



Northern Virginia Transportation Authority
The Authority for Transportation in Northern Virginia

GOVERNANCE AND PERSONNEL COMMITTEE

Thursday, October 11, 2018

5:30 PM

3040 Williams Drive, Suite 200

Fairfax, VA 22031

AGENDA

I. Call to Order Chair Randall

II. Approval of the Meeting Summary of the September 26, 2018 Meeting
(With abstentions those who were not present.)

Discussion/Information

III. Annual Executive Director Performance Evaluation Process
Chair Randall

IV. Preparation for the 2019 General Assembly Session (Verbal Report)
Ms. Backmon, Executive Director
Ms. Baynard, Legislative Liaison

Closed Session

(If Required)

Adjournment

V. Adjournment

Next Meeting: TBD

NVTA Offices



Northern Virginia Transportation Authority
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GOVERNANCE AND PERSONNEL COMMITTEE

Thursday, September 26, 2018

12:00PM

3040 Williams Drive, Suite 200

Fairfax, VA 22031

MEETING SUMMARY

I. Call to Order

Chair Randall

- Chair Randall called the meeting to order at 12:06PM.
- Attendees:
 - ✓ Members: Chair Randall; Councilmember Snyder (via conference call, arrival 12:19PM); Chair Cristol; Chairman Nohe; Mayor Meyer (Arrived 12:13PM).
 - ✓ Authority Member: Ms. Hynes. Mr. Minchew.
 - ✓ Staff: Monica Backmon (Executive Director); Michael Longhi (CFO); Richard Stavros (Investment & Debt Manager); Peggy Teal (Assistant Finance Officer); Erica Hawksworth (Communication & Public Affairs Manager); Yolanda Thomas-Jones (Board Clerk).
 - ✓ Other Attendees: Tracy Baynard (McGuire Woods Consulting LLC); Noelle Dominguez (Fairfax County); Ellen Posner (Council of Counsels - Fairfax County); Bob Brown (Loudoun County); Allen Fye (NVTC).

II. Approval of Meeting Summary

- Motion to approve the minutes of the March 22, 2018 meeting of the GPC was made by Chair Cristol, seconded by Chairman Nohe.

Action Item

III. Adoption of Committee Meeting Schedule

Ms. Backmon, Executive Director

- Ms. Backmon presented the proposed GPC meeting dates for October 2018 through April 2019.
- Chairman Nohe moved the Governance and Personnel Committee adopt the meeting schedule proposed, Chair Cristol seconded. Motion passed unanimously.

Discussion/Information

IV. Preparation for the 2019 General Assembly Session

Ms. Backmon, Executive Director

Ms. Baynard, Legislative Liaison

- Chair Randall opened discussion on preparations for the 2019 General Assembly Session (Session) referring to the Governor's public statements about making the Authority whole from the last General Assembly Session.
- Ms. Backmon noted with the Metro Bill, there was a repeal of two of the three revenue streams, Grantor's Tax and Transient Occupancy Tax.
 - ✓ Estimates about \$75 million per year exclusive of escalations.
 - ✓ \$27.12 million from Metro member localities (paid from either their 30% funds or a different revenue source).
 - ✓ These changes total about \$102 million.
- Chairman Nohe questioned if the \$102 million is a combination of the reduction of NVTA funds, including the other monies that localities have to contribute in addition? Ms. Backmon confirmed that it does include the additional monies, in addition to the money taken from the Authority through the repeal to the two revenue streams.
- Ms. Backmon noted that Arlington County will be in the negative for FY2019 when including the total impact on their 30% funds. Likewise she understood that in 2020, Loudoun County's 30% funds will be used entirely for Metro. She noted the Authority would like to recover some of the repealed monies to ease the burden on the member jurisdictions.
- Ms. Backmon questioned should the Authority seek the restoration of the revenues in the 2019 Session, or the 2020 Session.
- Ms. Baynard recapped the Session environment for these questions:
 - ✓ There will be budget discussion, the State has accrued \$594 million in projected surplus for FY2019 from the result of the Federal Tax reform.
 - ✓ The State is facing about a \$185 million to \$200 million exposure from Federal action related to State mental health hospitals.
 - ✓ The Authority's fund will get \$10.6 million from the WayFair online Sales Tax Supreme Court decision.
 - ✓ There are additional significant budget impacts being dealt with during the Session.
 - ✓ Virginia Department of Transportation and Commonwealth Transportation Board will reveal a proposal for improvements and funding strategies for the I-81 Corridor. This has triggered the discussion of creating an additional regional transportation authority(s) similar to NVTA. This potentially provides a window to revisit the Authority's tax rates.
 - ✓ The I-81 discussion may also trigger discussions for a regional authority in the Fredericksburg as well as Richmond.
 - ✓ The Governor has been consistent with his desire to correct and help the Authority recoup the money for the funding gap. Ms. Baynard stated she does not know if this will be a primary priority for the Governor.

- Chair Randall noted the Authority should continue to make a case to have some portion of funding restored this year or the issue will lose momentum. Ms. Baynard agreed, noting the case for restoration needs to be made until it actually happens.
- Chair Cristol encouraged the Committee to be cautious in framing the request.
 - ✓ Use the terms, ‘being made whole’, or ‘restoring NVTA regional funding’.
 - ✓ Metro funding is fragile, re-opening the question of Metro funding could potentially impact the already sensitive funding plan that has a number of challenging conditions.
 - ✓ She requested the Committee’s message be clear that the NVTA’s agenda is not to re-open Metro funding, but rather restore funding levels.
- Chair Randall asked Chair Cristol to share suggestions on how the Authority can approach the restoration of funds request without having a negative impact on Metro funding.
- Chair Cristol replied, the Authority has to be clear that it is not seeking a repeal but would like to consider other revenue sources available, in addition to the Grantor’s and TOT. Chair Cristol suggested a meeting to brainstorm about alternative revenue sources.
- Chair Randall suggested that the NVTA be forceful that money be returned to the NVTA with the goal of being made fully whole.
- Mr. Minchew noted his agreement with Chair Randall, and NVTA must be mindful about how to manage the next round of funding requirements for WMATA.
- Mayor Meyer agreed with Chair Cristol that terminology is important and the request to return monies should not include any reference to Metro. He further related Metro Board Chairman, Jack Evans’ comments at the NVTC meeting which noted the current funding solution is a start that Metro still has outstanding funding needs.
- Mayor Meyer also stated that there will be additional funding requests from WMATA.
- Ms. Hynes suggested not using the terminology ‘being made whole’. She suggested make a case to prove the impact on traffic congestion through TransAction and noting the NVTA taxes are Northern Virginian’s addressing local congestion with local funds.
- Ms. Hynes suggested the case be presented with personal stories of travel and impact; highlighting the problem, and solutions.
- Ms. Hynes noted the near term transportation focus appears to be the I-81 corridor.
- Ms. Hynes summarized the three funding sources for consideration to address I-81:
 - ✓ Tolling for Trucks Only
 - ✓ Gas Tax Floor
 - ✓ Increase in Sales Tax
- Ms. Hynes noted the I-81 area economics do not support Grantors Tax and TOT as being suitable funding sources.

- Chair Randall requested Mr. Minchew share his impressions from a General Assembly perspective. Mr. Minchew noted the number of Delegates in the I-81 area versus Northern Virginia. There followed a general discussion of taxes relative to the two regions.
- Ms. Baynard noted the General Assembly has to lead the discussion on the funding options they are comfortable considering. The public meetings will be about specific improvements and options for funding. These meetings will occur in October 2018. Ms. Baynard will then have some indication if tax increases will be considered.
- Mr. Minchew noted that with I-81 there is probably going to be a two year process to find a funding solution.
 - ✓ Chairman Nohe mentioned there are other things the General Assembly can do that would be of great benefit to the NVTA such as amending HB599, transferring responsibility for the analysis to the Authority.
- Ms. Backmon highlighted three points:
 - ✓ She has spoken with Deputy Secretary Donohue about Chamber support for funding restoration.
 - ✓ The impact on Smart Scale due to the reduced NVTA funding.
 - ✓ The need to examine long term benefits in light of one revenue source.
- Ms. Hynes suggested a review of the first two rounds of SmartScale to determine the number of Northern Virginia projects that we're trying to leverage versus being outright regionally funded. Then compare to Round Three and find the differences. Chair Randall noted her agreement.
- Chair Randall summarized:
 - ✓ The Authority needs to discuss monies returning to the Authority in 2019. Although the discussion may last two years, 2019 is the year to begin such discussions.
 - ✓ The Authority should not use 'repeal' or 'Metro' in any requests for funding restoration.
 - ✓ Authority discussions should be centered around the benefits to other areas, through the reduced demand on Smart Scale and other State funding programs.
 - ✓ Discussion to be had with Northern Virginia officials and people who represent the I-81 Corridor about working together.
 - ✓ Grantor's Tax and TOT rate restoration is something the Authority would support.
 - ✓ Ms. Baynard will keep the Committee updated and report back any changes and opportunities.

V. Adjourned 1:10PM

Next Meeting: October 11, 2018 at 5:30PM



NORTHERN VIRGINIA TRANSPORTATION AUTHORITY

MEMORANDUM

TO: Chair Randall and Members of the NVTA Governance and Personnel Committee

FROM: Monica Backmon, Executive Director

SUBJECT: Annual Executive Director Performance Evaluation Process

DATE: October 5, 2018

1. **Background:** The Northern Virginia Transportation Authority (NVTA) Governance and Personnel Committee (GPC) prepares the annual Executive Director performance evaluation for consideration and approval by the Authority.
2. **Discussion:** The GPC initiates the activities related to the annual performance review of NVTA's Executive Director.
 - a. The target date to finalize the evaluation is the January 2019 Authority meeting.
 - b. An evaluation process outline, based on prior practice, is provided as Attachment A.
 - c. As provided in the process outline, the Executive Director's 2018 goals are provided in Attachment B.
3. **Next Steps:**
 - a. GPC Chair Randall advises Authority Members, at the October meeting, of the start of the annual Executive Director performance evaluation process.
 - b. With this announcement, Chair Randall advises Authority Members that their comments on the Executive Director's performance during 2018 will be requested in November.
 - c. The evaluation process as presented in Attachment A will continue to be executed toward a January 2019 completion target with adjustments determined by the Committee.

Attachment A

NVTA Executive Director Annual Performance Assessment Procedure Outline

Action steps and timing will be modified by the Governance and Personnel Committee to suit particular circumstances of each review cycle.

The following steps are targeted to prepare the annual performance review, compensation and contract updates for Authority review and consideration at their regularly scheduled meeting just prior to the performance review anniversary date. This Authority meeting is referred to as the target date. *(JANUARY)*

90 Days Prior to the Target Date (OCTOBER)

- Chair of the Governance and Personnel Committee (GPC) may establish a subcommittee and/or GPC lead for the purpose of leading the Executive Director's (ED) annual performance review.
- Chair of the GPC will designate an NVTA staff member to carry out the instructions of the Committee. Unless otherwise specified, the staff member will be the Chief Financial Officer (CFO).
- The prior year ED performance goals will be distributed to the Committee.

60 Days Prior to the Target Date (NOVEMBER)

- A salary survey will be conducted by the CFO, similar to prior year surveys and as revised by the Committee.
- The current ED performance goals will be distributed to all Authority Members with any GPC comments.
- Authority Member comments on the ED performance will be requested within 30 days. Comments should be submitted directly to the GPC lead.

45 Days Prior to the Target Date (MID-NOVEMBER)

- Prior to the next regular meeting of the GPC, if possible, the GPC lead will submit a recap of the performance comments received from Authority Members as well as copies of the actual comments. Included in this distribution will be the results of the most recent salary survey.

30 Days Prior to the Target Date (DECEMBER)

- The GPC will meet to review and discuss the material distributed previously in closed session. The purpose of the meeting will be to formulate a GPC performance assessment and recommendation to the Authority Members.
- As part of the recommendation the GPC will consider relevant ED contract terms such as:
 - Extension of the contract term.
 - Compensation
 - Changes to the Executive Director Position Description

- Benefits – other than the standard benefit package offered to all full time permanent NVTA staff members.
- Automobile Allowance
- Leave Earnings Rate
- Leave Carry Forward Terms

Attachment B

NVTA Executive Director 2018 Performance Goals

1. Adoption of FY 2018-2023 Six Year Plan (SYP).
2. Host ITS Roundtable – This Roundtable supports NVTA Strategic Goal III – Innovation. Which calls for NVTA to lead the region in planning and advocating for emerging transportation technologies which address future transportation, work place and development trends.
3. Long Term Benefits, review current principals and make recommendations on revisions as necessary. Produce an initial assessment to the extent data and technology can support.
4. Host Regional Transportation Forum. This forum supports the NVTA Strategic Goal II- Mobility which requires coordination with VA, DC, MD and TPB to advance multimodal regional and extra-territorial projects that are important to NoVA. In coordination with representatives from NVTA, NVTC, TPB, VDOT and DRPT, host a forum on how the varying entities work in collaboration in the region on the development of regional transportation projects; the various processes that the transportation and transit agencies undertake to the analyze and evaluate the projects, and how these projects are subsequently programmed and implemented.
5. Ribbon Cuttings/Groundbreakings with expansion to include events where a classic groundbreaking or ribbon cutting isn't effective in presenting project benefits.
6. Implementation of Strategic Plan - issue first report on progress toward adopted targets of our first strategic plan.
7. HB 599—secure the ability to incorporate project evaluation and ranking requirements into future TransAction Updates.
8. Develop a Communications Plan utilizing new in-house resources to improve the messaging of the Authority's role in regional, multimodal transportation planning as well as funding.
9. Develop funding strategy for Authority's first Six Year Program.
10. Develop multi-year IT strategy focused on building reliable systems backbone, project tracking and transportation modeling capacity.
11. Actively support the 2018 Legislative Program, particularly as it pertains to transit funding.