b> Stolle (R-Virginia Beach)</p> <p><a href="#">Chapter 185</a></p>	<p><b>Rail Enhancement Fund; matching funds.</b> Provides that federal government freight rail funds may be used to satisfy the requirement that any project funded by the Rail Enhancement Fund include at least 30 percent matching funds from a private source. Under current law, the matching funds requirement may be met using funds from private businesses, railroads, regional authorities, and local governments.</p>	<p>Signed by the Governor</p>	<p>Monitor</p>
<p><b>HB 2553</b> Thomas (R-Fredericksburg)</p> <p><a href="#">Chapter 551</a></p>	<p><b>Mass transit providers; loss of certain operating funds.</b> Provides that any mass transit provider that incurs a loss in operating funds as a direct result of the performance-based allocation process set forth in Chapter 854 of the Acts of Assembly of 2018 may be eligible for supplemental operating funds in fiscal year 2020. The maximum amount of supplemental operating funds shall not exceed \$3 million from the nongeneral fund amounts available to the Department of Rail and Public Transportation. There is a corresponding budget amendment allowing DRPT to provide funding.</p>	<p>Signed by Governor</p>	<p>Monitor</p>
<p><b>HJ 671</b> Roem (D-Manassas)</p> <p><a href="#">House Joint Resolution 671</a></p>	<p><b>Study; Department of Rail and Public Transportation; cost of commuter and light rail projects; report.</b> Requests the Department of Rail and Public Transportation to study and develop best practices for lowering the cost of commuter and light rail projects.</p>	<p>1/29 Bill failed to report from the House Rules Committee on a 3-4 vote</p>	<p>Monitor</p>
<p><b>SB 1680</b> Mason (D-Williamsburg)</p> <p><a href="#">Chapter 567</a></p>	<p><b>Mass transit providers; loss of certain operating funds.</b> Provides that any mass transit provider that incurs a loss in operating funds as a direct result of the performance-based allocation process set forth in Chapter 854 of the Acts of Assembly of 2018 may be eligible for supplemental operating funds in fiscal year 2020. The maximum amount of supplemental operating funds shall not exceed \$3 million from the nongeneral fund amounts available to the Department of Rail and Public Transportation.. There is a corresponding budget amendment allowing DRPT to provide funding.</p>	<p>Signed by Governor</p>	<p>Monitor</p>

**I-66**

Bill	Summary	Status/Last Action	NVTA Position
<b>HB 2511</b> Hugo (R-Fairfax)  <a href="#">House Bill 2511</a>	<b>HOT lanes on Interstate 66; operating hours.</b> Sets the operating hours for HOT lanes on Interstate 66 inside the Beltway from 6:30 a.m. to 9:00 a.m. for eastbound lanes and from 4:00 p.m. to 6:30 p.m. for westbound lanes. In the Transportation Committee, the bill was amended to keep these hours until the I-66 Outside the Beltway lanes opened.	Left in House Appropriations Committee	Monitor
<b>HB 2643</b> Delaney (D-Centreville)  <a href="#">House Bill 2643</a>	<b>Tolling on Interstate 66.</b> Limits to \$15 the tolls collected on the tolled portion of Interstate 66 east of mile marker 67. The bill expands the limitation to the tolled portion of Interstate 66 east of mile marker 43 upon completion of the Transform 66 Outside the Beltway project.	Left in House Appropriations Committee	Monitor

**GENERAL TRANSPORTATION**

Bill	Summary	Status/Last Action	NVTA Position
<b>HB 1705</b> Reid (D-Loudoun)  <a href="#">House Bill 1705</a>	<b>Dulles Airport Access Road; high-occupancy vehicles.</b> Permits a high-occupancy vehicle having two or more occupants to use the eastbound lanes of the Dulles Airport Access Road regardless of whether such vehicle is being used for airport-related purposes.	Left in Transportation Committee	Monitor
<b>HB 2466, HB 2467, HB 2468</b> Roem (D-Manassas)  <a href="#">House Bill 2466</a> <a href="#">House Bill 2467</a> <a href="#">House Bill 2468</a>	<b>3 Requests for Department of Transportation to study State Route 28; report.</b> Directs the Department of Transportation to study the feasibility of implementing improvements to State Route 28 along three segments <ul style="list-style-type: none"> <li>• in Prince William County between the City of Manassas Park and Fairfax County</li> <li>• between the City of Manassas Park and State Route 29 in Fairfax County</li> <li>• between U.S. Route 15 in Fauquier County and State Route 29 in Fairfax County.</li> </ul>	House Rules Subcommittee did not report any of these bills. Delegate Roem withdrew the bills impacting Fairfax County	Monitor
<b>HB 2527</b> Hugo (R-Fairfax)  <a href="#">Chapter 548</a>	<b>Tolling; Planning District 8.</b> Prohibits the imposition and collection of tolls on any primary highway that is wholly located in Planning District 8 and that was previously classified as a secondary highway and is between 30 and 35 miles in length without prior approval by the General Assembly.	Signed by Governor	Monitor

<p><b>HB 2594</b> LaRock (R-Loudoun) <a href="#">House Bill 2594</a></p>	<p><b>Traffic incident management vehicles.</b> Extends exemption from certain regulations in HOV and HOT lanes for traffic incident management vehicles in the performance of their duties Bill amended to require training of vehicle driver</p>	<p>1/30 House of Delegates approves 99-0 vote 2/6 Senate Transportation failed to report on a 6-7 vote</p>	<p>Support/COG initiative</p>
<p><b>HB 2667</b> Bell (D-Loudoun) <a href="#">House Bill 2667</a></p>	<p><b>Virginia Highway Corporation Act of 1988; tolls; distance-based pricing program.</b> As amended by the House Transportation Committee the bill was transformed into a study for VDOT to examine ways for the Dulles Toll Road and the Dulles Greenway can work together to reduce congestion, implement distance-based pricing for tolls in the corridor.</p>	<p>Left in Rules Committee</p>	<p>Monitor</p>
<p><b>HB 2784</b> Hodges (R-Urbanna) <a href="#">Chapter 349</a></p>	<p><b>Robert O. Robert O. Norris Bridge and Statewide Special Structure Fund.</b> Establishes the Robert O. Norris Bridge and Statewide Special Structure Fund to be used for the purpose of funding maintenance and replacement of large and unique structures. The bill also requires the Commonwealth Transportation Board to (i) undertake a comprehensive review of the current and future condition of pavements and bridges in the Commonwealth; (ii) determine feasibility of the HOMF and SGR funds;(iii) develop a plan for funding improvements to the Vital Structures and (iv) evaluate the feasibility of using the Public-Private Transportation Act of 1995 to design, build, operate, and maintain two bridges to replace the Robert O. Norris Bridge on State Route 3 and the Downing Bridge on U.S. Route 360</p>	<p>Signed by Governor</p>	<p>Monitor</p>
<p><b>HJ 580</b> Cole (R-Stafford) <a href="#">HJ 580</a></p>	<p><b>Study; joint subcommittee to study widening Interstate 95 between Exit 118 and the Springfield Interchange.</b> Establishes a joint subcommittee to study the feasibility of widening Interstate 95 between Exit 118 and the Springfield Interchange.</p>	<p>Left in Rules</p>	<p>Monitor</p>
<p><b>HJ 581</b> Cole (R-Stafford) <a href="#">HJ 581 Enrolled</a></p>	<p><b>Interstate 95 Corridor Improvement Plan; report.</b> Requests the Commonwealth Transportation Board to study the portion of the Interstate 95 corridor between Exit 118 and the Springfield Interchange and financing options for improvements to the corridor. The findings and recommendations are due November 30, 2019</p>	<p>CTB will undertake this study in 2019</p>	<p>Monitor</p>
<p><b>HJ 647</b> Carroll Foy (D-Prince William) <a href="#">HJ 647</a></p>	<p><b>Study; Department of Rail and Public Transportation; improved transportation services; report.</b> Requests that the Department of Rail and Public Transportation (the Department) to identify and recommend potential public transportation services from the Franconia-Springfield Metro Station to Marine Corps Base Quantico in Prince William and Stafford Counties and to study the feasibility of extending the Blue Line and other multimodal options such as bus rapid transit along Interstate 95 and U.S. Route 1. The Department shall report its findings and recommendations for the two-year study no later than the first day of the 2020 and 2021 Regular Sessions of the General Assembly.</p>	<p>Left in Rules</p>	<p>Monitor</p>
<p><b>HJ 683</b> LaRock (R-Loudoun) <a href="#">House Joint Resolution 683</a></p>	<p><b>Constitutional Amendment;</b> Resolution to create a "Lock Box" for state transportation funds (first resolution)</p>	<p>2/1 Failed to report from the Privileges and Elections Committee on a 11-11 vote</p>	<p>Monitor</p>

<p><b>SB 1133</b> Favola (D-Arlington)</p> <p><a href="#">Senate Bill 1133</a></p>	<p><b>Virginia Highway Corporation Act of 1988 (Dulles Greenway); tolls; distance-based pricing program.</b> Authorizes the operator of the Dulles Greenway to apply annually to the State Corporation Commission, during the period 2020 through 2029, for increases to tolls on the roadway to reflect increases in the Consumer Price Index plus one percent. The measure also requires the operator to complete by January 1, 2023, the construction and installation of improvements required to implement a distance-based pricing program for the roadway. Under the program, users will be charged tolls on the basis of the distance traveled. The operator is required to bear all expenses incurred in implementing the program. The Commission is directed to approve the program, provided that it satisfies conditions that, among other things, set tolls of \$1 per mile at all times other than peak hours.</p>	<p>1/30 Senate Transportation Committee defeats the bill 6-7</p>	<p>Monitor</p>
<p><b>SB 1654</b> Stanley (R-Franklin)</p> <p><a href="#">Senate Bill 1654</a></p>	<p><b>Dulles Greenway.</b> Amends the powers and responsibilities of the State Corporation Commission (SCC) to regulate toll road operators under the Virginia Highway Corporation Act of 1988.</p> <p>The measure adds requirements that toll rates not materially discourage the public's use of the toll road, that the cost of operating the toll road be reasonably apportioned across all toll road users based on the relative distance each class of user travels on the toll road such that the toll rates are established in a reasonable and nondiscriminatory manner in relation to the benefit obtained, and that toll rates shall provide the operator with no more than a reasonable return.</p> <p>In addition, the measure (i) requires the SCC, by October 1, 2019, to initiate an investigation into the tolls charged by all operators subject to the Act and to issue a ruling by April 1, 2020, on its investigation as to whether the current tolls charged by the operator comply with such new requirements; (ii) prohibits the SCC from using the fact that any incremental return resulting from increased traffic related to a relative change in potential toll users that is greater than zero on a cumulative basis as the sole basis for finding that the operator's return exceeds a reasonable level as specified in such new requirements, during any future complaint proceeding; (iii) requires the SCC, in its initial investigation, to develop a baseline from which it can measure the relative change in potential toll users and directs how the incremental return shall be computed; (iv) prohibits an operator from seeking a toll increase that attempts to raise its return above the reasonable level; (v) requires the full disclosure, in public financial reports to the SCC, of the details of any related party transactions; and (vi) establishes a presumption that any related party transactions shall be presumed to be imprudent and excluded from costs used for any purpose, including but not limited to costs of lobbyists, excessive compensation, and entertainment expenses, unless the operator provides information showing that at least three separate competitive bids demonstrate that the operator could not have achieved better contract terms from a third party.</p>	<p>1/30 Senate Transportation Committee defeats the bill 6-7</p>	<p>Monitor</p>
<p><b>SB 1749</b> McDougle (R-Henrico)</p> <p><a href="#">Chapter 83</a></p>	<p><b>Robert O. Robert O. Norris Bridge and Statewide Special Structure Fund.</b> Establishes the Robert O. Norris Bridge and Statewide Special Structure Fund to be used for the purpose of funding maintenance and replacement of large and unique structures. The bill also requires the Commonwealth Transportation Board to (i) undertake a comprehensive review of the current and future condition of pavements and bridges in the Commonwealth; (ii) determine feasibility of the HOMF and SGR funds;(iii) develop a plan for funding improvements to the Vital Structures and (iv) evaluate the feasibility of using the Public-Private Transportation Act of 1995 to design, build, operate, and maintain two bridges to replace the Robert O. Norris Bridge on State Route 3 and the Downing Bridge on U.S. Route 360</p>	<p>Signed by the Governor</p>	<p>Monitor</p>

<p><b>SB 1784</b> Boysko (D-Fairfax) <a href="#">Senate Bill 1784</a></p>	<p><b>Traffic incident management vehicles.</b> Authorizes traffic incident management vehicles, defined in the bill, to be (i) equipped with flashing red or red and white warning lights, (ii) exempt from certain traffic regulations in particular situations, and (iii) equipped with a siren, exhaust whistle, or air horn. The bill adds traffic incident management vehicles to the list of stopped vehicles for which the operator of a motor vehicle must move over or proceed with caution.</p>	<p>1/30 Senate Transportation Committee failed to report 6-7</p>	<p>Support/COG initiative</p>
<p><b>SJ 254</b> Black (R-Loudoun) <a href="#">SJ 254 Enrolled</a></p>	<p><b>Study; Department of Transportation; purchase of the Dulles Greenway; report.</b> As amended by the Senate requests the Department of Transportation to study the feasibility of purchasing all or part of the Dulles Greenway and of installing distance based tolling on the facility</p>	<p>Full scope of the study under development</p>	<p>Monitor</p>
<p><b>SJ 276</b> Reeves (R-Spotsylvania) <a href="#">SJ 276 Enrolled</a></p>	<p><b>Interstate 95 Corridor Improvement Plan; report.</b> Requests the Commonwealth Transportation Board to study the portion of the Interstate 95 corridor between Exit 118 and the Springfield Interchange and financing options for improvements to the corridor. The findings and recommendations are due November 30, 2019</p>	<p>CTB will undertake the study in 2019</p>	<p>Monitor</p>
<p><b>Budget Amendment</b></p>	<p>Directs the Commonwealth Transportation Board, VDOT and other stakeholders to study the long term sustainability of transportation funding with findings and recommendations reported by December 10, 2019</p>	<p>CTB will undertake the study in 2019</p>	<p>Monitor</p>

**Wayfair Decision**

Bill	Summary	Status/Last Action	NVTA Position
<p><b>HB 1722</b> Bloxom (R-Southampton) <a href="#">Chapter 815</a></p>	<p><b>Remote sales.</b> Authorizes implementation of the Wayfair decision and allows Virginia to collect sales tax from Internet and catalog sales. Revenue is distributed according to current law. The bill also repeals language in HB 2313 that would reduce the gas tax if the U.S. Congress adopts legislation regarding remote sales. Effective July 1, 2019</p>	<p>Passed the House and Senate  Signed by Governor</p>	<p>Support</p>

<p><b>HB 2090</b> Watts (D-Annandale)</p> <p><a href="#">House Bill 2090</a></p>	<p><b>Remote sales.</b> Authorizes implementation of the Wayfair decision and allow Virginia to collect sales tax from Internet and catalog sales. Revenue is distributed according to current law. The bill also repeals language in HB 2313 that would reduce the gas tax if the U.S. Congress adopts legislation regarding remote sales.</p>	<p>Left in House Rules Committee</p>	<p>Support</p>
<p><b>HB 2801</b> Brewer (R-Isle of Wight)</p> <p><a href="#">House Bill 2801</a></p>	<p><b>Remote sales and use tax collection and sufficient activity by remote sellers and marketplace facilitators as to require registration for sales and use tax collection.</b> Directs the Department of Taxation (the Department) to require a remote seller to collect sales and use tax if the seller has more than \$250,000 in annual gross revenue from sales in Virginia and requires a marketplace facilitator, which enables marketplace sellers to sell in Virginia through its marketplace, to collect sales and use tax on any sales facilitated in the Commonwealth. The bill provides that the obligation of remote sellers and marketplace facilitators to collect sales and use tax shall not apply to transactions occurring before July 1, 2019.</p> <p>The bill provides that in administering remote sales and use tax collection, the Department shall provide information to remote sellers to allow them to identify state and local tax rates and exemptions. For auditing purposes, the Department is directed to allow a remote seller to complete a single audit covering all localities. The bill requires the Department to give remote sellers at least 30 days' notice of any change in tax rate.</p> <p>The bill provides that upon written application and for good cause shown, the Department shall have the discretion to temporarily suspend or delay the collection or reporting requirements of a marketplace facilitator or remote seller seller for a period not to exceed 184 days after collection is required. The Department is directed to implement protections from penalties and interest for marketplace facilitators that act in good faith but collect an incorrect amount of sales and use tax before January 1, 2026.</p> <p>The bill repeals several contingent provisions of previous related bills that would take effect if the United States Congress enacted legislation related to remote sales and use tax collection. The bill contains technical corrections.</p>	<p>Left in House Rules Committee</p>	<p>Support</p>

<p><b>SB 1083</b> Ruff (R-Mecklenburg)  <a href="#">Chapter 816</a></p>	<p><b>Remote sales.</b> Authorizes implementation of the Wayfair decision and allow Virginia to collect sales tax from Internet and catalog sales. Revenue is distributed according to current law. The bill also repeals language in HB 2313 that would reduce the gas tax if the U.S. Congress adopts legislation regarding remote sales. Effective July 1, 2019</p>	<p>Signed by Governor</p>	<p>Support</p>
<p><b>SB 1120</b> Petersen (D-Fairfax)  <a href="#">Senate Bill 1120</a></p>	<p><b>Motor fuels tax; rate of taxation.</b> Repeals the enactment clause from Chapter 766 of the Acts of Assembly of 2013 (the transportation funding bill) that would automatically lower the rate of taxation on motor fuels if Congress were to enact legislation granting states the authority to compel remote sellers to collect and remit sales and use tax.</p>	<p>Senate Finance Committee merged into SB 1083</p>	<p>Support</p>
<p><b>SB 1337</b> Peake (R-Fluvanna)  <a href="#">Senate Bill 1337</a></p>	<p><b>Remote sales.</b> Authorizes collection of sales and use tax from Internet and catalog sales but puts the money in a new Online Revenue Collection Fund for one full fiscal year. At that time the amount of revenue is used to calculate a reduction in the state sales and use tax.</p>	<p>Senate Finance Committee rejected this concept and merged into SB 1083</p>	<p>Oppose</p>
<p><b>SB 1390</b> Wagner (R-Virginia Beach)  <a href="#">Senate Bill 1399</a></p>	<p><b>Motor fuels tax; rate of taxation.</b> Repeals the enactment clause from Chapter 766 of the Acts of Assembly of 2013 (the transportation funding bill) that would automatically lower the rate of taxation on motor fuels if Congress were to enact legislation granting states the authority to compel remote sellers to collect and remit sales and use tax.</p>	<p>Senate Finance Committee merged into SB 1083</p>	<p>Support</p>
<p><b>SB 1601</b> Norment (R-James City County)  <a href="#">Senate Bill 1601</a></p>	<p><b>Remote sales and use tax collection.</b> Requires certain marketplace facilitators and marketplace sellers, defined in the bill, to collect and remit sales and use tax if such facilitators or sellers make sales of tangible personal property or taxable services for delivery in the Commonwealth exceeding \$100,000 or in 200 or more separate transactions. The bill provides that facilitators and sellers may enter into agreements regarding the fulfillment of the collection requirements. The bill prohibits class action from being brought against a marketplace facilitator on behalf of customers for overpayment of sales and use tax collected by the marketplace facilitator. The bill provides that the sales and use tax collection requirements shall not apply to any sales transactions occurring before July 1, 2019.</p>	<p>Senate Finance Committee merged in to SB 1083</p>	<p>Support</p>
<p><b>SB 1767</b> Wagner (R-Virginia Beach)  <a href="#">Senate Bill 1767</a></p>	<p><b>Remote sales and use tax collection and sufficient activity by remote sellers and marketplace facilitators as to require registration for sales and use tax collection.</b> Directs the Department of Taxation (the Department) to require a remote seller to collect sales and use tax if the seller has more than \$250,000 in annual gross revenue from sales in Virginia and requires a marketplace facilitator, which enables marketplace sellers to sell in Virginia through its marketplace, to collect sales and use tax on any sales facilitated in the Commonwealth. The bill provides that the obligation of remote sellers and marketplace facilitators to collect sales and use tax shall not apply to transactions occurring before July 1, 2019.</p>	<p>Senate Finance Committee merged into SB 1083</p>	<p>Support</p>

	<p>The bill provides that in administering remote sales and use tax collection, the Department shall provide information to remote sellers to allow them to identify state and local tax rates and exemptions. For auditing purposes, the Department is directed to allow a remote seller to complete a single audit covering all localities. The bill requires the Department to give remote sellers at least 30 days' notice of any change in tax rate.</p> <p>The bill provides that upon written application and for good cause shown, the Department shall have the discretion to temporarily suspend or delay the collection or reporting requirements of a marketplace facilitator or remote seller for a period not to exceed 184 days after collection is required. The Department is directed to implement protections from penalties and interest for marketplace facilitators that act in good faith but collect an incorrect amount of sales and use tax before January 1, 2026.</p> <p>The bill repeals several contingent provisions of previous related bills that would take effect if the United States Congress enacted legislation related to remote sales and use tax collection. The bill contains technical corrections.</p>		
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## NORTHERN VIRGINIA TRANSPORTATION AUTHORITY

MEMORANDUM

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

**FROM:** Mayor Parrish, Chairman – NVTA Finance Committee

**DATE:** April 5, 2019

**SUBJECT:** Finance Committee Report of the February 21 and March 21, 2019 Meetings

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1. **Purpose:** To provide the Northern Virginia Transportation Authority (NVTA) with a report of NVTA Finance Committee (Committee) activities.
2. **Background:** The Finance Committee last met on Thursday, March 21, 2019. The next meeting is scheduled for Thursday, April 18, 2019 at 1:00PM. The following summarizes the February 21 and March 21, 2019 meetings:
3. **Action Items (February 21, 2019):**
  - a. **Meeting schedule:** The Committee adopted a meeting schedule for calendar year 2019 through February 2020. All meetings remain on the third Thursday of the month at 1:00PM.
  - b. **Continuing Disclosure and Post Issuance (Policy 21) Update:** The Committee received a report and recommendation from staff on changes to Policy 21. These changes ensures the policy remains current with the Securities and Exchange Commission's Rule 15c2-12 that was recently updated to include two additional mandatory disclosure events. The Committee voted to recommend the policy changes to the Authority.
  - c. **Investment Policy (Policy 13) Change:** The Committee received a report and recommendation on changes to the Policy 13. Staff reported that Policy 13 was inconsistent with the State Code in the use of rating agency (S&P, Moody's and Fitch) ratings when determining the permissibility of certain investments. Staff detailed the changes required to bring the policy and portfolio into compliance with the State Code. The Committee voted to recommend the policy changes to the Authority.
4. **Action Items (March 21, 2019):**
  - a. **FY2020 through FY2025 Revenue Projections:** The Committee received and reviewed the proposed revenue projections. The proposed projections effectively made no changes to the prior estimates for FY2020 through FY2023 and added estimates for FY2024 and FY2025. The Committee voted to recommend adoption of the projections to the Authority.
  - b. **FY2020 Local Distribution Fund Budget:** The Committee received and reviewed the proposed Local Distribution Fund Budget. It was noted during the discussion that SB1468 Patron - Senator Black, would permit the Authority to transfer funds from the Regional Revenue Fund to the Operating Budget. This would have the effect of

increasing the amount of 30% funds received by each jurisdiction. The Committee voted to recommend adoption of the proposed budget to the Authority.

- c. **FY2020 Regional Revenue Fund Budget:** The Committee received and reviewed the proposed Regional Revenue Fund Budget. The proposed budget included a transfer, permitted under SB1468, to fund the Operating Budget. This would have the effect of increasing the amount of 30% funds received by each jurisdiction. The Committee voted to recommend adoption of the proposed budget to the Authority.
- d. **FY2020 Operating Budget:** The Committee received and reviewed the proposed Operating Budget. The Committee had received a detailed briefing of the proposed budget at their February meeting. The Committee discussed the proposed addition of three new positions and the transfer, permitted under SB1468. The Committee voted to recommend adoption of the proposed budget to the Authority.
- e. **Draft Policy 29 – Project Activation, Monitoring and De-Appropriation:** The Committee had received several updates and provided guidance on this draft since June 2018. With the incorporation of a final set of changes the Committee voted to recommend adoption of the draft policy to the Authority.

#### 5. Information/Discussion Items (February 21):

- a. **2019 General Assembly Revenue and Budget Impacts:** The Committee received a report on Senator Black’s SB1468 noting it was moving through the legislative process without issue.
- b. **FY2020 budget Guidance:** The proposed FY2020 Operating Budget was discussed with a focus on the proposed increase of three staff positions.
- c. **Draft Policy 29 – Project Activation, Monitoring and De-Appropriation.** The Committee received a report and reviewed a draft of the policy for discussion.
- d. **Investment Portfolio Report.** The Committee received reports and provided comments on investment activity and performance.
- e. **Monthly Revenue Report.** The report received and discussed by the Committee showed a positive variance of 1.87% or \$4.8 million in revenue based on receipts through January.
- f. **NVTA Operating Budget.** The report received and discussed by the showed 100% of the Operating budget revenue as collected and through the first seven months of the fiscal year the Authority had only expended 50% of the Operating Budget.

#### 6. Information/Discussion Items (March 21):

- a. **Investment Portfolio Report.** The Committee received reports and provided comments on investment activity and performance.
- b. **Monthly Revenue Report.** The report received and discussed by the Committee showed a positive variance of 5.31% or \$13.7 million in revenue based on receipts through February.
- c. **NVTA Operating Budget.** The report received and discussed by the showed 100% of the Operating budget revenue as collected and through the first eight months (67%) of the fiscal year the Authority had only expended 57% of the Operating Budget.

NORTHERN VIRGINIA TRANSPORTATION AUTHORITY

MEMORANDUM

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

FROM: Michael Longhi, Chief Financial Officer

DATE: April 5, 2019

SUBJECT: Investment Portfolio Report

1) **Purpose:** To provide the Northern Virginia Transportation Authority (NVTA) with required reports on investment activities and portfolio performance through February 28, 2019.

2) **Background:**

- a. This report is on investment activity through February 2019 and affirms the portfolio investments were acquired on the basis of safety, liquidity and then yield. This report summarizes the portfolio structure, and adherence to the NVTA Investment Policy.
- b. Additionally, a monthly report is attached which complies with all reporting requirements prescribed in the NVTA Investment Policy.

3) **Current Period Reports:**

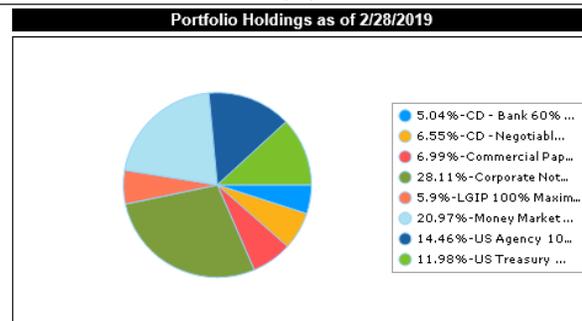
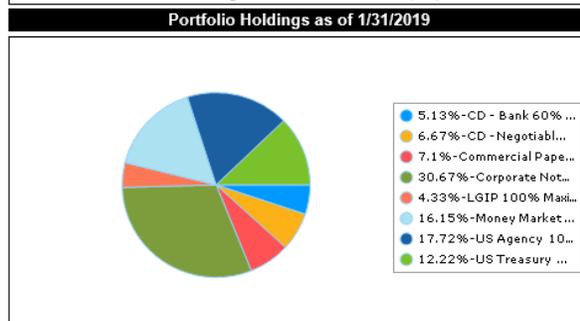
- a. The safety of the portfolio is reflected in the actual composition of the portfolio as shown below:



Northern Virginia Transportation Authority  
Distribution by Asset Category - Book Value  
Report Group: Regional Revenue

Begin Date: 1/31/2019, End Date: 2/28/2019

Asset Category	Asset Category Allocation			
	Book Value 1/31/2019	% of Portfolio 1/31/2019	Book Value 2/28/2019	% of Portfolio 2/28/2019
CD - Bank 60% Maximum	50,000,000.00	5.13	50,000,000.00	5.04
CD - Negotiable 25% Maximum	65,001,643.02	6.67	65,001,139.80	6.55
Commercial Paper 30% / 5% Maximum	69,212,720.97	7.10	69,364,293.44	6.99
Corporate Notes 50% Maximum	298,930,309.71	30.67	279,020,590.54	28.11
LGIP 100% Maximum	42,159,326.09	4.33	58,608,166.97	5.90
Money Market 60% Maximum	157,408,948.88	16.15	208,109,278.54	20.97
US Agency 100% Maximum	172,719,736.01	17.72	143,554,079.00	14.46
US Treasury 100% Maximum	119,112,576.27	12.22	118,940,066.83	11.98
<b>Total / Average</b>	<b>974,545,260.95</b>	<b>100.00</b>	<b>992,597,615.12</b>	<b>100.00</b>



- b. The liquidity of the portfolio is reflected in the portfolio's duration of .56 (1.0 = 1 year) and the maturity schedule shown below:

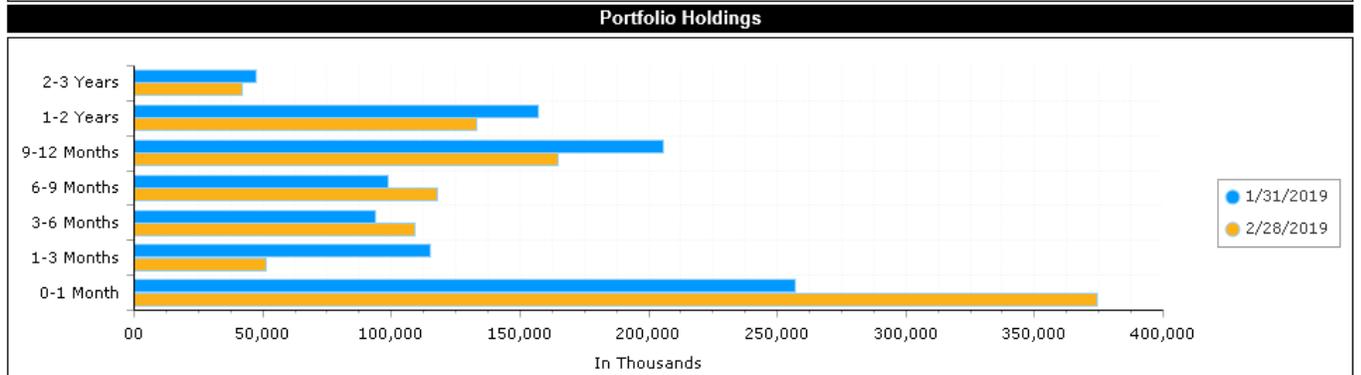


**Northern Virginia Transportation Authority  
Distribution by Maturity Range - Book Value**

Report Group: Regional Revenue

Begin Date: 1/31/2019, End Date: 2/28/2019

Maturity Range Allocation				
Maturity Range	Book Value 1/31/2019	% of Portfolio 1/31/2019	Book Value 2/28/2019	% of Portfolio 2/28/2019
0-1 Month	257,054,929.46	26.38	374,523,499.13	37.73
1-3 Months	115,225,343.46	11.82	51,350,566.30	5.17
3-6 Months	93,829,887.03	9.63	108,933,644.38	10.97
6-9 Months	98,519,549.13	10.11	117,718,140.60	11.86
9-12 Months	205,570,295.39	21.09	164,560,524.97	16.58
1-2 Years	157,053,130.83	16.12	133,282,529.59	13.43
2-3 Years	47,292,125.65	4.85	42,228,710.15	4.25
<b>Total / Average</b>	<b>974,545,260.95</b>	<b>100.00</b>	<b>992,597,615.12</b>	<b>100.00</b>



- c. The yield on the portfolio at the end of February 2019 was 2.57%. The NVTA's Investment Policy specifies the benchmarks shown below for yield performance comparison:

NVTA Investment Benchmarks	FY 2018 Year End	Feb-19 Month End
Fed Funds Rate	1.82%	2.40%
Treasury 90 Day T Bill	1.92%	2.38%
Local Government Investment Pool	2.01%	2.60%
Virginia Non-Arbitrage Program	2.16%	2.65%
NVTA Performance	1.95%	2.57%

Source: Bloomberg, Statements

**4) Portfolio Analysis & Statistics Overview**

- a) **Safety:** The portfolio is invested primarily in;
- i) AAA/AA rated investment grade corporate bonds
  - ii) AAA/AA rated U.S. Treasury and Agency Bonds
  - iii) Collateralized bank money market accounts.

**b) Liquidity:**

- i) The NVTA Portfolio average duration decreased slightly (from .64 to .56) or around 6 months – reflecting called Agency securities that are in response to expectations of the end of Fed rate increases and a lower overall rate environment.
- ii) As noted last year, analysis of forward transportation project liabilities (reimbursements) associated with the Six Year Program found that the portfolio has the flexibility to extend modestly to 2-3 year maturities (4.25% of the portfolio presently).

**c) Yield:**

- i) **Fed Rate Pause:** Since our prior report in February 2019, the Fed pause on rates and new comments by the central bank has heightened market expectations that there will be no rate increases during 2019. The Federal Reserve has been concerned of a possible weakening in U.S. economic growth as a result of China trade tensions and slowing global growth.
  - (1) At this writing, the Virginia Local Government Investment Pool (LGIP), one of our benchmarks, fell on March 7, 2019 to 2.57% from 2.60% the prior month. The 2-year Treasury, a benchmark for corporate notes, has also suffered a decline in the last month from 2.53% to 2.47% (See Chart Below).
- ii) **Rate Strategy:** The potential of no rate increases in 2019 and speculation of a Recession in 2020 or 2021 could cap portfolio performance beyond current levels. In particular, money market accounts and LGIPs would be most affected. Where possible, longer dated maturities will be pursued to capture historically high rates in outer years to protect income.

**Bloomberg Constant Maturity 2-Year Index**



- 5) **Custodian Certification:** BB&T Retirement & Institutional Services is the custodian of all of NVTA's investment purchases and is where all of NVTA's non-deposit investments are held. Deposit type investments are protected through the Commonwealth of Virginia collateralization program or FDIC Insurance.
- 6) **Policy Required Reports:** The attached Compliance - GASB 40 Report addresses specific Investment Policy requirements regarding the purchase and holding of securities. The attached report, documents:
- a. **Compliance – Investment Policy, Summary.** The report shows the percentage of the portfolio by each type of investment.
  - b. **Investment Portfolio – By Maturity Range.** The report shows the yield to maturity, and percentage of the portfolio which each type of investment represents.
  - c. **Portfolio Holdings by Custodian.** This report shows each depository, investment firm or custodian holding NVTA securities or cash.

**Attachments:** Compliance - GASB 40 Report shows reporting requirements as listed above, and not otherwise presented. This report is also fundamental for the Authority's Annual Financial Statements and annual audit.



**Northern Virginia Transportation Authority  
Portfolio Holdings  
Compliance - GASB 40 Report**

As of 2/28/2019

Description	Issuer	Face Amount	Book Value	Market	Credit	Credit	Portfolio %	Days To	Days To Call	Maturity Date	YTM @	Duration To
		Shares		Value	Rating 1	Rating 2		Maturity	Maturity		Cost	Maturity
<b>Certificate Of Deposit</b>												
John Marshall Bank2.52 4/25/2019	John Marshall Bank	10,000,000.00	10,000,000.00	10,000,000.00	NR	NR	1.00	56	56	04/25/2019	2.520	0.15
John Marshall Bank 2.67 3/28/2019	John Marshall Bank	17,500,000.00	17,500,000.00	17,500,000.00	NR	NR	1.76	28	28	03/28/2019	2.670	0.08
United Bank2.75 1/17/2020	United Bank	10,000,000.00	10,000,000.00	10,000,000.00	NR	NR	1.00	323	323	01/17/2020	2.750	0.88
United Bank of VA 2.15 3/5/2019	United Bank of VA	12,500,000.00	12,500,000.00	12,500,000.00	NR	NR	1.25	5	5	03/05/2019	2.150	0.01
Sub Total / Average		50,000,000.00	50,000,000.00	50,000,000.00			5.02	87	87		2.526	0.24
<b>Commercial Paper</b>												
CSFB NY 0 10/4/2019	CSFB NY	5,476,000.00	5,386,135.80	5,370,883.62	S&P-A1	Moody's-P1	0.55	218	218	10/04/2019	2.763	0.60
CSFB NY 0 8/19/2019	CSFB NY	9,705,000.00	9,579,341.82	9,552,310.70	S&P-A1	Moody's-P1	0.97	172	172	08/19/2019	2.753	0.47
CSFB NY 0 9/6/2019	CSFB NY	10,000,000.00	9,849,673.25	9,787,960.16	S&P-A1	Moody's-P1	1.00	190	190	09/06/2019	2.910	0.52
JP Morgan Securities0 7/26/2019	JP Morgan Securities	10,000,000.00	9,880,366.66	9,782,590.28	S&P-A1	Moody's-P1	1.00	148	148	07/26/2019	2.975	0.41
JP Morgan Securities0 7/26/2019	JP Morgan Securities	10,000,000.00	9,879,955.55	9,782,590.28	S&P-A1	Moody's-P1	1.00	148	148	07/26/2019	2.985	0.41
JP Morgan Securities 0 5/24/2019	JP Morgan Securities	5,000,000.00	4,969,895.84	4,904,897.22	S&P-A1	Moody's-P1	0.50	85	85	05/24/2019	2.599	0.23
JP Morgan Securities 0 5/24/2019	JP Morgan Securities	5,000,000.00	4,969,777.77	4,904,897.22	S&P-A1	Moody's-P1	0.50	85	85	05/24/2019	2.610	0.23
JP Morgan Securities 0 6/28/2019	JP Morgan Securities	10,000,000.00	9,911,666.67	9,802,722.22	S&P-A1	Moody's-P1	1.00	120	120	06/28/2019	2.729	0.33
JP Morgan Securities 0 7/29/2019	JP Morgan Securities	5,000,000.00	4,937,480.08	4,888,623.44	S&P-A1	Moody's-P1	0.50	151	151	07/29/2019	3.049	0.41
Sub Total / Average		70,181,000.00	69,364,293.44	68,777,475.14			7.04	150	150		2.837	0.41
<b>Corporate Bond</b>												
Apple Corp 1.1 8/2/2019	Apple Corp	5,000,000.00	4,965,912.60	4,967,750.00	S&P-AA+	Moody's-Aa1	0.50	155	155	08/02/2019	2.727	0.43
Apple Corp 1.1 8/2/2019	Apple Corp	5,000,000.00	4,965,345.53	4,967,750.00	S&P-AA+	Moody's-Aa1	0.50	155	155	08/02/2019	2.755	0.43
Apple Corp 1.5 9/12/2019	Apple Corp	4,685,000.00	4,661,725.97	4,657,780.15	S&P-AA+	Moody's-Aa1	0.47	196	196	09/12/2019	2.450	0.54
Apple Corp 1.8 11/13/2019	Apple Corp	15,000,000.00	14,930,932.41	14,914,650.00	S&P-AA+	Moody's-Aa1	1.51	258	258	11/13/2019	2.470	0.70
Apple Corp 1.8 11/13/2019	Apple Corp	10,000,000.00	9,958,666.68	9,943,100.00	S&P-AA+	Moody's-Aa1	1.00	258	258	11/13/2019	2.400	0.70
Apple Corp 1.8 11/13/2019	Apple Corp	4,995,000.00	4,971,406.03	4,966,578.45	S&P-AA+	Moody's-Aa1	0.50	258	258	11/13/2019	2.488	0.70
Apple Corp.1.9 2/7/2020	Apple Corp.	5,403,000.00	5,356,313.41	5,364,098.40	S&P-AA+	Moody's-Aa1	0.54	344	344	02/07/2020	2.840	0.94
Apple Corp. 2 11/13/2020	Apple Corp.	5,000,000.00	4,940,900.37	4,947,900.00	S&P-AA+	Moody's-Aa1	0.50	624	624	11/13/2020	2.718	1.68
Australia New Zealand Bank - NY Office 1.6 7/15/20	Australia New Zealand Bank - NY	20,000,000.00	19,974,175.97	19,918,800.00	S&P-AA-	Moody's-Aa3	2.01	137	137	07/15/2019	1.950	0.38
Australia New Zealand Bank - NY Office 2.05 9/23/2	Australia New Zealand Bank - NY	5,900,000.00	5,903,254.42	5,875,633.00	S&P-AA-	Moody's-Aa3	0.59	207	207	09/23/2019	1.950	0.56
Australia New Zealand Bank - NY Office 2.05 9/23/2	Australia New Zealand Bank - NY	6,000,000.00	6,005,643.82	5,975,220.00	S&P-AA-	Moody's-Aa3	0.60	207	207	09/23/2019	1.880	0.56
Berkshire Hathaway2.1 8/14/2019	Berkshire Hathaway	5,000,000.00	4,989,661.90	4,986,600.00	S&P-AA	Moody's-Aa2	0.50	167	167	08/14/2019	2.558	0.46
Berkshire Hathaway2.2 3/15/2021	Berkshire Hathaway	7,386,000.00	7,294,464.59	7,318,713.54	S&P-AA	Moody's-Aa2	0.74	746	746	03/15/2021	2.833	1.99
Berkshire Hathaway Fin 1.7 3/15/2019	Berkshire Hathaway Fin	8,940,000.00	8,937,576.24	8,937,854.40	S&P-AA	Moody's-Aa2	0.90	15	15	03/15/2019	2.371	0.05
BlackRock 5 12/10/2019	BlackRock	1,097,000.00	1,115,347.71	1,115,736.76	S&P-AA-	Moody's-Aa3	0.11	285	285	12/10/2019	2.804	0.77
Chevron Corp 4.95 3/3/2019	Chevron Corp	15,000,000.00	15,003,073.27	15,000,000.00	S&P-AA	Moody's-Aa2	1.51	3	3	03/03/2019	2.410	0.01
Chevron Corp.1.961 3/3/2020	Chevron Corp.	5,000,000.00	4,948,855.24	4,967,000.00	S&P-AA	Moody's-Aa2	0.50	369	369	03/03/2020	2.998	1.00
Chevron Corp. 2.1 5/16/2021	Chevron Corp.	5,560,000.00	5,463,245.88	5,482,493.60	S&P-AA	Moody's-Aa2	0.56	808	808	05/16/2021	2.923	2.16
Chevron Corp. 2.193 11/15/2019	Chevron Corp.	8,950,000.00	8,928,474.28	8,923,329.00	S&P-AA	Moody's-Aa2	0.90	260	260	11/15/2019	2.540	0.71
Commonwealth Bank of Australia 2.05 3/15/2019	Commonwealth Bank of Australia-NY	3,306,000.00	3,305,957.49	3,305,471.04	S&P-AA-	Moody's-Aa3	0.33	15	15	03/15/2019	2.081	0.05
Commonwealth Bank of Australia 2.05 3/15/2019	Commonwealth Bank of Australia-NY	15,560,000.00	15,558,986.70	15,557,510.40	S&P-AA-	Moody's-Aa3	1.56	15	15	03/15/2019	2.210	0.05

Exxon Mobile Corp 1.912 3/6/2020	Exxon Mobile Corp	8,663,000.00	8,607,015.85	8,599,586.84	S&P-AA+	Moody's-Aaa	0.87	372	372	03/06/2020	2.566	1.01
Exxon Mobile Corp 1.912 3/6/2020	Exxon Mobile Corp	5,000,000.00	4,947,242.24	4,963,400.00	S&P-AA+	Moody's-Aaa	0.50	372	372	03/06/2020	2.973	1.01
Johnson and Johnson 2.95 9/1/2020	Johnson and Johnson	5,000,000.00	5,034,847.03	5,022,150.00	S&P-AAA	Moody's-Aaa	0.50	551	551	09/01/2020	2.472	1.47
Mass Institute Technology 2.051 7/1/2019	Mass Institute Technology	145,000.00	144,904.32	144,749.15	S&P-AAA	Moody's-Aaa	0.01	123	123	07/01/2019	2.250	0.34
Microsoft Corp 1.1 8/8/2019	Microsoft Corp	2,000,000.00	1,988,374.79	1,987,980.00	S&P-AAA	Moody's-Aaa	0.20	161	161	08/08/2019	2.442	0.44
Microsoft Corp 1.1 8/8/2019	Microsoft Corp	5,000,000.00	4,969,962.69	4,969,950.00	S&P-AAA	Moody's-Aaa	0.50	161	161	08/08/2019	2.483	0.44
Microsoft Corp 1.55 8/8/2021	Microsoft Corp	5,000,000.00	4,848,783.97	4,870,700.00	S&P-AAA	Moody's-Aaa	0.50	892	892	08/08/2021	2.850	2.41
Microsoft Corp. 1.85 2/12/2020	Microsoft Corp.	5,000,000.00	4,951,066.63	4,962,550.00	S&P-AAA	Moody's-Aaa	0.50	349	349	02/12/2020	2.900	0.95
Microsoft Corp. 1.85 2/6/2020	Microsoft Corp.	3,000,000.00	2,972,480.79	2,978,040.00	S&P-AAA	Moody's-Aaa	0.30	343	343	02/06/2020	2.851	0.93
Microsoft Corp. 1.85 2/6/2020	Microsoft Corp.	5,000,000.00	4,952,884.62	4,963,400.00	S&P-AAA	Moody's-Aaa	0.50	343	343	02/06/2020	2.878	0.93
Microsoft Corp. 1.85 2/6/2020	Microsoft Corp.	1,196,000.00	1,188,560.27	1,187,245.28	S&P-AAA	Moody's-Aaa	0.12	343	343	02/06/2020	2.530	0.93
National Australia Bank 2.25 1/10/2020	National Australia Bank	5,000,000.00	4,969,842.50	4,977,100.00	S&P-AA-	Moody's-Aa3	0.50	316	316	01/10/2020	2.970	0.86
Proctor and Gamble Co 1.9 11/1/2019	Proctor and Gamble Co	2,386,000.00	2,370,309.90	2,374,070.00	S&P-AA-	Moody's-Aa3	0.24	246	246	11/01/2019	2.897	0.67
Proctor and Gamble Co. 1.9 10/23/2020	Proctor and Gamble Co.	5,000,000.00	4,932,686.60	4,949,000.00	S&P-AA-	Moody's-Aa3	0.50	603	603	10/23/2020	2.746	1.62
Toyota Motor Credit corp 1.4 5/20/2019	Toyota Motor Credit corp	1,515,000.00	1,511,980.17	1,511,621.55	S&P-AA-	Moody's-Aa3	0.15	81	81	05/20/2019	2.311	0.23
Toyota Motor Credit corp 1.55 10/18/2019	Toyota Motor Credit corp	16,000,000.00	15,918,423.05	15,886,080.00	S&P-AA-	Moody's-Aa3	1.61	232	232	10/18/2019	2.370	0.64
Toyota Motor Credit corp 2.125 7/18/2019	Toyota Motor Credit corp	1,735,000.00	1,733,065.44	1,731,582.05	S&P-AA-	Moody's-Aa3	0.17	140	140	07/18/2019	2.420	0.39
Toyota Motor Credit corp 2.125 7/18/2019	Toyota Motor Credit corp	11,043,000.00	11,023,313.28	11,021,245.29	S&P-AA-	Moody's-Aa3	1.11	140	140	07/18/2019	2.600	0.39
Toyota Motor Credit corp. 2.2 1/10/2020	Toyota Motor Credit corp.	5,000,000.00	4,978,055.56	4,978,200.00	S&P-AA-	Moody's-Aa3	0.50	316	316	01/10/2020	2.720	0.86
Toyota Motor Credit corp. 2.2 1/10/2020	Toyota Motor Credit corp.	5,000,000.00	4,970,034.48	4,978,200.00	S&P-AA-	Moody's-Aa3	0.50	316	316	01/10/2020	2.910	0.86
Walmart Corp 1.9 12/15/2020	Walmart Corp	5,000,000.00	4,928,965.68	4,936,000.00	S&P-AA	Moody's-Aa2	0.50	656	656	12/15/2020	2.722	1.77
Yale University 2.086 4/15/2019	Yale University	375,000.00	374,946.79	374,790.00	S&P-AAA	Moody's-Aaa	0.04	46	46	04/15/2019	2.200	0.13
Yale University 2.086 4/15/2019	Yale University	13,025,000.00	13,023,137.11	13,017,706.00	S&P-AAA	Moody's-Aaa	1.31	46	46	04/15/2019	2.200	0.13
Yale University 2.086 4/15/2019	Yale University	1,500,000.00	1,499,786.27	1,499,160.00	S&P-AAA	Moody's-Aaa	0.15	46	46	04/15/2019	2.200	0.13
Sub Total / Average		280,365,000.00	279,020,590.54	278,978,474.90			28.13	258	258		2.492	0.70
<b>FFCB Bond</b>												
FFCB 1.4 3/27/2019	FFCB	10,000,000.00	10,000,362.47	9,992,600.00	S&P-AA+	Moody's-Aaa	1.00	27	27	03/27/2019	1.350	0.08
FFCB 2.7 11/5/2019	FFCB	5,000,000.00	5,000,000.00	5,006,900.00	S&P-AA+	Moody's-Aaa	0.50	250	250	11/05/2019	2.700	0.68
FFCB 2.7 11/6/2019-19	FFCB	5,000,000.00	5,000,000.00	5,000,950.00	S&P-AA+	Moody's-Aaa	0.50	251	67	11/06/2019	2.700	0.68
FFCB 2.82 3/4/2021-19	FFCB	5,000,000.00	4,982,567.84	5,000,050.00	S&P-AA+	Moody's-Aaa	0.50	735	4	03/04/2021	3.000	1.95
FFCB 2.85 4/15/2020	FFCB	5,000,000.00	5,000,000.00	5,014,650.00	S&P-AA+	Moody's-Aaa	0.50	412	412	04/15/2020	2.850	1.11
Sub Total / Average		30,000,000.00	29,982,930.31	30,015,150.00			3.01	284	131		2.325	0.76
<b>FHLB Bond</b>												
FHLB 0 12/10/2019	FHLB	5,000,000.00	4,894,312.50	4,901,400.00	S&P-AA+	Moody's-Aaa	0.50	285	285	12/10/2019	2.744	0.78
FHLB 2.375 3/3/2020	FHLB	5,000,000.00	4,980,054.05	4,991,550.00	S&P-AA+	Moody's-Aaa	0.50	369	369	03/03/2020	2.781	1.00
FHLB 2.875 9/11/2020	FHLB	5,000,000.00	4,996,807.97	5,023,100.00	S&P-AA+	Moody's-Aaa	0.50	561	561	09/11/2020	2.917	1.49
FHLB 2.9 6/26/2020-19	FHLB	5,000,000.00	5,000,000.00	5,000,700.00	S&P-AA+	Moody's-Aaa	0.50	484	26	06/26/2020	2.900	1.30
FHLB 2.9 6/26/2020-19	FHLB	5,000,000.00	5,000,000.00	5,000,700.00	S&P-AA+	Moody's-Aaa	0.50	484	26	06/26/2020	2.900	1.30
FHLB Step 3/5/2020-18	FHLB	10,000,000.00	9,983,237.95	9,999,800.00	S&P-AA+	Moody's-Aaa	1.00	371	5	03/05/2020	2.696	1.00
Sub Total / Average		35,000,000.00	34,854,412.47	34,917,250.00			3.51	418	182		2.805	1.13
<b>FHLMC Bond</b>												
FHLMC 1.375 3/15/2019	FHLMC	5,000,000.00	5,000,000.00	4,998,150.00	S&P-AA+	Moody's-Aaa	0.50	15	15	03/15/2019	1.375	0.05
FHLMC 1.5 1/17/2020	FHLMC	5,000,000.00	4,946,052.13	4,954,550.00	S&P-AA+	Moody's-Aaa	0.50	323	323	01/17/2020	2.750	0.88
FHLMC 1.875 11/17/2020	FHLMC	5,000,000.00	4,914,363.64	4,942,000.00	S&P-AA+	Moody's-Aaa	0.50	628	628	11/17/2020	2.910	1.69
FHLMC 2.85 9/28/2020-18	FHLMC	10,000,000.00	9,992,038.57	10,001,600.00	S&P-AA+	Moody's-Aaa	1.00	578	28	09/28/2020	2.902	1.54
FHLMC Step 6/30/2021-18	FHLMC	5,000,000.00	4,917,865.96	4,943,150.00	S&P-AA+	Moody's-Aaa	0.50	853	30	06/30/2021	3.501	2.30
FHLMC Step 9/30/2019-17	FHLMC	4,500,000.00	4,497,288.85	4,498,470.00	S&P-AA+	Moody's-Aaa	0.45	214	30	09/30/2019	1.772	0.58
FHLMC Step 9/30/2021-17	FHLMC	4,903,000.00	4,780,069.57	4,823,767.52	S&P-AA+	Moody's-Aaa	0.49	945	31	09/30/2021	3.582	2.53
Sub Total / Average		39,403,000.00	39,047,678.72	39,161,687.52			3.95	520	141		2.721	1.40

FNMA Bond												
FNMA 1 10/24/2019	FNMA	5,000,000.00	4,944,642.40	4,950,350.00	S&P-AA+	Moody's-Aaa	0.50	238	238	10/24/2019	2.727	0.65
FNMA 1.25 3/27/2020	FNMA	10,435,000.00	10,262,168.00	10,288,075.20	S&P-AA+	Moody's-Aaa	1.05	393	393	03/27/2020	2.825	1.07
FNMA 1.25 8/23/2019-17	FNMA	10,000,000.00	9,990,117.08	9,939,800.00	S&P-AA+	Moody's-Aaa	1.00	176	84	08/23/2019	1.459	0.49
Sub Total / Average		25,435,000.00	25,196,927.48	25,178,225.20			2.55	277	241		2.269	0.76
Local Government Investment Pool												
Commonwealth of Virginia LGIP	Commonwealth of Virginia	10,165.19	10,165.19	10,165.19	S&P-AAA	NR	0.00	1	1	N/A	2.603	0.00
Commonwealth of Virginia LGIP	Commonwealth of Virginia	31,698,171.14	31,698,171.14	31,698,171.14	S&P-AAA	NR	3.18	1	1	N/A	2.603	0.00
VIP Stable NAV LGIP	VIP Stable NAV	26,899,830.64	26,899,830.64	26,899,830.64	S&P-AAA	NR	2.70	1	1	N/A	2.590	0.00
Sub Total / Average		58,608,166.97	58,608,166.97	58,608,166.97			5.88	1	1		2.597	0.00
Money Market												
Access National Bank MM	Access National Bank	85,750,135.01	85,750,135.01	85,750,135.01	NR	NR	8.60	1	1	N/A	2.690	0.00
BB&T MM	BB&T	52,781,812.59	52,781,812.59	52,781,812.59	NR	NR	5.30	1	1	N/A	2.220	0.00
John Marshall Bank ICS MM	John Marshall Bank ICS	18,750,718.48	18,750,718.48	18,750,718.48	NR	NR	1.88	1	1	N/A	2.670	0.00
United Bank MM	United Bank	50,826,612.46	50,826,612.46	50,826,612.46	NR	NR	5.10	1	1	N/A	2.550	0.00
Sub Total / Average		208,109,278.54	208,109,278.54	208,109,278.54			20.88	1	1		2.535	0.00
Negotiable Certificate Of Deposit												
Standard Charter NY 2.46 3/18/2019-18	Standard Charter NY	20,000,000.00	20,000,097.45	19,999,800.00	S&P-A1	Moody's-P1	2.01	18	18	03/18/2019	2.450	0.05
TD Bank NY 2.71 5/22/2019	TD Bank NY	15,000,000.00	15,001,042.35	15,006,000.00	S&P-A1+	Moody's-P1	1.51	83	83	05/22/2019	2.679	0.23
TD Bank NY 2.81 1/22/2020	TD Bank NY	30,000,000.00	30,000,000.00	30,046,500.00	S&P-A1+	Moody's-P1	3.01	328	328	01/22/2020	2.810	0.90
Sub Total / Average		65,000,000.00	65,001,139.80	65,052,300.00			6.52	176	176		2.669	0.48
Treasury Note												
T-Note 1.375 1/15/2020	Treasury	20,000,000.00	19,789,115.77	19,799,200.00	S&P-AA+	Moody's-Aaa	2.01	321	321	01/15/2020	2.597	0.88
T-Note 1.375 1/15/2020	Treasury	20,000,000.00	19,789,828.21	19,799,200.00	S&P-AA+	Moody's-Aaa	2.01	321	321	01/15/2020	2.593	0.88
T-Note 1.375 1/15/2020	Treasury	20,000,000.00	19,789,828.21	19,799,200.00	S&P-AA+	Moody's-Aaa	2.01	321	321	01/15/2020	2.593	0.88
T-Note 1.5 5/15/2020	Treasury	10,000,000.00	9,877,111.65	9,876,600.00	S&P-AA+	Moody's-Aaa	1.00	442	442	05/15/2020	2.537	1.20
T-Note 1.5 6/15/2020	Treasury	10,000,000.00	9,868,134.08	9,866,400.00	S&P-AA+	Moody's-Aaa	1.00	473	473	06/15/2020	2.542	1.28
T-Note 1.875 12/31/2019	Treasury	10,000,000.00	9,952,923.08	9,944,900.00	S&P-AA+	Moody's-Aaa	1.00	306	306	12/31/2019	2.450	0.83
T-Note 1.875 12/31/2019	Treasury	10,000,000.00	9,943,879.10	9,944,900.00	S&P-AA+	Moody's-Aaa	1.00	306	306	12/31/2019	2.561	0.83
T-Note 2.75 9/15/2021	Treasury	10,000,000.00	9,941,712.34	10,061,300.00	S&P-AA+	Moody's-Aaa	1.00	930	930	09/15/2021	2.991	2.44
T-Note 2.75 9/30/2020	Treasury	10,000,000.00	9,987,534.39	10,029,700.00	S&P-AA+	Moody's-Aaa	1.00	580	580	09/30/2020	2.831	1.54
Sub Total / Average		120,000,000.00	118,940,066.83	119,121,400.00			12.04	414	414		2.623	1.12
TVA Bond												
TVA 3.875 2/15/2021	TVA	5,000,000.00	5,080,566.28	5,120,250.00	S&P-AA+	Moody's-Aaa	0.50	718	718	02/15/2021	3.017	1.91
Sub Total / Average		5,000,000.00	5,080,566.28	5,120,250.00			0.50	718	718		3.017	1.91
U.S. Agency for International Development												
OPIC - Overseas Private Invest corp 0 11/13/2019	OPIC - Overseas Private Invest corp	9,544,505.40	9,391,563.74	9,359,910.39	S&P-AA+	Moody's-Aaa	0.96	258	258	11/13/2019	2.329	0.70
Sub Total / Average		9,544,505.40	9,391,563.74	9,359,910.39			0.96	258	258		2.329	0.70
Total / Average		996,645,950.91	992,597,615.12	992,399,568.66			100	206	177		2.571	0.56

## NORTHERN VIRGINIA TRANSPORTATION AUTHORITY

MEMORANDUM

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

**FROM:** Michael Longhi, Chief Financial Officer

**DATE:** April 5, 2019

**SUBJECT:** Monthly Revenue Report

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1. **Purpose:** To update the Northern Virginia Transportation Authority (NVTA) on monthly revenue receipts and 30% funds distributed to member localities.
2. **Background:** The attached reports reflect funding received and distributed through February 2019 for the Authority's sole revenue source, sales tax.
3. **Comments:**
  - a. **FY2019 Revenues (Attachment A)**
    - i. The Authority has received approximately \$136.3 million through the February 2019 transfers from the Commonwealth. This amount represents six months of sales tax receipts.
    - ii. Actual to estimate comparison of sales tax revenues through February show a 5.31% positive variance in receipts compared to the FY2019 adopted revenue estimates. The actual variance to the budgeted revenue estimates has increased from 1.87% in the January 2019 report. The jump in the variance is due in part to the spike in December purchases. The variance is expected to level out over the next few months.
    - iii. Since there is a positive variance between the actual receipts and the revenue estimates, no changes to the FY2019 revenue estimates are recommended at this time.
  - b. **FY2019 Distribution to localities (Attachment B)**
    - i. As of the preparation of this report, all jurisdictions have completed the HB2313 required annual certification process to receive FY2019 30% funds.
    - ii. Of the \$140.5 million received by the Authority, including \$136.3 million of sales tax receipts and \$3.9 million of FY2018 Grantors and TOT receipts through February 2019, approximately \$42.1 million represents 30% local funds of which \$40.9 million was distributed to the member jurisdictions.
  - c. **FY2015 to FY2019 Year over Year Revenue Comparison (Attachment C).**
    - i. This chart reflects a month-to-month comparison of sales tax revenue and a year-to-year comparison of fiscal year to date revenues received through February 2019.

**Attachments:**

- A. Sales Tax Revenues Received Compared to NVTA Estimates, Through February 2019
- B. FY2019 30% Distribution by Jurisdiction, through February 2019
- C. Month to Month Comparison of Sales Tax Revenue and YTD Receipts for February 2015 to 2019

# Attachment A

**NORTHERN VIRGINIA TRANSPORTATION AUTHORITY**  
**SALES TAX REVENUES RECEIVED BY JURISDICTION, COMPARED TO NVTA ESTIMATES**  
 Based on: Revenue Data Through February 2019  
 FYE June 30, 2019

Regional Sales Tax*		Received		FY2019	Annualized - Actual	
Transaction Months	6	To Date	Annualized	Budget	To Budget	
City of Alexandria		\$8,383,085	\$ 16,766,170	\$ 16,057,290	\$ 708,880	
Arlington County		\$13,708,441	\$ 27,416,882	\$ 25,308,696	\$ 2,108,186	
City of Fairfax		\$3,889,163	\$ 7,778,327	\$ 7,432,605	\$ 345,722	
Fairfax County		\$57,885,791	\$ 115,771,582	\$ 111,788,679	\$ 3,982,903	
City of Falls Church		\$1,400,766	\$ 2,801,533	\$ 2,659,800	\$ 141,733	
Loudoun County		\$27,179,415	\$ 54,358,829	\$ 50,940,000	\$ 3,418,829	
City of Manassas		\$2,956,362	\$ 5,912,724	\$ 5,100,000	\$ 812,724	
City of Manassas Park		\$766,388	\$ 1,532,775	\$ 1,462,415	\$ 70,360	
Prince William County		\$20,163,444	\$ 40,326,887	\$ 38,176,740	\$ 2,150,147	
Total Sales Tax Revenue		\$ 136,332,854	\$ 272,665,708	\$ 258,926,225	\$ 13,739,483	5.31%
		\$ 136,332,854				

# Attachment B

## NORTHERN VIRGINIA TRANSPORTATION AUTHORITY FY2019 30% DISTRIBUTION BY JURISDICTION

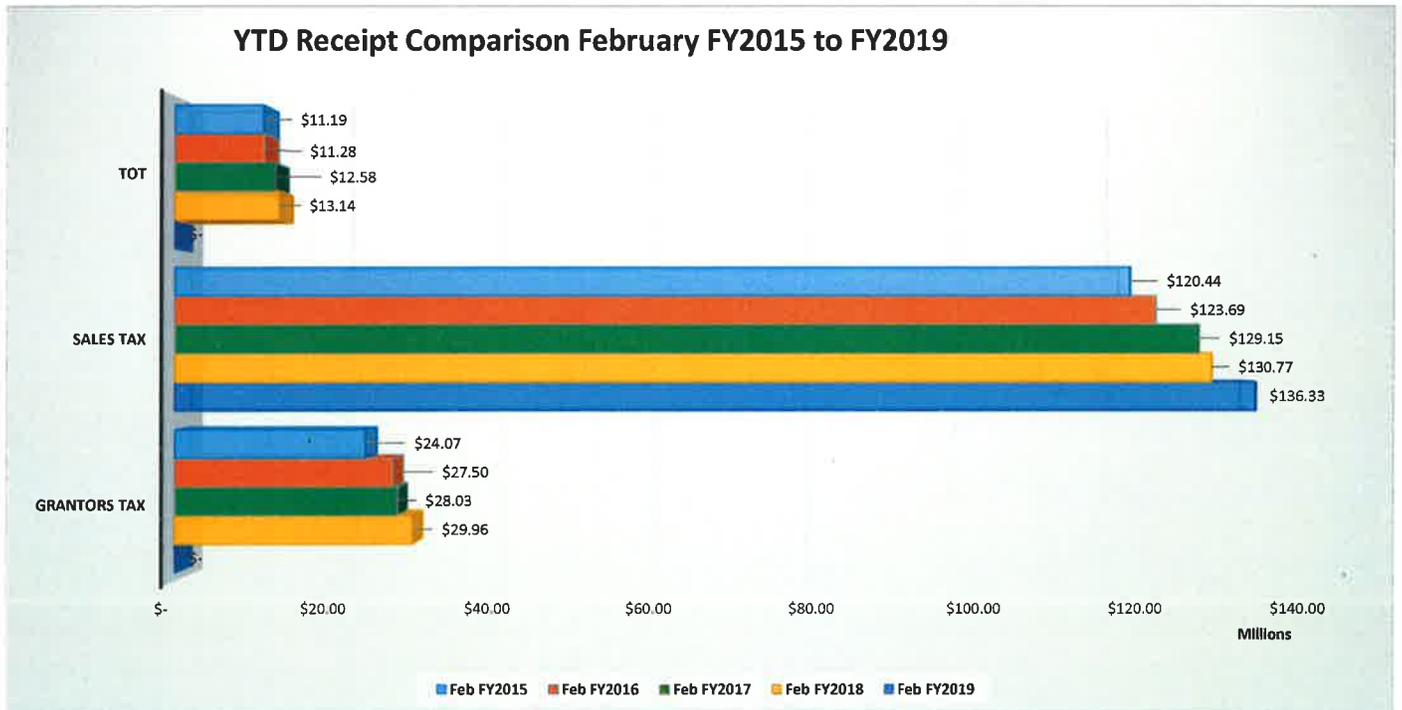
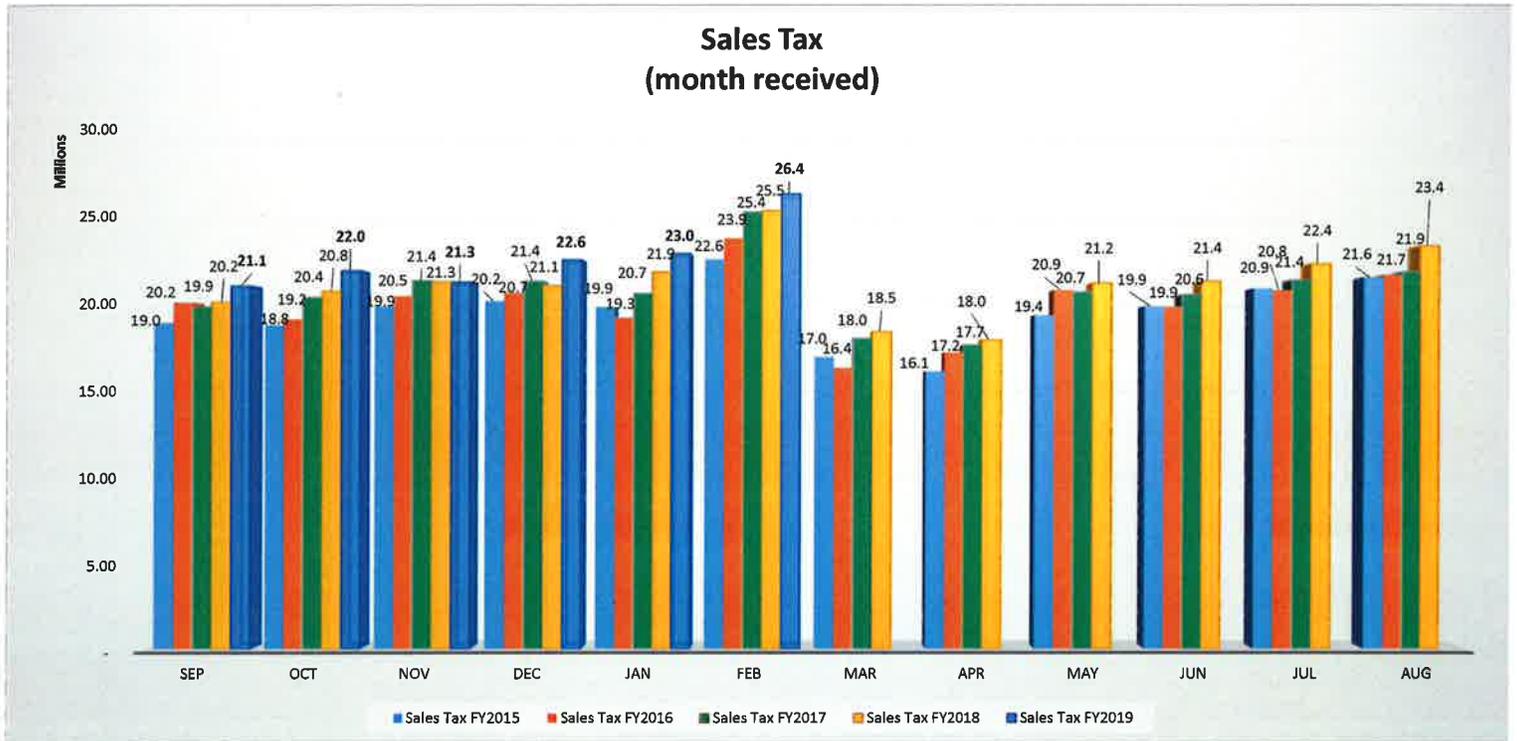
Based on: Revenue Data Through February 2019

Jurisdiction	(1) FY2018 Receipts		(1) FY2018 Receipts		Cumulative Total	30% Funds	Thru 1/31/19	1/31/2019	Current Month Distribution	Total Funds Transferred
	Grantor's Tax	Regional Sales Tax	Transient Occupancy Tax (2)	NVTA Fund Interest			Accrued Interest (3)	Prior Distributions		
							(+)			
City of Alexandria	\$ (6,495.00)	\$ 8,383,085.03	\$ 817,337.89	\$ 15,458.88	\$ 9,209,386.80	\$ 2,762,816.04	\$ 965.77	\$ 2,274,530.50	\$ 489,251.31	\$ 2,763,781.81
Arlington County	\$ (1,375.50)	\$ 13,708,440.97	\$ 57,192.00	\$ 23,971.42	\$ 13,788,228.89	\$ 4,136,468.67	\$ 1,379.68	\$ 3,327,583.16	\$ 810,265.19	\$ 4,137,848.35
City of Fairfax	\$ -	\$ 3,889,163.26	\$ 198,147.53	\$ 5,968.22	\$ 4,093,279.01	\$ 1,227,983.70	\$ 413.90	\$ -	\$ 1,228,397.60	\$ -
Fairfax County	\$ (742.50)	\$ 57,885,790.86	\$ 2,447,690.11	\$ 99,100.52	\$ 60,431,838.99	\$ 18,129,551.70	\$ 5,794.64	\$ 14,721,078.23	\$ 3,414,268.11	\$ 18,135,346.34
City of Falls Church	\$ -	\$ 1,400,766.38	\$ 43,190.77	\$ 2,347.49	\$ 1,446,304.64	\$ 433,891.39	\$ 137.97	\$ 354,036.38	\$ 79,992.98	\$ 434,029.36
Loudoun County	\$ -	\$ 27,179,414.62	\$ 247,435.33	\$ 45,775.70	\$ 27,472,625.65	\$ 8,241,787.70	\$ 2,759.35	\$ 6,677,463.61	\$ 1,567,083.44	\$ 8,244,547.05
City of Manassas	\$ -	\$ 2,956,361.77	\$ 8,244.03	\$ 4,669.56	\$ 2,969,275.36	\$ 890,782.61	\$ 275.94	\$ 743,159.93	\$ 147,898.62	\$ 891,058.55
City of Manassas Park	\$ -	\$ 766,387.58	\$ -	\$ 1,235.55	\$ 767,623.13	\$ 230,286.94	\$ 137.98	\$ 189,662.21	\$ 40,762.71	\$ 230,424.92
Prince William County	\$ (25,150.50)	\$ 20,163,443.71	\$ 169,807.14	\$ 33,811.01	\$ 20,341,911.36	\$ 6,102,573.41	\$ 1,931.55	\$ 4,936,543.95	\$ 1,167,961.01	\$ 6,104,504.96
<b>Total Revenue</b>	<b>\$ (33,763.50)</b>	<b>\$ 136,332,854.18</b>	<b>\$ 3,989,044.80</b>	<b>\$ 232,338.35</b>	<b>\$ 140,520,473.83</b>	<b>\$ 42,156,142.16</b>	<b>\$ 13,796.78</b>	<b>\$ 33,224,057.97</b>	<b>\$ 8,945,880.97</b>	<b>\$ 40,941,541.34</b>

1 Includes FY2018 Revenue Accruals Recorded in the Prior Year PLUS COVA Adjustments

2 County TOT includes any town collections

3 Interest earned through 1/31/2019



## NORTHERN VIRGINIA TRANSPORTATION AUTHORITY

MEMORANDUM

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

**FROM:** Michael Longhi, Chief Financial Officer

**DATE:** April 5, 2019

**SUBJECT:** NVTA Monthly Operating Budget

---

1. **Purpose:** To update the Northern Virginia Transportation Authority (NVTA) on the Authority's Operating Budget for FY2019.
2. **Background:** The Authority operating budget is funded through the participating jurisdictions. All jurisdictions contributed their respective share of the FY2019 operating budget in July 2018.
3. **Comments:** Through February 28, 2019, the FY2019 Operating Budget has produced the following results:
  - a. Operating revenue is at 100% of estimate.
  - b. On November 8, 2018, the Authority approved a \$35,781.31 budget transfer from the NVTA Operating Reserve for FY2019 to obtain Investment Management and Monitoring Services. The Operating Reserve will be replenished as part of the FY2020 Operating Budget.
  - c. February 2019 represents 67% of the fiscal year. Through February 28, 2019, the Authority has utilized 57% of its FY2019 expenditure budget with all expense categories remaining within budget. The lower than budgeted FY2019 expenditures is attributed to the Project Implementation, Monitoring and Management System budget. Invoicing for this system will follow the testing phase.
  - d. The attached statement shows the operating budget income and expenditure activity through February 28, 2019 for FY2019.

**Attachment:** FY2019 Operating Budget through February 28, 2019

# Attachment

03/07/19  
13:01:33

NORTHERN VIRGINIA TRANSPORTATION AUTHORITY  
Income Statement  
For the Accounting Period: 2 / 19

Page: 1 of 2  
Report ID: LB170A

1000 General Fund

Account Object	Description	Current Year				%
		Current Month	Current YTD	Budget	Variance	
<b>Revenue</b>						
330100	Contribution Member Jurisdiction		2,203,249.00	2,203,249.00		100
						100
	<b>Total Revenue</b>	0.00	2,203,249.00	2,203,249.00	0.00	100
<b>Expenses</b>						
410000	<b>Personnel Expenses</b>					
110	Salaries-Regular Pay	84,041.06	690,540.75	1,151,522.00	460,981.25	60
130	Health & Dental Benefits	13,608.80	124,470.60	160,224.00	35,753.40	78
131	Payroll Taxes	6,171.70	43,832.66	88,241.00	44,408.34	50
132	Retirement VRS	7,467.21	58,532.82	90,687.00	32,154.18	65
133	Life Insurance	1,223.68	9,472.21	14,998.00	5,525.79	63
134	Flex Spending/Dependent Care	41.33	299.81	685.00	385.19	44
135	Workers Comp		1,212.00	1,267.00	55.00	96
137	Disability Insurance	373.00	9,924.20	16,641.00	6,716.80	60
	<b>Total Account</b>	112,926.78	938,285.05	1,524,265.00	585,979.95	62
420000	<b>Professional Services</b>					
210	Audit & Accounting Services		17,000.00	28,500.00	11,500.00	60
220	Bank Service			750.00	750.00	
230	Insurance		5,791.00	5,905.00	114.00	98
240	Payroll Services	100.38	1,335.66	1,800.00	464.34	74
260	Public Outreach & Regional Event Support	5,745.00	25,993.00	37,500.00	11,507.00	69
261	Legal/Bond Counsel Services		5,760.00	65,000.00	59,240.00	9
262	Financial Advisory Services		16,042.00	75,000.00	58,958.00	21
263	Bond Trustee Fees		2,687.50	2,700.00	12.50	100
264	Legislative Services		34,706.00	62,000.00	27,294.00	56
265	Investment Custody Svc		10,220.00	25,000.00	14,780.00	41
	<b>Total Account</b>	5,845.38	119,535.16	304,155.00	184,619.84	39
430000	<b>Technology/Communication</b>					
310	Acctg & Financial Report Systems	8,552.50	27,527.81	52,281.31	24,753.50	53
320	HW SW & Peripheral Purchase		104.00		-104.00	
330	IT Support Svc Incl Hosting	1,385.70	13,865.89	19,631.00	5,765.11	71
335	GIS/Project Mgt/Modeling		2,610.00	69,316.00	66,706.00	4
340	Phone Service	157.43	4,617.23	7,920.00	3,302.77	58
350	Web Develop & Hosting	375.00	5,105.37	7,897.00	2,791.63	65
	<b>Total Account</b>	10,470.63	53,830.30	157,045.31	103,215.01	34
440000	<b>Administrative Expenses</b>					
410	Advertisement		200.00	1,500.00	1,300.00	13
411	Dues & Subscriptions	77.98	6,430.16	6,890.00	459.84	93
412	Duplication & Printing		5,909.85	15,640.00	9,730.15	38
414	Hosted Meeting Expenses	376.48	1,524.20	3,600.00	2,075.80	42
415	Mileage/Transportation	475.25	2,371.87	10,950.00	8,578.13	22

NORTHERN VIRGINIA TRANSPORTATION AUTHORITY  
Income Statement  
For the Accounting Period: 2 / 19

1000 General Fund

Account Object	Description	----- Current Year -----				
		Current Month	Current YTD	Budget	Variance	%
417	Office Lease	11,517.19	103,222.63	138,406.00	35,183.37	75
418	Office Supplies	24.73	2,205.62	6,400.00	4,194.38	34
419	Postage & Delivery		75.92	700.00	624.08	11
420	Professional Develop & Training	1,603.69	3,649.00	12,920.00	9,271.00	28
421	Industry Conferences		5,512.55	6,500.00	987.45	85
	Total Account	14,075.32	131,101.80	203,506.00	72,404.20	64
	Total Expenses	143,318.11	1,242,752.31	2,188,971.31	946,219.00	57
	Net Income from Operations	-143,318.11	960,496.69			
<b>Other Expenses</b>						
521000	Transfers					
820	Transfer to Operating Reserve			430,638.00	430,638.00	
825	Transf to Equip Reserve		2,511.31	13,500.00	10,988.69	19
	Total Account		2,511.31	444,138.00	441,626.69	1
	Total Other Expenses	0.00	2,511.31	444,138.00	441,626.69	1
	Net Income	-143,318.11	957,985.38			

**NORTHERN VIRGINIA TRANSPORTATION AUTHORITY**

**MEMORANDUM**

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

**FROM:** Monica Backmon, Executive Director

**DATE:** April 2, 2019

**SUBJECT:** Executive Director's Report

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1. **Purpose:** To inform the Northern Virginia Transportation Authority (NVTA) of items of interest not addressed in other agenda items.
2. **Ribbon Cuttings and Groundbreakings.**
  - The Authority will be hosting/participating in a Ribbon-Cutting for the Northfax Intersection Improvements at Route 29/50 and Route 123 (City of Fairfax) on Monday, May 13<sup>th</sup> at 11 am. The Ribbon-Cutting brings the \$43 million project full circle as the Authority celebrated the groundbreaking two and a half years ago.
3. **NoVA Spring Transportation Meeting.** In fulfilling the requirements of HB 1285, the Northern Virginia Transportation Authority, the Northern Virginia Transportation Commission, the Virginia Railway Express, and the Commonwealth Transportation Board will conduct a joint public meeting for the purposes of presenting to the public, and receiving public comments on, the transportation projects proposed by each entity in Planning District 8. This meeting will be held on Monday, May 13, 2019 at 6:00pm at VDOT's NoVA District Office.
4. **Transportation Technology Committee Meeting.** The Transportation Technology Committee (TTC) will hold their second meeting at 8:30am on Wednesday, April 24, 2019, at NVTA's office. As a reminder, the purpose of the TTC is:
  - Advise the NVTA Executive Director on multimodal transportation technologies and related transportation trends that support (or endanger) the vision of the Authority as stated in its current Five-Year Strategic Plan;
  - Make specific recommendations for consideration by the NVTA Executive Director related to the development of TransAction, the regional multimodal, long-range transportation plan for Northern Virginia, and the development of updates to the Authority's Six Year Program. Such recommendations may include the use of transportation technologies to complement traditional transportation infrastructure and enhance the operation and performance of the regional transportation system; and

- Develop an evidence-based body of knowledge that will educate and inform regional policy makers on topics related to multimodal transportation technologies and related transportation trends.

The TTC will be chaired by Councilmember David Snyder, is comprised of a broad group of individuals with diverse, but relevant, skill sets and experience, including elected officials, jurisdictional/regulatory staff, representatives of various transportation modes, the automotive industry, community stakeholders, the business sector, and technology experts.

**5. TransAction Listening Session.** The Authority adopted the current version of TransAction, the long-range multimodal transportation plan for Northern Virginia, in October 2017. TransAction is updated on a five-year cycle, and takes several years to develop. Consequently, the consultant procurement process for the next update is expected to start during the first half of 2020. Prior to this, commencing in 2019, Authority staff will begin to develop a draft scope of work for the TransAction update. An important component of scope development will be a TransAction ‘Listening Session,’ at which citizens and stakeholders will have the opportunity to provide inputs and make suggestions to Authority members related to the Authority’s long-range transportation planning activities. The TransAction Listening Session, which will include an Open House, is tentatively scheduled for September 12, 2019 prior to the Authority meeting that same evening.

**6. NVTA Standing Committee Meetings**

- **Finance Committee:** The NVTA Finance Committee is scheduled to meet next on April 18, 2019 at 1:00pm.
- **Governance and Personnel Committee:** The next meeting of the NVTA Governance and Personnel Committee (GPC) is TBD.
- **Planning and Programming Committee:** The NVTA Planning and Programming Committee is not scheduled to meet again until late 2019/early 2020 as part of the update of the Authority’s Six Year Program covering fiscal years FY2020-2025.

**7. NVTA Statutory Committee Meetings:**

- **Planning Coordination Advisory Committee:** The NVTA Planning Coordination Advisory Committee is not scheduled to meet again until late 2019/early 2020 as part of the update of the Authority’s Six Year Program covering fiscal years FY2020-2025.
- **Technical Advisory Committee:** The next meeting of the NVTA Technical Advisory Committee is not scheduled to meet again until late 2019/early 2020 as part of the update of the Authority’s Six Year Program covering fiscal years FY2020-2025.

**8. CMAQ-RSTP Transfers:**

- CMAQ and RSTP Transfers requested since the last Executive Director’s report are presented in Attachment A.

**9. Regional Projects Status Report:**

- Please note the updated Regional Projects Status Report (Attachment B), which provides a narrative update for each project and the amount of project reimbursements requested and processed to date.

**Attachments:**

- A. CMAQ-RSTP Transfers
- B. Regional Projects Status Report

## NORTHERN VIRGINIA TRANSPORTATION AUTHORITY MEMORANDUM

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

**FROM:** Monica Backmon, Executive Director

**SUBJECT:** Approval of Reallocation of Congestion Mitigation and Air Quality (CMAQ) and Regional Surface Transportation Program (RSTP) funds for Loudoun County and the Town of Herndon

**DATE:** April 3, 2019

---

- 1. Purpose:** To inform the Authority of Regional Jurisdiction and Agency Coordinating Committee (RJACC) Approval of Reallocation of Congestion Mitigation and Air Quality (CMAQ) and Regional Surface Transportation Program (RSTP) funds for Loudoun County and the Town of Herndon.
- 2. Background:** On September 11, 2008, the Authority delegated the authority to approve requests to reallocate Congestion Mitigation and Air Quality (CMAQ) and Regional Surface Transportation Program (RSTP) funding between projects that were previously approved by the NVTa to the Regional Jurisdiction and Agency Coordinating Committee (RJACC).

On March 19, 2019, Loudoun County requested the following reallocations:

- \$1,919,526 to Metro Station Area Pedestrian Improvement (UPC 112296) from the following projects:
  - \$800,000 in FY 2019 CMAQ funds from Interchange from Route 9 to Market Street (UPC 58599)
  - \$1,098,889 in FY 2019 CMAQ funds from Construct Park & Ride Facility off Sycolin Rd (UPC 77562)
  - \$20,637 in FY 2019 RSTP funds from Turn Lanes on Route 7 at Countryside Boulevard (UPC 16007)

On March 20, 2019, the Town of Herndon requested the following reallocation:

- \$731,048 in CMAQ funds to the initial phase of Herndon Metrorail Intermodal Access Improvements (UPC 104328) from the following projects:
  - \$50,000 in FY 2023 funds from Herndon Metrorail Intermodal Access Improvements – Phase II (UPC 106986)
  - \$300,000 in FY 2022 funds from Herndon Metrorail Intermodal Access Improvements – Phase II (UPC 106986)

- \$306,823 in FY 2021 funds from Herndon Metrorail Intermodal Access Improvements – Phase II (UPC 106986)
- \$40,532 in FY 2020 funds from Herndon Trails to Metrorail (UPC 104342)
- \$33,693 in FY 2017 funds from Herndon Trails to Metrorail (UPC 104342)

The reallocation will allow the Town of Herndon to proceed with the construction of the initial phase of the Herndon Metrorail Intermodal Access Improvements project. The Town plans to begin construction in December 2019 or early 2020.

The RJACC approved this request on March 28, 2019.

**Attachment(s):** DRAFT Letter to VDOT NOVA District Administrator Cuervo  
Request from Loudoun County  
Request from the Town of Herndon

**Coordination:** Regional Jurisdiction and Agency Coordinating Committee



## Northern Virginia Transportation Authority

*The Authority for Transportation in Northern Virginia*

April 11, 2019

Ms. Helen Cuervo  
District Administrator  
Virginia Department of Transportation  
4975 Alliance Dr. Suite 4E-342  
Fairfax, Virginia 22030

Reference: Request to Reallocate Congestion Mitigation and Air Quality (CMAQ) and Regional Surface Transportation Program (RSTP) funds for Loudoun County and the Town of Herndon

Dear Ms. Cuervo:

On September 11, 2008, the Authority delegated the authority to approve requests to reallocate Congestion Mitigation and Air Quality (CMAQ) and Regional Surface Transportation Program (RSTP) funding between projects that were previously approved by the NVTA to the Regional Jurisdiction and Agency Coordinating Committee (RJACC).

On March 19, 2019, Loudoun County requested the following reallocations:

- \$1,919,526 to Metro Station Area Pedestrian Improvement (UPC 112296) from the following projects:
  - \$800,000 in FY 2019 CMAQ funds from Interchange from Route 9 to Market Street (UPC 58599)
  - \$1,098,889 in FY 2019 CMAQ funds from Construct Park & Ride Facility off Sycolin Rd (UPC 77562)
  - \$20,637 in FY 2019 RSTP funds from Turn Lanes on Route 7 at Countryside Boulevard (UPC 16007)

On March 20, 2019, the Town of Herndon requested the following reallocation:

- \$731,048 in CMAQ funds to the initial phase of Herndon Metrorail Intermodal Access Improvements (UPC 104328) from the following projects:
  - \$50,000 in FY 2023 funds from Herndon Metrorail Intermodal Access Improvements – Phase II (UPC 106986)
  - \$300,000 in FY 2022 funds from Herndon Metrorail Intermodal Access Improvements – Phase II (UPC 106986)
  - \$306,823 in FY 2021 funds from Herndon Metrorail Intermodal Access Improvements – Phase II (UPC 106986)
  - \$40,532 in FY 2020 funds from Herndon Trails to Metrorail (UPC 104342)
  - \$33,693 in FY 2017 funds from Herndon Trails to Metrorail (UPC 104342)

The reallocation will allow the Town of Herndon to proceed with the construction of the initial phase of the Herndon Metrorail Intermodal Access Improvements project. The Town plans to begin construction in December 2019 or early 2020.

NVTA's delegation requires that the RJACC notify the NVTA of these requests. The RJACC approved the request on March 28, 2019, and the NVTA was informed at their April 11, 2019, meeting. The NVTA has not objected to these reallocations.

Please take the necessary steps to reallocate these funds in the Transportation Improvement Program and the State Transportation Improvement Program. Thank you very much.

Sincerely,

Noelle Dominguez  
RJACC Chairman

cc: Martin E. Nohe, Chairman, NVTA  
Monica Backmon, Executive Director, NVTA  
Penny Newquist, Deputy Director, Loudoun County Department of Transportation and  
Capital Infrastructure  
John Irish, Deputy Director of Public Works, Town of Herndon



Loudoun County, Virginia

[www.loudoun.gov](http://www.loudoun.gov)

Department of Transportation and Capital Infrastructure

101 Blue Seal Drive, S.E., Suite 102, PO Box 7500, Leesburg, VA 20177-7500

Telephone (703) 777-0396 • Fax (703) 777-0626

March 19, 2019

Ms. Monica Backmon, Executive Director  
Northern Virginia Transportation Authority  
3040 Williams Drive, Suite 200  
Fairfax, VA 22031

Subject: Request to reallocate Congestion Mitigation and Air Quality (CMAQ) and  
Regional Surface Transportation (RSTP) funds for Loudoun County Virginia

Dear Ms. Backmon,

Loudoun County Virginia requests the Regional Jurisdiction and Agency Coordinating  
Committee (RJACC) endorse the following CMAQ and RSTP funding reallocation, and  
therefore, forward our request to the NVTA for action at their next Authority meeting.

Loudoun County is requesting the approval of the transfer of \$800,000 of CMAQ funding  
from UPC 58599 – Interchange from Route 9 to Market Street project to UPC 112296 –  
Metro Station Area Pedestrian Improvements project; \$1,098,889 of CMAQ funding  
from UPC 77562 – Construct Park & Ride Facility off Sycolin Road to UPC 112296 –  
Metro Station Area Pedestrian Improvements project; \$20,637 of RSTP funding from  
16007 – Turn Lanes on Route 7 at Countryside Boulevard to UPC 112296 – Metro  
Station Area Pedestrian Improvements project.

If you have any questions regarding this request, please contact Sandy Hayes (703-737-  
8240, [sandra.hayes@loudoun.gov](mailto:sandra.hayes@loudoun.gov)) or Bob Brown, Loudoun's representative to the  
RJACC (703-777-0122, [bob.brown@loudoun.gov](mailto:bob.brown@loudoun.gov)).

Sincerely,

Penny Newquist  
Deputy Director

Attachments

CMAQ/RSTP Transfer-Worksheet







March 20, 2019

Ms. Monica Backmon, Executive Director  
Northern Virginia Transportation Authority –  
Regional Jurisdiction and Agency Coordinating Committee (NVTA- RJACC)  
3040 Williams Drive, Suite 200  
Fairfax, Virginia 22301

**RE: Town of Herndon - request to reallocate Congestion Mitigation and Air Quality (CMAQ) funding**

Dear Ms. Backmon,

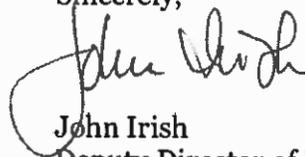
The Town of Herndon requests the approval of the Regional Jurisdiction and Agency Coordinating Committee to reallocate a total of \$731,048 in CMAQ funds to the initial phase of 'Herndon Metrorail Intermodal Access Improvements' (UPC 104328) from the following projects:

- \$50,000 in FY2023 CMAQ funds from 'Herndon Metrorail Intermodal Access Improvements – Phase II' (UPC 106986);
- \$300,000 in FY2022 CMAQ funds from 'Herndon Metrorail Intermodal Access Improvements – Phase II' (UPC 106986);
- \$306,823 in FY2021 CMAQ funds from 'Herndon Metrorail Intermodal Access Improvements – Phase II' (UPC 106986);
- \$40,532 in FY2020 CMAQ funds from 'Herndon Trails to Metrorail' (UPC 104342); and
- \$33,693 in FY2017 CMAQ funds from 'Herndon Trails to Metrorail' (UPC 104342).

The above projects and respective CMAQ funding allocations were previously approved by the NVTA. This reallocation of CMAQ funding will allow the Town of Herndon to proceed with the construction of the initial phase of the Herndon Metrorail Intermodal Access Improvements project. The town plans to begin construction in December 2019 or early 2020.

If there are any questions or more information is needed, please contact me at (703)787-7368 or Mark Duceman, Transportation Program Manager at (703)787-7380. Thank you for your assistance in this matter.

Sincerely,



John Irish  
Deputy Director of Public Works

c: Mark Duceman, Transportation Program Manager - Town of Herndon  
Noelle Dominguez, NVTA-RJACC Chairman  
Jan Vaughan, Urban Program Manager, Programming & Investment, VDOT Northern Virginia District  
Susie Lue, Project Coordinator, Local Assistance Program - VDOT Northern Virginia District

**CMAQ/RSTP Transfer Request Form**  
(One Sheet Needed Per Donor Project)

Date: 18-Mar-19

Name of Jurisdiction/Agency Requesting: Town of Herndon

Current Balance of CMAQ/RSTP Funds Currently Allocated to Donor Project (Prior to this Transfer): \$1,107,935

From (Donor):

To (Recipient):

UPC	Project Description	Type of Funds	Transfer from Previous Fiscal Years	If No, Year Requested	Transfer Amount	UPC	Project Description	Previously Approved by NVTA	If Yes, Year Approved	JACC Approval (NVTA)	Authority Approval (NVTA)	Funds Verified (VDOT)	Completed (VDOT)	
106986	Herndon Metrorail Intermodal Access Improvements - PH II	CMAQ	N	FY 2023	\$50,000.00	104328	Herndon Metrorail Intermodal Access Improvements	Y	2012			JSV 3/19/19		
		CMAQ	N	FY 2022	\$300,000.00	104328	Herndon Metrorail Intermodal Access Improvements	Y	2012			JSV 3/19/19		
		CMAQ	N	FY 2021	\$306,823.00	104328	Herndon Metrorail Intermodal Access Improvements	Y	2012			JSV 3/19/19		

TOTAL OF TRANSFER \$656,823.00

Attach Signed Request of Transfer Letter

**CMAQ/RSTP Transfer Request Form**  
(One Sheet Needed Per Donor Project)

Date: 18-Mar-19

Name of Jurisdiction/Agency Requesting: Town of Herndon

Current Balance of CMAQ/RSTP Funds Currently Allocated to Donor Project (Prior to this Transfer): \$74,225

From (Donor):					To (Recipient):									
UPC	Project Description	Type of Funds	Transfer from Previous Fiscal Years	If No, Year Requested	Transfer Amount	UPC	Project Description	Previously Approved by NVTA	If Yes, Year Approved	JACC Approval (NVTA)	Authority Approval (NVTA)	Funds Verified (VDOT)	Completed (VDOT)	
104342	Herndon Trails to Metrorail	CMAQ	Y		\$33,693.00	104328	Herndon Metrorail Intermodal Access Improvements	Y	2012			JSV 3/19/19		
		CMAQ	N	FY 2020	\$40,532.00	104328	Herndon Metrorail Intermodal Access Improvements	Y	2012			JSV 3/19/19		

TOTAL OF TRANSFER \$74,225.00

Attach Signed Request of Transfer Letter



## NVTA Funding Program Project Status

### Upcoming Public Information Meetings:

**Fairfax County: Route 7 Widening - Colvin Forest Drive to Jarrett Valley Drive** – Public information meetings are scheduled to be held on **May 7, 2019 at 7-9PM at Forestville Elementary School** at 1085 Utterback Store Road, Great Falls, VA 22066 and **May 14, 2019 at 7-9PM at Colvin Run Elementary School** (1400 Trap Road, Vienna, VA 22182).

**Fairfax County: Fairfax County Parkway Widening** - Public information meetings schedule to be held on June 24, 2019.

**Fairfax County: Richmond Highway BRT: Phases 1 and 2** - Public information meetings anticipated in Summer (June/July 2019) and Fall (September/October) 2019.

**Prince William County: Construct Interchange at Prince William Pkwy and University Blvd** – A Public Information Meeting is being planned to be held in April, 2019.

Jurisdiction/ Agency	Project Description	NVTA Funds	Phase(s) Funded	Status	Completion (Project)	Completion (NVTA funded Phases)	Percentage Reimbursed as of 3/31/19
Arlington County	<b>Blue Silver Line Mitigation</b> - Purchase of four new transit buses to introduce Silver Line connecting service. Arlington Transit is using the four 19 passenger buses to enable additional capacity on the ART 43 Route between Crystal City, Rosslyn and Court House.	\$1,000,000 (FY2014)	Acquisition	Completed			
Arlington County	<b>Boundary Channel Drive Interchange</b> – Constructs two roundabouts at the terminus of the ramps from I-395 to Boundary Channel Drive, which eliminate redundant traffic ramps to/from I-395. In addition, the project will create multi-modal connections (new trail connection to the Mt. Vernon trail) to/from the District of Columbia that will promote alternate modes of commuting into and out of the District.	\$4,335,000 (FY2014)	Construction	Planning and design underway (awaiting IMR approval from FHWA); construction of the interchange begins in Fiscal Year 2020. Working with VDOT to transfer PE/ROW/CN phases from County to VDOT.  Long Bridge Drive was complete on June 28, 2018 and is in closeout.	Long Bridge Drive was completed in June 2018 and interchange is expected by end of calendar year 2022	Mid-2020	49.9%
Arlington County	<b>Columbia Pike Multimodal Improvement</b> – Includes a modified street cross-section with reconfigured travel and transit lanes, medians and left-turn lanes, utility undergrounding and other upgrades along Arlington’s 3.5 mile Columbia Pike corridor from the Fairfax County line on the west end to Four Mile Run.	\$12,000,000 (FY2014)	Construction	Streetscape and Undergrounding plan approval received in May 2017. Washington Gas in-street gas main and lateral connections have been completed. Old gas line has been abandoned. The undergrounding and streetscape improvement have commenced with NTP of 2/20/18. Watermain installation work and testing has been completed. Final installation of water laterals ongoing with three remaining laterals to complete. Sanitary sewer work 60% complete. Storm sewer work ongoing. Utility duct banks installation nearly	Spring 2021	Fall 2020	15.7%

Jurisdiction/ Agency	Project Description	NVTA Funds	Phase(s) Funded	Status	Completion (Project)	Completion (NVTA funded Phases)	Percentage Reimbursed as of 3/31/19
				complete on the western end of this segment. Redesigning of dry utilities on the eastern end of this segment due to existing utility conflicts being reviewed by affected Utility representatives.			
Arlington County	<b>Columbia Pike Multimodal Street Improvements (East End)</b> – Includes a modified street cross- section along the eastern portion of Arlington’s 3.5 mile Columbia Pike corridor. Specific works includes realignment of road including shifting the roadway south of its existing location, eliminating the s-curves, utility undergrounding and enhancing pedestrian facilities	\$10,000,000 (FY2015-16)	Engineering Construction	<p>Segment A (East End) has been split into two sections. First section is Orme to Oak (West) and the second is Oak to Joyce Street (East). Right-of-Way acquisition underway, but must be completed prior to final plan approval and construction. Pursuing required easements with property owners to allow for a 10’ shared use sidepath on the north side for bicyclists. Dominion Electric and VDOT agreements underway for installation of equipment on VDOT land. Design approval is expected in spring/summer 2019.</p> <p>Segment A East is subject to negotiations with Arlington National Cemetery. Completed review of draft Environmental Assessment (EA) with comments sent to U.S. Army Corps of Engineers on 9/21/18. Continuing discussions with ANC based on EA comments, ROW, and cross-section needs.</p>	Western Half – Fall 2021; Eastern Half – projected Spring 2022 (depending on negotiations)	Western Half – Fall 2021; Eastern Half – projected Spring 2022 (depending on negotiations)	9.5%
Arlington County	<b>Crystal City Multimodal Center</b> – Provides four additional saw-tooth bus bays for commuter and local bus services, seating, dynamic	\$1,500,000 (FY2014)	Construction	<p>Ribbon cutting occurred on May 18, 2017.</p> <p>Remaining funds being used to implement the real-time</p>	Closed construction contract and released retainage by	Signage phase to be completed by end of 2019.	88.4%

Jurisdiction/ Agency	Project Description	NVTA Funds	Phase(s) Funded	Status	Completion (Project)	Completion (NVTA funded Phases)	Percentage Reimbursed as of 3/31/19
	information signage, lighting, additional bicycle parking, curbside management plan for parking, kiss and ride, and shuttles, and pedestrian safety improvements along 18th Street South between South Bell Street and South Eads Streets.			information signage installation. Staff determined type and location of sign. Property easement is being finalized. Power source being identified. Installation is targeted for Fall 2019.	late April 2018.  Signage construction phase on hold pending completion of demolition of Clark Street ramp over 18 <sup>th</sup> Street which is adjacent to project location. Demolition is delayed. Signage completion is planned for in Fall 2019.		
Arlington County	<b>Ballston-MU Metrorail Station West Entrance –</b> Constructs a second entrance to the Ballston- MU Metrorail Station, at North Fairfax Drive and North Vermont Street. Includes two street-level elevators & escalators, connecting to an underground passageway & new mezzanine. It will have fare gates, fare vending machines and an attended kiosk. Provides direct access, relieves congestion at the current entrance and provides for more even distribution along the platform	\$12,000,000 (FY2015-16)	Design	County is finalizing task order request for preliminary engineering and final design. Design work is expected to run two years starting in late Spring 2019. County and WMATA staff have reinitiated coordination on the project. WMATA reviewed the 2006 30% design plans and is preparing an estimated level of support for the project. County staff is working with WMATA on the design support agreement and project implementation plan. In March, County obtained agreement from adjacent land owner/developer to provide the needed surface and	Start of construction in Summer 2021	Fall 2020	0.3%

Jurisdiction/ Agency	Project Description	NVTA Funds	Phase(s) Funded	Status	Completion (Project)	Completion (NVTA funded Phases)	Percentage Reimbursed as of 3/31/19
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				subsurface easements for the Metro west entrance.			
Arlington County	<b>Glebe Road Corridor Intelligent Transportation System Improvements</b> – Design and construction of Intelligent Transportation System (ITS) and Adaptive Traffic Control System, including hardware and software for real time traffic data collection, Forward Looking Infra Red (FLIR) traffic detection, 3D pedestrian and bike detection, interactive audible ADA accessible pedestrian crossings, CCTVs, backup power supply information systems, queue detections, and dynamic message signs.	\$2,000,000 (FY2015-16)	Engineering Construction	Task 1 – On Site Support - Work completed Task 2 – Chain Bridge ITS upgrades – Final Plans submitted to VDOT for review—preparing bid package. Task 3 – Chain Bridge Fiber communication – Completed. Task 4 – ITS Equipment Installations – Completed. Task 5 – TSP equipment installation – Waiting on contract to procure TSP equipment.	Task 1 – completed Task 2 – Summer 2019 Task 3 - Completed Task 4 – Completed Task 5 – Fall 2019	Task 1 – completed Task 2 – Summer 2019 Task 3 - Completed Task 4 – Completed Task 5 – Fall 2019	24.3%
Arlington County	<b>Lee Highway Corridor ITS Enhancements</b> – The project proposes to address congestion, safety, and transit issues by installing an Intelligent Transportation System (ITS) and corresponding Adaptive Traffic Control System program, to better manage traffic flow for both automobiles and buses. The project will install additional Bluetooth devices, count stations, CCTV cameras, and Forward Looking Infrared (FLIR) detectors in order to monitor traffic flow and safety of all modes. At the interchange of Lee Highway and I- 66, the project will upgrade two signals, providing a better-timed	\$3,000,000 (FY2017)	Design, PE, ROW, Construction	Task 1: On-Site ITS Consultant – Work completed Task 2: Signal Upgrades – task order in process for consultant bid set drawings Task 3: Streetlighting – construction to start by 2019 end Task 4: ITS equipment deployment - Field survey completed. Equipment procurement in process.	Design Tasks Task 1 – Spring 2019 Task 2 – Spring 2019 Task 3 – Summer 2019 Task 4 – Summer 2019 Task 5 – Summer 2019 Task 6 – Spring 2019  Project completion June 2020	Design Tasks Task 1 – Spring 2019 Task 2 – Spring 2019 Task 3 – Summer 2019 Task 4 – Summer 2019 Task 5 – Summer 2019 Task 6 – Spring 2019  Project completion June 2020	8.3%

Jurisdiction/ Agency	Project Description	NVTA Funds	Phase(s) Funded	Status	Completion (Project)	Completion (NVTA funded Phases)	Percentage Reimbursed as of 3/31/19
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	connection between I-66 and Lee Highway. The project will also upgrade existing mast arm signals and add or improve existing streetlights along Lee Highway.						
Arlington County	<b>Crystal City Streets:</b> 12 <sup>th</sup> Street Transitway, Clark/Bell Realignment & Intersection Improvements – The goal is to streamline the existing road network, make movements for all modes of transportation more efficient, create new connections to the street grid network, and to construct an extension of the Crystal City-Potomac Yard (CCPY) Transitway. It includes reconfiguring the street between South Eads Street and South Clark Street to provide exclusive transit lanes, reconfigure and realign a segment of Clark Street with Bell Street, and the intersection improvements around 23 <sup>rd</sup> Street South and US-1 will simplify the design of three closely-spaced intersections that are confusing and inefficient for all modes.	\$11,600,000 (FY2017)	Design, PE, ROW, Construction	12 <sup>th</sup> Street design plans are at 30%. The County has decided to combine this phase of the project with the larger CCPY extension project to Pentagon City Metro. County engineers will bring that phase to 30% and then complete overall design concurrently. This phase is currently on hold pending further traffic studies to accommodate the Transitway extension.  23 <sup>rd</sup> street has been split into 2 phases. The segment between US1 and Eads will be completed in Phase 1. Design has been expanded to include improvements on the south side of this segment in Phase 1. Design is at 90%. Temporary construction easements have been secured. Design will be completed in late summer 2019, followed by a three-month procurement process. The construction should start in late 2019 with completion in mid-2020.  The new Phase 2 will include the reconfiguration of US1 interchange and adjacent pedestrian facilities as well as the section of 23 <sup>rd</sup> Street from Eads to Crystal Drive. This	June 2021	June 2021	12.6%

Jurisdiction/ Agency	Project Description	NVTA Funds	Phase(s) Funded	Status	Completion (Project)	Completion (NVTA funded Phases)	Percentage Reimbursed as of 3/31/19
				<p>project will be designed in coordination with an adjacent private sector development. Discussions have begun with that developer and design may begin by May 2019. Phase 2 will also include the closing of the existing pedestrian tunnel under US1 and removal of all above-ground structures</p> <p>Clark/Bell Realignment has completed 30% design. Design work continues towards the 60% level. The remaining design work is scheduled to be completed in mid- 2020.</p>			
Arlington County	<p><b>ART Operations and Maintenance Facilities</b> – This funding will enable construction for parking additional ART buses, facilities for maintenance and bus operations, as well as enclosed storage for transit infrastructure. When complete, ART will have the support network it needs to increase ridership, including new routes and increased services, and to keep the entire bus fleet maintained and in service</p>	\$39,027,000 (FY2018-23 SYP)	Design, Construction, Asset Acquisition	The project is currently undergoing conceptual design	Fall 2021	Fall 2021	0%
Arlington County	<p><b>Intelligent Transportation Systems Improvements</b>– This funding will enable implementation of upgraded ITS, adaptive signal optimization, real-time signal optimization, additional bluetooth devices, count</p>	\$10,000,000 (FY2018-23 SYP)	Design, ROW, Construction, Asset Acquisition	Phase1: Washington Blvd. Corridor ITS Enhancements: Task 1: Planning/Scoping – Task 1.1 - Corridor tour, intersection analysis & selection – Completed - 7 intersections were selected for ITS Enhancements Task 1.2 – Survey Request –	Summer 2024	Summer 2024	0%

Jurisdiction/ Agency	Project Description	NVTA Funds	Phase(s) Funded	Status	Completion (Project)	Completion (NVTA funded Phases)	Percentage Reimbursed as of 3/31/19
	stations, CCTV cameras, FLIR detections; enable future initiatives such as connected vehicles and transit signal priority			Ongoing - Survey has been requested for all selected intersections Phases II & III: Project's Planning/Scoping task will begin soon.			
Fairfax County	<b>Fairfax Connector Expansion</b> - New and improved service within the I-66 Corridor and locations in southern Fairfax County, including service between the Vienna Metrorail Station and Centerville, and in the Huntington and Springfield areas.	\$6,000,000 (FY2015-16)	Acquisition	Completed			
Fairfax County	<b>US1 Richmond Highway Widening</b> - 2.9 miles section between Mt. Vernon Memorial Highway (south) and Napper Road will be widened to six lanes.	\$1,000,000 (FY2015-16)	Design, Engineering, Environmental	Funds fully utilized, project continuing.			
Fairfax County UPC 106742	<b>Frontier Drive Extension</b> - Extend Frontier Drive from Franconia-Springfield Parkway to Loisdale Road, including access to Franconia-Springfield Metrorail Station and interchange improvements (braided ramps) to and from the Parkway. Provide on-street parking along Frontier Drive where feasible, as well as add pedestrian and bicycle facilities.	\$2,000,000 (FY2015-16)	Design, PE	VDOT is administering this project. Design and Preliminary Engineering related efforts are underway. At a recent Value Engineering presentation. Fairfax County indicated conditional agreement on the VE recommendations, which will result in significant redesign if adopted. Public Hearing has been postponed indefinitely. Consultants have submitted a supplement to incorporate the VE recommendations and also additional WMATA tasks as a result of a recent coordination meeting with them. Supplement still under review.	2022-2023	Fall 2018 (Full payment made to VDOT)	100%
Fairfax County	<b>Innovation Metrorail Station</b> – Construction of the Silver Line Phase II extension of the	\$41,000,000 (FY2014)	Design, Construction	Pedestrian bridge is complete. Detailing for the pavilion and escalators continues in	Spring 2019	Spring 2019	92%

Jurisdiction/ Agency	Project Description	NVTA Funds	Phase(s) Funded	Status	Completion (Project)	Completion (NVTA funded Phases)	Percentage Reimbursed as of 3/31/19
	rail system from Washington DC, to and beyond the Dulles International Airport. This multimodal facility will include bus bays, bicycle parking, kiss-and-ride and taxi waiting areas, as well as pedestrian bridges and station entrances from both the north and south sides of the Dulles Airport Access Highway/Dulles Toll Road.			addition to ceiling panel installation and electrical rough-in. The County has awarded the contract for construction and work is expected on the kiss and ride, bike facilities and taxi waiting areas. The bus bays have been completed on the south side.			
Fairfax County	<b>Innovation Metrorail Station (Continuation)</b> - Construction of the Silver Line Phase II extension of the rail system from Washington DC, to and beyond the Dulles International Airport. This multimodal facility will include bus bays, bicycle parking, kiss-and-ride and taxi waiting areas, as well as pedestrian bridges and station entrances from both the north and south sides of the Dulles Airport Access Highway/Dulles Toll Road.	\$28,000,000 (FY2015-16)	Construction	Pedestrian bridge is complete. Detailing for the pavilion and escalators continues in addition to ceiling panel installation and electrical rough-in. The County has awarded the contract for construction and work is expected on the kiss and ride, bike facilities and taxi waiting areas. The bus bays have been completed on the south side.	Spring 2019	Spring 2019	99.4%
Fairfax County UPC 108720	<b>VA Route 28 Widening – Prince William County Line to Route 29</b> - Widen from 4 to 6 lanes including intersection improvements and pedestrian/bicycle facilities.	\$5,000,000 (FY2015-16)	PE and Environmental Study	Citizen information meeting held 3/12/19. Design: Consultant submitted 30% plans. These plans and the draft Design Build RFQ and RFP were submitted to VDOT 12/21/18. Environmental: NEPA Concurrence for revised project scope received from FHWA. VDHR on 10/23/18 provided concurrence that project would have no adverse impact on historic properties. VDOT has approved Noise Study and Air Study. Draft	2023	2019	39.2%

Jurisdiction/ Agency	Project Description	NVTA Funds	Phase(s) Funded	Status	Completion (Project)	Completion (NVTA funded Phases)	Percentage Reimbursed as of 3/31/19
				<p>categorical exclusion was submitted to VDOT for approval 2/25/19.</p> <p>Traffic: Draft 2040 traffic model submitted to VDOT 10/18/18; coordinating with VDOT and consultants to finalize the study.</p> <p>Geotech: VDOT has approved Revised Geotechnical Data Report.</p>			
Fairfax County UPC 108720	<b>VA Route 28 Widening – Prince William County Line to Route 29 (continuation)</b> - Widen from 4 to 6 lanes including intersection improvements and pedestrian/bicycle facilities.	\$5,000,000 (FY2017)	PE, ROW	Continuation of the 2015-16 project.	2023	2019	0%
Fairfax County UPC 107937	<b>Fairfax County Parkway Improvements</b> – A Study of short and long-term corridor improvements, Environmental Assessment (EA)/ Finding of No Significant Impact (FONSI), and/or Preliminary Engineering for five segments of the Parkway.	\$10,000,000 (FY2015-16)	Design, Environmental, PE	VDOT awarded the contract on 5/1/2017 and started working on traffic analysis and alternatives development. The overall project is about 20% complete, including obtaining survey information, developing multiple design concepts (Popes Head/Shirley gate interchange, Burk Center Parkway intersection improvement, and Parkway widening), initiating Traffic data collection, Noise analysis, Environment assessment, IJR framework, TDM, public outreach programs etc. Most recent PIM was held on Jan 7, 2019 to focus on Popes Head Road interchange options, Burke Center Pkwy intersection options, and storm water management. NEPA documents in progress. Addressing public comments	2023	Summer 2019	40%

Jurisdiction/ Agency	Project Description	NVTA Funds	Phase(s) Funded	Status	Completion (Project)	Completion (NVTA funded Phases)	Percentage Reimbursed as of 3/31/19
				and working on IJR and environmental analysis. Design public hearing scheduled on June 24, 2019.			
Fairfax County UPC 107937	<b>Route 286 Fairfax County Parkway Widening: Route 123 to Route 29</b> – Widen Route 286 from four lanes (undivided) to six lanes (divided). It also includes bike-ped amenities such as paved trail. Intersection improvement and access management will be considered in design.	\$10,000,000 (FY2017)	ROW	VDOT awarded the contract on 5/1/2017 and started working on traffic analysis and alternatives development. The overall project is about 20% complete, including obtaining survey information, developing multiple design concepts (Popes Head/Shirley gate interchange, Burk Center Parkway intersection improvement, and Parkway widening), initiating Traffic data collection, Noise analysis, Environment assessment, IJR framework, TDM, public outreach programs etc. Most recent PIM was held on Jan 7, 2019 to focus on Popes Head Road interchange options, Burke Center Pkwy intersection options, and storm water management. NEPA documents in progress. Addressing public comments and working on IJR and environmental analysis. Design public hearing scheduled on June 24, 2019.	2023	Spring 2021	0%
Fairfax County UPC 109814 & 5559	<b>Rolling Road Widening</b> – Widen Rolling Road from 2 to 4 lanes from Old Keene Mill Road (VA 644) to Franconia Springfield Pkwy (VA 289) and Fairfax County Parkway (VA 286). Project will add pedestrian and bicycle facilities.	\$5,000,000 (FY2015-16)	Design, PE, ROW	Phase 1 (interim improvements at Old Keene Mill Road and Rolling Road intersection) and Phase 2 (roadway design) design is in progress. A public hearing was held on Feb 27, 2018. Fairfax County Board endorsed public hearing plans on 7/31/18. Phase 1	Phase 1: 2021  Phase 2: 2025	Nov 2020	62.5%

Jurisdiction/ Agency	Project Description	NVTA Funds	Phase(s) Funded	Status	Completion (Project)	Completion (NVTA funded Phases)	Percentage Reimbursed as of 3/31/19
				construction to begin in fall 2020 and end in fall 2021. Phase 2 construction from Fall 2022 to Fall 2025.			
Fairfax County	<b>West Ox Bus Garage -</b> Expands capacity of the West Ox bus facility and allows for additional, increased Fairfax Connector bus service. Includes 9 maintenance bays and expansion of facilities for bus drivers and security.	\$20,000,000 (FY2015-16)	Construction	Project complete. Close out pending.	2018	2018	60.3%
Fairfax County UPC 106917 (Parent UPC 52328; Asso UPC 99478)	<b>Route 7 Widening: Colvin Forest Drive to Jarrett Valley Drive</b> – Widen Route 7 from four to six lanes, improve intersections, and add 10-ft shared use path on both sides with connections to local trails.	\$10,000,000 (FY2017)	ROW	30% plans completed. Public hearing held on 11/15/16. Official RFP was released on 11/21/17. A Working Group meeting was held on March 7, 2018. Bids were opened on 3/29/18. CTB Award and NTP to the Design-Build contractor occurred in July 2018. Construction is anticipated to begin in early 2019. Construction to begin in Spring 2019. Final project completion is expected in Summer 2024. Preliminary design going on. This includes aerial mapping, field surveys, utility designations, utility test pits, pipe video inspections, property title searches, traffic counts, geotech investigations, wetland delineations and setting up horizontal and vertical alignments. Field surveys completed. Geotech report is expected in May 2019. Early ROW plans completed in Dec 2018.	2024	June 2020	0%
Fairfax	<b>Richmond Highway BRT:</b>	\$250,000,000	Design,	Continuation of preliminary	2029	2029	0%

Jurisdiction/ Agency	Project Description	NVTA Funds	Phase(s) Funded	Status	Completion (Project)	Completion (NVTA funded Phases)	Percentage Reimbursed as of 3/31/19
County	<b>Phases 1 and 2</b> – This includes median running BRT from Huntington Metro Area to Fort Belvoir. The project will include new transit stations, facilities for bicycle, pedestrian, and vehicle travel modes.	(FY2018-23 SYP)	ROW, Construction	design with a completion of 20% design in Summer 2019. Environmental document work ongoing and currently at 50% complete.			
Loudoun County	<b>Transit Buses</b> - Two 40-foot transit buses to introduce Silver Line connecting transit service from a new Park-n-Ride facility known as East Gate Park-n-Ride along Tall Cedars Parkway.	\$880,000 (FY2014)	Acquisition	Completed			
Loudoun County	<b>Loudoun County Transit Buses</b> - Four new buses in peak commuter periods to connect new park and ride lots in Dulles South, Dulles Town Center, and Ashburn to the Silver Line.	\$1,860,000 (FY2015-16)	Acquisition	Completed			
Loudoun County	<b>Belmont Ridge Road (North)</b> – Widening of Belmont Ridge between Gloucester Parkway and Hay Road Segment, including a grade separation structure to carry the W&OD trail over Belmont Ridge Road.	\$20,000,000 (FY2014)	ROW, Construction	Completed			
Loudoun County	<b>Leesburg Park and Ride</b> – Funding of land acquisition for a second Leesburg Park and Ride facility to accommodate a minimum of 300 spaces.	\$1,000,000 (FY2014)	ROW, Construction	Site work started on October 22, 2018. In this quarter, site clearing was completed and the earthwork has been initiated. In the next quarter, no work is scheduled to occur in accordance with the Loudoun Untied Stadium project phasing and work will resume in the Summer of 2019.	January 2020	January 2020	3.1%
Loudoun County	<b>Belmont Ridge Road - Truro Parish Road to Croson Ln</b> – The road will be widened from a substandard two-lane rural section to a four-lane arterial	\$19,500,000 (FY2015-16)	Construction	Design is complete. Right of way acquisition continues.	Summer 2022	Summer 2022	10.5%

Jurisdiction/ Agency	Project Description	NVTA Funds	Phase(s) Funded	Status	Completion (Project)	Completion (NVTA funded Phases)	Percentage Reimbursed as of 3/31/19
	standard with the appropriate auxiliary turn lanes and signalization.						
Loudoun County UPC 97529, 105064, 105575	<b>Loudoun County Parkway (VA Route 607) – U.S. 50 to Creighton Rd</b> – Provides for the design, right-of-way acquisition and construction of Loudoun County Parkway from Creighton Road to U.S. Route 50. The project will be designed as a four-lane urban major collector with a divided median in a six-lane ultimate right-of-way, associated turn lanes and shared use path.	\$31,000,000 (FY2015-16)	Design, ROW, Construction	The construction of intersection at Loudoun County Parkway and Old Ox Road is complete. Additional work to design, acquire ROW, and construct a right turn lane from southbound Loudoun County Parkway to Westbound Route 50 is being initiated. A purchase order for consultant services was issued on March 4, 2019.	Mid 2021	Mid 2021	34.1%
Loudoun County/ Town of Hillsboro	<b>Route 9 Traffic Calming: Town of Hillsboro</b> – The project includes roundabouts at RT 9/RT 719 and RT 9/RT690S intersections, sidewalks on both sides of RT 9, streetscaping, pedestrian lighting, raised and at-grade crosswalks, on-street parking, a closed storm sewer system, shared-use path connecting to existing and planned area trails, overhead utility burial, duct banks for future data utilities, and new drinking water main, sanitary sewer main and laterals.	\$12,112,000 (FY2018-23 SYP)	Design, ROW, Construction	Project awaiting one more approval before applying for Land Use Permit. ROW is near complete. 94% of offers are accepted, 56% have gone to closing with the others closing in the next weeks. Dominion and Verizon authorization letters for downtown will be issued in the coming week. Advertisement is anticipated in late April or early May.	Mid 2020	Mid 2020	10.79%
Loudoun County	<b>Dulles West Blvd Widening: Loudoun County Pkwy to Northstar Blvd</b> – This includes the construction of a four-lane median divided roadway for approximately 2 miles within a 120 foot right of way and six signalized intersections.	\$47,800,000 (FY2018-23 SYP)	Design, ROW, Construction	Consultant selection is underway for a Design Consultant	2026	2026	0%
Loudoun County	<b>Evergreen Mills Rd Intersection Alignments</b> –	\$14,000,000 (FY2018-23)	Design, ROW,	A consultant is now under contract (3/19/19) for Design	2024	2024	0%

Jurisdiction/ Agency	Project Description	NVTA Funds	Phase(s) Funded	Status	Completion (Project)	Completion (NVTA funded Phases)	Percentage Reimbursed as of 3/31/19
	<b>Watson Rd and Reservoir Rd</b> – This includes the realignment of Watson Road and Reservoir Road to align with the intersection of Evergreen Mills Rd and form a four-legged intersection; construct right and left turn lanes from Evergreen Mills Rd onto Watson Rd and Reservoir Rd.	SYP)	Construction	Services. The Consultant is initiating Preliminary Design phase.			
Prince William County	<b>Route 1 Widening from Featherstone Road to Marys Way</b> – Widen Route 1 from a 4 lane undivided highway to a 6 lane divided highway. The total distance for the project will be 1.3 miles and will include the construction of a 10 foot wide multi-use trail on the west side and a five foot wide sidewalk on the east side, along the entire route.	\$3,000,000 (FY2014)	Design	Duct bank design completed and approved by VDOT Finalizing roadway project design.	April 2021	October 2018	84.9%
Prince William County	<b>Route 1 Widening from Featherstone Road to Marys Way (continuation)</b> - Widening of Route 1 from a 4 lane undivided highway to a 6 lane divided highway. The total distance for the project will be 1.3 miles and will include the construction of a 10 foot wide multi-use trail on the west side and a five foot wide sidewalk on the east side, along the entire route.	\$49,400,000 (FY2015-16)	Design, ROW Acquisition, Construction	All ROW has been acquired via COT or agreements. However, some negotiations are underway or court dates are TBD. Roadway construction advertisement is anticipated for January 2020, with award in March 2020. The \$14,475,732 Duct Bank construction contract was awarded to Sagres Construction Corporation on August 7, 2018. Construction of the Duct Bank is anticipated to take one year. Conduit installation to start in late April 2019. The duct bank construction activities are ongoing. Demolition of structures continues.	April 2021	April 2021	59.1%
Prince	<b>Route 1 Widening from</b>	\$11,000,000	Construction	Continuation of the FY2014	April 2021	April 2021	0%

Jurisdiction/ Agency	Project Description	NVTA Funds	Phase(s) Funded	Status	Completion (Project)	Completion (NVTA funded Phases)	Percentage Reimbursed as of 3/31/19
William County	<b>Featherstone Road to Marys Way (continuation)</b> - Widening of Route 1 from a 4 lane undivided highway to a 6 lane divided highway. The total distance for the project will be 1.3 miles and will include the construction of a 10 foot wide multi-use trail on the west side and a five foot wide sidewalk on the east side, along the entire route.	(FY2017)		and FY2015-16 projects above.			
Prince William County	<b>Route 28 Widening from Linton Hall Road to Fitzwater Drive</b> -- Widen from a 2 lane undivided roadway to a 4 lane divided highway. Project includes the construction of a multi-use trail on the south side and a sidewalk on the north side.	\$28,000,000 (FY2014)	Engineering, ROW Acquisition, Construction	On October, 2018, the contractor completed the southbound lanes to final configuration and traffic shift. Northbound lane construction is ongoing including curb and gutter installation. Northbound bridge girder placement is complete.	October 2019	October 2019	70.5%
Prince William County	<b>Route 28 Widening from Route 234 Bypass to Linton Hall Road</b> - Widen approximately 1.5 miles of Route 28 from a 4 lane undivided highway to a 6 lane divided highway, which will include a multi-use trail and sidewalk.	\$16,700,000 (FY2015-16)	Design, ROW Acquisition, Construction	Project was bid as an unsolicited PPTA (Public-Private Transportation Act) proposal. The construction contract was awarded on March 6, 2018 to Shirley Contracting, LLC. The QA/QC plan was approved in April 2018. Design activities are ongoing. Negotiating with area developer that may be working in the area simultaneously to reduce impacts and duplication. Final bridge typical section design is being re-designed to accommodate asphalt trail. VDOT ROW review was completed with a total of 28 impacted properties. Construction is scheduled to begin Summer 2019.	Summer 2021	Design March 2018 thru summer 2019. Construction to begin summer 2019.	20%
Prince William	<b>Route 28 Widening from</b>	\$10,000,000	Construction	Continuation of the FY2015-	Summer	Design	0%

Jurisdiction/ Agency	Project Description	NVTA Funds	Phase(s) Funded	Status	Completion (Project)	Completion (NVTA funded Phases)	Percentage Reimbursed as of 3/31/19
County	<b>Route 234 Bypass to Linton Hall Road (continuation)</b> - Widen approximately 1.5 miles of Route 28 from a 4 lane undivided highway to a 6 lane divided highway, which will include a multi-use trail and sidewalk.	(FY2017)		16 project above.	2021	March 2018 thru summer 2019. Construction to begin summer 2019.	
Prince William County	<b>Route 28 Corridor Improvements from Fitzwater Dr to Pennsylvania Ave (continuation)</b> – Widen Route 28 from a 4 lane undivided highway to a 6 lane divided highway, which will include a multi-use trail and sidewalk.	\$15,000,000 (FY2018-23 SYP)	Construction	Continuation of the above.	Summer 2021	Summer 2021	0%
City of Manassas/ Prince William County	<b>Route 28 (Manassas Bypass) Study – Godwin Drive Extended</b> - This study will evaluate the scope, cost, environmental, traffic forecasts, alternative alignments and feasibility factors required to gain approval for Route 28 corridor congestion improvements between the City of Manassas and Fairfax County.	\$2,500,000 (FY2015-16)	Engineering Study	NEPA process began in Spring 2018, with an approximate 21 to 36-month timeline. A new task order with Parsons Transportation Group was finalized in April 2018. Additional funds have been approved as part of the NVTA SYP. VDOT provided a signed concurrence letter from FHWA indicating that the study can move forward as an EA on July 26, 2018. Preliminary data collection is completed. The technical report is being finalized. Public Information Meetings were held on December 5 <sup>th</sup> (in Prince William County) and December 6 <sup>th</sup> (in Fairfax County). Purpose and need being developed. Current task focuses on feasibility of obtaining permits for the bypass. Awaiting comments from Army Corps of Engineers, VDOT, FHWA,	Location study (phase 1 of the overall study) completed in November 2017. NEPA (phase 2) to be completed by spring 2021.	Location study (phase 1 of the overall study) completed in November 2017. NEPA (phase 2) to be completed by spring 2021.	44.2%

Jurisdiction/ Agency	Project Description	NVTA Funds	Phase(s) Funded	Status	Completion (Project)	Completion (NVTA funded Phases)	Percentage Reimbursed as of 3/31/19
				and EPA. Determination on obtaining permits for the bypass is expected Summer 2019.			
Prince William County	<b>Construct Interchange at Route 234 and Brentsville Rd</b> – This includes grade separation at Brentville; converting intersection of Prince William Pkwy and Bradley Cemetery Way to T-intersection; realigning Brentsville Rd to provide through access to Dumfries Rd	\$54,900,000 (FY2018-23 SYP)	Design, ROW, Construction	An unsolicited PPTA proposal was received from a design-build team. The proposal was evaluated and accepted by the County. The project was advertised on November 29, 2018 for competing bids. Two additional bids were received. A panel is being assembled to review the bids. A decision is expected in the next couple months.	2025	2025	0%
Prince William County	<b>Construct Interchange at Prince William Pkwy and University Blvd</b> – The intersection will be redesigned as quadrant roadway (QR), which will restrict left turns at the main intersection and moves them to secondary intersection further down and connector roads. It will also include two signalized intersections.	\$24,200,000 (FY2018-23 SYP)	Design, ROW, Construction	A task order with Parsons has been executed and design work has been initiated. Consultant is currently performing survey activities. A Public Information Meeting is being planned for April 2019 (Date and Location TBD).	2022	2022	0%
Prince William County	<b>Summit School Extension and Telegraph Road Widening</b> – This includes extending Summit school Rd to Telegraph Rd as a 4-lane divided roadway; widening Telegraph Rd from new Summit School Rd intersection and Horner Rd commuter lot as well as from Caton Hill Rd to Prince William Pkwy; constructing sidewalk and multiuse path.	\$38,700,000 (FY2018-23 SYP)	Design, ROW, Construction	Currently determining the best procurement method prior to moving forward.	2022	2022	0%
City of Alexandria	<b>DASH Bus Expansion</b> – Five new hybrid buses to provide additional service and	\$1,462,500 (FY2014)	Acquisition	Completed			

Jurisdiction/ Agency	Project Description	NVTA Funds	Phase(s) Funded	Status	Completion (Project)	Completion (NVTA funded Phases)	Percentage Reimbursed as of 3/31/19
	increased headways to regional activity centers, including BRAC-133 at Mark Center and VRE Station at King Street.						
City of Alexandria	<b>Shelters and Real Time Transit Information for DASH/WMATA</b> – Constructs bus shelters and provides associated amenities such as real time information at high ridership stops.	\$450,000 (FY2014)	Acquisition, Construction	Completed			
City of Alexandria	<b>Potomac Yard Metrorail Station EIS</b> – This project supports ongoing design and environmental activities associated with the development of a new Blue/Yellow Line Metrorail station at Potomac Yard, located between the existing Ronald Reagan Washington National Airport Station and Braddock Road Station.	\$2,000,000 (FY2014)	Design Environmental	Funds fully utilized. Project continuing.			
City of Alexandria	<b>Potomac Yard Metrorail Station (continuation)</b> - Planning, design, and construction of a new Metrorail station and ancillary facilities at Potomac Yard along the existing Metrorail Blue and Yellow lines between the Ronald Reagan Washington National Airport Station and the Braddock Road Station.	\$1,500,000 (FY2015-16)	Planning, PE, Design	Funds fully utilized. Project continuing.			
City of Alexandria	<b>Potomac Yard Metrorail Station (continuation)</b> - Planning, design, and construction of a new Metrorail station and ancillary facilities at Potomac Yard along the existing Metrorail Blue and Yellow lines	\$66,000,000 (FY2017)	Design, PE, Construction (Design-Build)	WMATA awarded the contract on September 10, 2018 to the Potomac Yard Constructors JV for design and construction of the project. Notice to Proceed was issued 9/24/2018. The City has conducted several	Project completion is currently scheduled for Winter/ Spring 2022	Phase will be completed in 2022.	12.1%

Jurisdiction/ Agency	Project Description	NVTA Funds	Phase(s) Funded	Status	Completion (Project)	Completion (NVTA funded Phases)	Percentage Reimbursed as of 3/31/19
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	<p>between the Ronald Reagan Washington National Airport Station and the Braddock Road Station.</p>			<p>public meetings to present the design of the station access to the public. The City in conjunction with the contractor and WMATA continues to advance the project design. Additional public meetings will be held. The state announced \$50 million in funds on November 13 for the south entrance in association with the Amazon HQ2 project. The funding will require approval (likely sometime in 2019) by the Commonwealth Transportation Board. The City is working with WMATA and the state to explore the feasibility and cost of including the south entrance into the current project. We are also determining whether the scale of the entrance will be the same as contemplated in the original station design. The chief goal is to ensure the current project remains on schedule for a 2022 opening. There is approximately 8 months of design and construction that can proceed before a decision on how to implement the south entrance would become a critical path item. The City, WMATA, and the Contractor continue to work to move the project forward to maintain the current project schedule while developing a feasible design to enhance the south entrance. Community</p>			
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Jurisdiction/ Agency	Project Description	NVTA Funds	Phase(s) Funded	Status	Completion (Project)	Completion (NVTA funded Phases)	Percentage Reimbursed as of 3/31/19
				outreach will continue.			
City of Alexandria	<b>Traffic Signal Upgrades/Transit Signal Priority</b> – Includes design of transit priority systems on Route 1 and Duke Street, and purchase of equipment and software to install transit signal priority and upgrade traffic signals on Route 1.	\$660,000 (FY2014)	Design, Asset Acquisition	90% of the equipment has been installed. The specialized modems and SIM Cards have been provided by WMATA; Equipment programming and configuration is underway and is expected to be completed by the end of February 2019. Equipment testing is anticipated to start early March 2019.	Summer 2019	Winter 2018	19.4%
City of Alexandria	<b>Duke Street Transit Signal Priority</b> - Includes design, install and implementation of a transit vehicle signal priority system (on board system on DASH and field equipment along the route) on Duke Street.	\$190,000 (FY2015-16)	Construction	90 percent of the equipment has been installed. The specialized modems and SIM Cards have been provided by WMATA; Equipment programming and configuration is underway and is expected to be completed by the end of February 2019. Equipment testing is anticipated to start early March 2019.	Winter 2019	Fall 2019	63.1%
City of Alexandria	<b>West End Transitway (WET)</b> - Will provide frequent, reliable transit service connecting major activities. The WET will connect to two metro stations (Van Dorn, Pentagon), major employment centers (Pentagon, Mark Center), and major transit nodes (Landmark Mall, Southern Towers, and Shirlington Transit Center).	\$2,400,000 (FY2015-16)	Design, Construction	The project has been revised to align with available funding in order for the City to achieve a beneficial facility sooner. The first phase will be along Van Dorn between Landmark Mall Rd and Sanger Avenue and Beauregard between Sanger Avenue and Mark Center Drive. The procurement for design services is anticipated for 4 <sup>th</sup> Quarter of FY 2019.	2024	2021	36.6%
City of Alexandria	<b>Alexandria Bus Network ITS</b> - Will implement MobileCAD application for DASH that will allow field supervisors and the public real-time bus arrival	\$150,000 (FY2018-23 SYP)	Asset acquisition	Authority approved the Standard Project Agreement on February 14, 2019.	June 2019	June 2019	0%

Jurisdiction/ Agency	Project Description	NVTA Funds	Phase(s) Funded	Status	Completion (Project)	Completion (NVTA funded Phases)	Percentage Reimbursed as of 3/31/19
	information on electronic devices and SMS text messages. It will also provide five real-time information signages in addition to the 20 signages provided by WMATA on major transit corridors in the City.						
City of Fairfax	<b>35' CUE Bus Acquisition</b> – Replaces six of the City's CUE transit buses with larger buses that can hold additional passengers. The new buses will be 35 feet long and will provide additional capacity, holding 31 seated passengers and 51 standing.	\$3,000,000 (FY2015-16)	Acquisition	Completed			
City of Fairfax	<b>Jermantown Road/Route 50 Roadway Improvements</b> – Addition of a third westbound lane along Route 50 (Fairfax Boulevard) (NHS) from Bevan Drive to Jermantown Road; widening of northbound Jermantown Road to allow for two through lanes adjacent to the left turn lane into the shopping center; geometric improvements to southbound Jermantown Road to provide a dual right turn lane, through lane, and left turn lane; and replacement of span-wire signals with mast arm signals.	\$1,000,000 (FY2015-16)	Construction	Completed			
City of Fairfax	<b>Chain Bridge Road Widening/Improvements from Route 29/50 to Eaton Place</b> – Widen Route 123 (Chain Bridge Road) to six lanes, improves the lane alignments of the roadway approaches for the intersection of Route 29/50 (Fairfax Boulevard) at Route	\$5,000,000 (FY2014)	ROW, Construction	Completed			

Jurisdiction/ Agency	Project Description	NVTA Funds	Phase(s) Funded	Status	Completion (Project)	Completion (NVTA funded Phases)	Percentage Reimbursed as of 3/31/19
	123 and improves pedestrian accommodations at all legs of the intersection. Includes extensive culvert improvements to eliminate roadway flooding caused by the inadequate culvert under Route 123.						
City of Fairfax	<b>Chain Bridge Road Widening/Improvements from Route 29/50 to Eaton Place "Northfax"</b> – Widens Route 123 (Chain Bridge Road) to 6 lanes, improves the lane alignments of the roadway approaches for the intersection of Route 29/50 (Fairfax Boulevard) at Route 123 and improves pedestrian accommodations at all legs of the intersection. Includes extensive culvert improvements to eliminate roadway flooding caused by the inadequate culvert under Route 123.	\$10,000,000 (FY2015-16)	Construction	NTP for construction was issued on September 19, 2016. Detour at CBR/Route 50 ended. Punchlist items. Waiting for final reimbursement	December 2018	December 2018	95.3%
City of Fairfax	<b>Kamp Washington Intersection Improvements</b> – Eliminates the existing substandard lane shift between Route 50 and Route 236 through the intersection; signalization phasing improvements; construction of an additional southbound lane on U.S 29 from the Kamp Washington (50/29/236) intersection to the existing third southbound lane; extension of the westbound through lanes on VA 236 (Main Street) from Chestnut Street to Hallman Street; lengthening of turn lanes to	\$1,000,000 (FY2015-16)	Construction	Completed			

Jurisdiction/ Agency	Project Description	NVTA Funds	Phase(s) Funded	Status	Completion (Project)	Completion (NVTA funded Phases)	Percentage Reimbursed as of 3/31/19
	provide additional storage for turning vehicles from Route 50 to Route 50/29 and Route 236 to Route 29; new crosswalks, curb ramps, sidewalks and pedestrian signalization; and replacement of span-wire signals with mast arm signals.						
City of Fairfax	<b>Jermantown Road Improvements</b> – Includes the provision of spot widening, new turn lanes, new signals, and pedestrian crossings.	\$21,000,000 (FY2018-23 SYP)	Design, ROW, Construction		2022	2022	0%
City of Fairfax	<b>Roadway Network Northfax West</b> – Includes the construction of 700 ft long new roadway between Fairfax Blvd/Farr Avenue and Orchard Street to create a grid network within the NW quadrant of Fairfax Blvd/Chain Bridge Road ("Northfax"), sidewalks, and bike lanes	\$2,500,000 (FY2018-23)	Design, ROW, Construction		2022	2022	0%
City of Falls Church	<b>Bus Stops Changes</b> – Includes the provision of shelters and pedestrian way-finding information. Also includes consolidation of existing stops, design, ROW acquisition and construction for bus stop changes along Route 7, and provision of bus shelters.	\$200,000 (FY2014)	Engineering, Construction, Inspection Services	Completed			
City of Falls Church	<b>Pedestrian Access to Transit</b> – Includes the provision of enhanced pedestrian connections to the Intermodal Plaza being designed for the intersection of South Washington Street and Hillwood Avenue. The Intermodal Plaza will serve as a focal point for bus	\$700,000 (FY2014)	Engineering, Environmental, Construction	Completed			

Jurisdiction/ Agency	Project Description	NVTA Funds	Phase(s) Funded	Status	Completion (Project)	Completion (NVTA funded Phases)	Percentage Reimbursed as of 3/31/19
	transportation in the area when completed.						
City of Falls Church	<b>Pedestrian Bridge Providing Safe Access to the East Falls Church Metro Station</b> – Includes the expansion of an existing bridge on Van Buren Street to include a segregated pedestrian area. The existing bridge lacks such a facility and requires pedestrians to detour onto the pavement in order to access the Metro Station.	\$300,000 (FY2014)	Design, Construction	Completed			
City of Falls Church / NOVA Parks	<b>Enhanced Regional Bike Routes (W&amp;OD Trail)</b> – Replaces 1.2 miles of 10-foot wide trail with 11-foot wide bike trail and 8-foot wide pedestrian trail separated by a median, upgrades curb ramps to ADA standards, and widens Four Mile Run bridge.	\$3,244,959 (FY2018-23 SYP)	Engineering, Construction	Engineering contract awarded to AMT Sept. 2018. Kick-off meeting with AMT, City and NOVA Parks staff on Nov. 2018. Engineering in progress. 30% plans near completion. City of Falls Church Planning Commission work session tentatively scheduled for May 6, 2019.	August 2020	August 2020	0%
City of Manassas	<b>Route 28 Widening South to City Limits</b> – Includes widening Route 28 from 4 lanes to 6 lanes from Godwin Drive in Manassas City to the southern city/Prince William County limits. This project also adds a dual left turn lane on north bound Route 28 to serve Godwin Drive. The project eliminates a merge/weave problem that occurs as travelers exit the 234 bypass and attempt to cross 2 lanes to access Godwin Drive. Signalization improvements are included.	\$3,294,000 (FY2015-16)	Engineering, ROW Acquisition, Construction	PE phase is ongoing. PE plans at 95%. Obtained CTB approval for "Limited Access Control Change." Currently finalizing ROW. Utility relocation will begin as soon as all properties are clear. Project advertising expected in May 2019.	Winter 2021	Winter 2021	0.4%
Town of Dumfries UPC 90339	<b>Widen Route 1 (Fraley Boulevard) Brady's Hill Road to Route 234 (Dumfries Road)</b> - This	\$6,900,000 (FY2015-16)	Engineering	The project had a PFI stage milestone meeting on 9/13/2017. The design team has addressed the PFI	FY2025	Summer 2019	14.9%

Jurisdiction/ Agency	Project Description	NVTA Funds	Phase(s) Funded	Status	Completion (Project)	Completion (NVTA funded Phases)	Percentage Reimbursed as of 3/31/19
	project will complete the Northern segment of a Prince William County funded project (VDOT's Route 1 / Route 619) and will allow local traffic to travel to and from Quantico / Stafford to the Route 234 interchange and communities along the Route 1 corridor. This project will bring northbound and southbound Route 1 onto the same alignment by widening Route 1 NB from 2 lanes to 6 lanes, with a wide curb lane for on-road bicycle use and a sidewalk and multi-use trail for pedestrians and other modes. It includes replacing the bridge over Quantico Creek.			comments. Environmental Document is complete. Resolution of Design Support was received by the Town. Value Engineering has been approved in July 2018. A design Public Hearing was held on Thursday October 18, 2018. Design approval is scheduled for spring of 2019. ROW is expected to begin in July 2019.			
Town of Herndon	<b>Intersection Improvements (Herndon Parkway/Sterling Road)</b> – Street capacity improvements for congestion relief. Project includes ROW acquisition and construction to build a sidewalk on the north side of Sterling Road between Herndon Parkway and the town limits.	\$500,000 (FY2014)	Final Engineering, ROW Acquisition, Construction	Sidewalk construction on Sterling Rd west of Herndon Pkwy was completed on June 29, 2019 and the Town paid final invoice to the contractor on Nov 2018. Project closed out	<b>Closed out in March 2019</b>	<b>Closed out in March 2019</b>	<b>100%</b>
Town of Herndon	<b>Intersection Improvements (Herndon Parkway/Van Buren Street)</b> – Street capacity improvements for congestion relief. Project includes sidewalk/trail connectivity to Herndon Metrorail.	\$500,000 (FY2014)	Construction	Design is at 90% complete. Land acquisition and utility underground/relocation to occur during early 2019.	Expected in 2021, prior to the opening of Dulles Metrorail Phase II.	Spring 2021	0%
Town of Herndon	<b>Access Improvements (Silver Line Phase II – Herndon Metrorail Station)</b> – Provides additional vehicle	\$1,100,000 (FY2014)	Engineering, ROW Acquisition, Construction	Currently in ROW phase. Construction expected to start in 2020.	Expected in 2021, to be coordinated with the	Spring 2021	0%

Jurisdiction/ Agency	Project Description	NVTA Funds	Phase(s) Funded	Status	Completion (Project)	Completion (NVTA funded Phases)	Percentage Reimbursed as of 3/31/19
	and bus pull-off bays and major intersection improvements to include ADA accessible streetscape, paver crosswalks, bike-pedestrian signalization, refuge media islands and bus shelter/transit facilities.				opening of Dulles Metrorail Phase II.		
Town of Herndon UPC 50100	<b>East Elden Street Improvement &amp; Widening</b> - Widen and reconstruct East Elden Street from 4 to 6 lanes with a raised landscaped median between Fairfax County Parkway and Herndon Parkway; continue as a 4-lane section with a raised landscaped median and dedicated turning lanes between Herndon Parkway and Van Buren Street; transition to a 2-lane section with left-turn lanes between Van Buren and Monroe Street. The project will be ADA accessible to include pedestrian/audio signalization, crosswalk enhancements and bus stop improvements at select major intersections as well as proposed bike lanes along the length of the project.	\$10,400,000 (FY2015-16)	ROW, Utilities	Right of way acquisition/street dedication in 2018-2019. Construction advertisement to occur in 2022. VDOT and consultant continue work on Field Inspection / Right of Way plans. VDOT is conducting Utility Field Inspection (UFI) to coordinate the latest PE plans with utility companies.	2024	TBD after contract award	0%
Town of Leesburg	<b>Edwards Ferry Road and Route 15 Leesburg Bypass Grade Separated Interchange</b> – Development of a new grade separated interchange.	\$1,000,000 (FY2014)	Design, Environmental	Funds fully utilized. Project continuing.			
Town of Leesburg UPC 89890	<b>Edwards Ferry Road and Route 15 Leesburg Bypass Grade Separated Interchange (Continuation)</b> - The project consists of development of a new grade-	\$1,000,000 (FY2015-16)	Design	Public Involvement Meeting was held on March 2 where three alternative proposals were presented. The town endorsed Alternative B on 5/9/17. Public Hearing was	Design approval expected in early 2019.	Design approval expected in early 2019. (Full payment	100%

Jurisdiction/ Agency	Project Description	NVTA Funds	Phase(s) Funded	Status	Completion (Project)	Completion (NVTA funded Phases)	Percentage Reimbursed as of 3/31/19
	separated interchange on Edwards Ferry Road at the Route 15 Leesburg Bypass. The existing signalized at-grade intersection at this location is heavily congested.			held in May 2018. PH Transcript and Design Approval request currently under review at the District. IJR approved 12/16/18. Value Engineering approved 1/25/19. Awaiting endorsement of Limited Access Modifications from Town in order to submit to CTB for approval. Subsequently submit the plans for Design approval in order to close out PE phase. LACC will be presented before CTB in April.		made to VDOT)	
Town of Leesburg UPC 106573	<b>Route 7 East Market Street and Battlefield Parkway Interchange</b> - Improve safety and pedestrian/vehicle flow by building a grade-separated interchange which will allow Route 7 to become a limited-access freeway through the Town of Leesburg	\$13,000,000 (FY2015-16)	Design	On June 27, 2017, the Leesburg Town Council endorsed Alternate 4 (Single Point Urban Interchange-SPUI), Right in/Right out with an acceleration lane at Cardinal Park Drive and Design Build delivery method. The NEPA document (CE) is under way. Public Hearing held Mar 7, 2018. The NEPA document (CE) approved by FHWA on June 8, 2018. Request for D-B Proposal (RFP) and conceptual plans released on June 18, 2018. RFP process continues. Alternate Technical Concepts (ATCs)/proprietary meetings held and ATC under review. Technical proposals were due on November 27, 2018 and Price Proposals were due on December 12, 2018. Bids were opened on 12/18/18 and the procurement process for selection of the Design-Builder is underway.	November 2021	November 2019	30.8%

Jurisdiction/ Agency	Project Description	NVTA Funds	Phase(s) Funded	Status	Completion (Project)	Completion (NVTA funded Phases)	Percentage Reimbursed as of 3/31/19
				CTB approved the contract on March 21, 2019..			
Town of Leesburg UPC 106573	<b>Route 7 East Market Street and Battlefield Parkway Interchange (continuation)</b> - Improve safety and pedestrian/vehicle flow by building a grade-separated interchange which will allow Route 7 to become a limited-access freeway through the Town of Leesburg.	\$20,000,000 (FY2017)	Construction	Continuation of the FY2015-16 project above.	November 2021	Begin construction 2020	0%
Northern Virginia Transportation Commission	<b>Transit Alternatives Analysis (Route 7 Corridor Fairfax County/Falls Church/ Arlington County/ Alexandria)</b> – Corridor study to evaluate transit options on Route 7.	\$838,000 (FY2014)	Planning (Phase 2 of Study)	Completed			
Potomac and Rappahannock Transportation Commission (PRTC)	<b>Gainesville New Service Bus</b> – Funding to acquire one commuter bus for new PRTC Gainesville Service.	\$559,275 (FY2014)	Acquisition	Completed			
Potomac and Rappahannock Transportation Commission (PRTC)	<b>Western Maintenance Facility</b> – New facility will alleviate overcrowding at PRTC's Transit Center (which was designed to accommodate 100 buses, but is currently home to over 166 buses) and to permit service expansion as envisioned and adopted in PRTC's long range plan.	\$16,500,000 (FY2015-16)	Construction, Testing, Inspection, Oversight	Building Permit was approved by Prince William County on 2/5/2016. PRTC was awarded \$11M in Concessionaire payment funds. Bid packages were issued July 16, with bids being due August 16, 2018. On average bids increased by 25% from 3 years ago with copper and steel increasing by 40%. May have to cut some items in order to stay within budget. Commission approved awarding GMP to Clark Construction LLC on October 4, 2018. Contract fully executed 11/6/2018 and NTP was effective 11/7/2018. Groundbreaking took place 1/23/19. Currently, foundations	Late Spring 2020	Late Spring 2020	7.1%

Jurisdiction/ Agency	Project Description	NVTA Funds	Phase(s) Funded	Status	Completion (Project)	Completion (NVTA funded Phases)	Percentage Reimbursed as of 3/31/19
				are being poured for the maintenance building once that is complete, will begin foundations for Administration Building. Project has experienced about a month of delay because of various weather events. Preparing to pour SOG (slab on grade) for the maintenance building, footers and foundation is being worked on for the administration building. Steel is being delivered on 4/10 to begin framing in maintenance building that week.			
VDOT (Fairfax County)	<b>Route 7 Bridge over Dulles Toll Road</b> - Widen Route 7 from 4 lanes to 6 lanes, from approximately 0.1 mile west of Tyco Road to approximately 0.6 mile west of Tyco Road. The project will add one extra lane and 14-foot wide shared-use path on each direction.	\$13,900,000 (FY2015-16)	Construction	Completed			
VDOT (Fairfax County)	<b>Route 28 Widening: Dulles Toll Road to Route 50</b> – Widen Route 28 from 3 to 4 lanes Southbound from Dulles Toll Road to Route 50.	\$20,000,000 (FY2014)	Construction, Contract Admin.	Completed			
VDOT (Fairfax County)	<b>Route 28 Widening: McLearen Road to Dulles Toll Road</b> – Widen Route 28 from 3 to 4 lanes Northbound from McLearen Road to Dulles Toll Road.	\$11,100,000 (FY2014)	Construction, Contract Admin.	Completed			
VDOT (Loudoun County)	<b>Route 28 Hot Spot Improvements (Loudoun Segment)</b> – Loudoun segment of Route 28 improvements from Sterling Blvd. to the Dulles Toll Road.	\$12,400,000 (FY2014)	Construction, Contract Admin.	Completed			
VDOT (Loudoun)	<b>Route 28 NB Widening between Dulles Toll Road</b>	\$20,000,000 (FY2018-23)	Construction	Contractor has completed clearing and grubbing	June 2020	June 2020	0%

Jurisdiction/ Agency	Project Description	NVTA Funds	Phase(s) Funded	Status	Completion (Project)	Completion (NVTA funded Phases)	Percentage Reimbursed as of 3/31/19
County) UPC 109146	<b>and Sterling Boulevard</b> – This includes widening of northbound Route 28 from 3 to 4 lanes. An additional thru lane will be added in the NB direction, and the existing auxiliary lane configurations between the Innovation Avenue, Route 606 and Sterling Boulevard interchanges will be maintained but shifted to the east to accommodate the additional thru lane.	SYP)		operations and is currently constructing two large culvert extensions. A traffic shift will occur on or about the weekend 3/31 to install traffic barrier to allow earthwork operations for roadway widening.. Project is currently on-time and on-budget.			
Virginia Railway Express	<b>Alexandria Station Tunnel</b> – Includes a pedestrian tunnel connection between Alexandria Union Station/ VRE Station and the King Street Metrorail Station, as well as the improvement of the VRE station east side platform to enable it to service trains on both sides.	\$1,300,000 (FY2014)	Construction	The project has been rescoped to modify the existing tunnel and no longer includes construction of a new tunnel or connection to the King Street Metrorail Station. The funding agreement with NVTA will be terminated.	TBD	TBD	0%
Virginia Railway Express	<b>Gainesville to Haymarket Extension/ Broad Run Expansion</b> – Corridor study and preliminary engineering development of an 11-mile VRE extension from Manassas to Gainesville-Haymarket.	\$1,500,000 (FY2014)	Planning, Project Developmen t, Conceptual Design	The Project Development phase, including NEPA (documented CE) and Preliminary Engineering (PE)/30% design are underway for expansion of the VRE Broad Run Station and Maintenance and Storage Facility (MSF) site, the selected VRE Manassas Line expansion option. The Project Development phase will be complete in early 2019, pending Norfolk Southern review.	2022	2019	79.3%
Virginia Railway Express	<b>Lorton Station Second Platform</b> – Includes final design and construction of a 650 foot second platform at the VRE Lorton Station in	\$7,900,000 (FY2014)	Final Design, Construction	Preliminary engineering/30% design plans and NEPA documentation are complete. Final design utilizing a GEC Task Order	2022	2022	4.5%

Jurisdiction/ Agency	Project Description	NVTA Funds	Phase(s) Funded	Status	Completion (Project)	Completion (NVTA funded Phases)	Percentage Reimbursed as of 3/31/19
	Fairfax County to accommodate trains up to 8 cars in length.			to start in early 2019.			
Virginia Railway Express	<b>Manassas Park Station Parking Expansion</b> - Planning and engineering investigations to expand parking and pedestrian connections at the VRE Manassas Park station	\$500,000 (FY2015-16)	Planning & Engineering Studies	Funds fully utilized. Project continuing.			
Virginia Railway Express	<b>Manassas Park Station Parking Expansion (continuation)</b> - Planning and engineering investigations to expand parking and pedestrian connections at the VRE Manassas Park station.	\$2,000,000 (FY2017)	Design, PE, Environmental	Continuation of the FY2015-16 project. Alternatives analysis and planning / Preliminary Engineering / 30% design completed. Final design has begun. Norfolk Southern agreement for access to railroad ROW to complete survey and geotechnical work is in place. A workshop with Governing Body will be held on 1/29/19.	2022	2020	5.1%
Virginia Railway Express	<b>Franconia-Springfield Platform Expansion</b> - Design and construction to extend the existing north-side (Metro station side) platform by up to 700 feet to allow the north-side platform at the station to be usable by full length VRE trains. It also includes design and construction of modifications to the south-side platform at the station.	\$13,000,000 (FY2015-16)	Design, Construction	Preliminary engineering/30% design plans and NEPA documentation are complete. Final design utilizing GEC Task Order will start in January 2019.	2022	2022	2.6%
Virginia Railway Express	<b>Rippon Station Expansion and Second Platform</b> - Includes NEPA, design and construction to modify the existing platform and add a second platform at the station to service trains up to 8 cars long. An elevator will	\$10,000,000 (FY2015-16)	NEPA, Design, Construction	Draft Preliminary Engineering/30% design plans and NEPA documents are complete for review by CSXT, pending a final design review agreement. Final Design services are anticipated to be completed	2023	2023	0%

Jurisdiction/ Agency	Project Description	NVTA Funds	Phase(s) Funded	Status	Completion (Project)	Completion (NVTA funded Phases)	Percentage Reimbursed as of 3/31/19
	also be constructed to get passengers to the new platform.			by 2020 with construction completed by 2023.			
Virginia Railway Express	<b>Slaters Lane Crossover</b> - Includes the design and construction of a rail crossover and related signal equipment near Slaters Lane, north of the VRE Alexandria station. It will enable trains to move between all 3 tracks and makes the east side (Metro side) platform at the VRE Alexandria station usable from both sides.	\$7,000,000 (FY2015-16)	Design, Construction	Signal construction initiated in 2018 and continues. Underground conduit placed. Receiving materials ordered in 2018.	2019	2019	1.3%
Virginia Railway Express	<b>Crystal City Platform Extension Study</b> - Includes planning and engineering investigations to evaluate the options for expansion of the VRE Crystal City station that will alleviate existing crowding, improve multimodal connections, and accommodate future service expansion and bi-directional service. The project includes development of a NEPA checklist.	\$400,000 (FY2015-16)	Planning Engineering Studies	Concept Design is complete. Advertisement of a request for proposals (RFP) for Preliminary Engineering/30% design and environmental review consultant is scheduled for early 2019 to continue Project Development activities using state funding; NVTA has approved final design funding for FY2020.	2023	September 2018. Final invoice is being prepared.	85.5%
Washington Metropolitan Area Transit Authority	<b>Orange Line 8-Car Traction Upgrades</b> – Begins the process of upgrading traction power along the Orange Line by incrementally improving the power system to increase power supply capacity to support the future expanded use of eight car trains.	\$4,978,685 (FY2014)	Construction Contract Admin.	Installation of the traction power gear began June 11, 2017 at K06TB2 Greenwich Street cutover back on-line July 28, 2017 and punch list items completed by Sep. The second location at K07TB2 was cutover back on-line on August 21, 2017 and punch list items completed in Oct. NVTA funded phases are 100% complete and contract close out is currently in progress.	Projected Contract Close- out May 2019	May 2019	29.8%
Washington Metropolitan	<b>Blue Line 8-Car Traction Upgrades</b> – Begins the	\$17,443,951 (FY2017)	Engineering, Construction,	Invitation for Bid (IFB) was released on September 6,	Project Contract	December 2021	0%

Jurisdiction/ Agency	Project Description	NVTA Funds	Phase(s) Funded	Status	Completion (Project)	Completion (NVTA funded Phases)	Percentage Reimbursed as of 3/31/19
Area Transit Authority	process of upgrading traction power along the Blue Line by incrementally improving the power system to increase power supply capacity to support the future expanded use of eight car trains.		Contract Admin.	2017. Notice to Proceed was issued on April 20, 2018. Tie breaker and substation manufacturing are ongoing. Installation of the DC Switchgear at C11TB and J03TB2 began on February 7 and 14 respectively. C11TB cutover back on-line March 25, 2019. J03TB2 is scheduled to be cutover back on-line April 2, 2019..	Close-out estimated December 2021		