



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

**Thursday, May 10 2018**

**7:00 pm**

**3040 Williams Drive, Suite 200**

**Fairfax, VA 22031**

**Meeting Minutes**

**I. Call to Order**

Chairman Nohe

- **Chairman Nohe called the meeting to order at 10:21 pm.**

**II. Roll Call**

Ms. Thomas-Jones, Clerk

- Voting Members: Chairman Nohe; Chairman Bulova; Chair Randall; Chair Cristol; Mayor Silberberg; Mayor Meyer; Senator Black; Mayor Parrish; Councilmember Snyder; Delegate Hugo; Mayor Rishell; Ms. Hynes (via telephone); Mr. Kolb.
- Non-Voting Members: Mayor Burke; Ms. Cuervo; Mr. Horsley.
- Staff: Monica Backmon (Executive Director); Michael Longhi (CFO); Keith Jasper (Principal, Transportation Planning and Programming); Sree Nampoothiri (Transportation Planner); Harun Rashid (Transportation Planner); Peggy Teal (Assistant Finance Officer); Sarah Camille Hipp (Communications & Public Affairs Manager); Carl Hampton (Investment and Debt Manager); various jurisdictional and agency staff.

**III. Minutes of the April 12, 2018 Meeting**

Chairman Bulova moved approval of the April 12, 2018 minutes; seconded by Chair Randall. Motion carried unanimously.

**Action**

**IV. Adoption of Revised FY 2019 to 2023 Revenue Projections**

Mayor Parrish, Finance Committee

- Mayor Parrish introduced the Revised FY2019-FY2023 Revenue Projections to the Authority for adoption.
- Mayor Parrish noted the change in revenue, due to legislature, detailed in the staff memo that reflects former and current projects.
- Councilmember Snyder questioned were there any policy adjustments between the various pots.
- Mr. Longhi responded with regards to the local and original funding, it would be addressed later in the meeting.
- **Mayor Parrish moved the Authority adoption of the revised FY2019-FY2023 Revenue Projections, seconded by Chair Cristol. Motion carried unanimously.**

**V. Adoption of the FY 2019 Local Distribution Fund Budget**

Mayor Parrish, Finance Committee

- Mayor Parrish introduced the FY2019 Local Distribution Fund Budget to the Authority for adoption.
- Mr. Longhi highlights the first page of the Staff Report and reflects:
  - ✓ The lack of Transient Occupancy Tax (TOT) and the Grantor’s Tax and the impact of the significant reductions.
    - There are no determinations of how much money is to be used other than it would be distributed to the jurisdictions.
- Councilmember Snyder inquired if it was driven by the statute or were there policy judgments made.
- Ms. Backmon responded it is driven by the adoption of the Conference Report.
- Chairman Nohe explained the projections are old and the projections of sales tax only. The other two revenue streams went to zero for 30% or 70% for all purposes. The basic model for projecting the out years for sales tax have remained the same.
- Mayor Parrish moved the Authority adoption of the Proposed FY2019 Local Distribution Fund Budget, seconded by Chair Cristol. Motion carried unanimously.

**VI. Adoption of the FY 2019 Regional Revenue Fund Budget**

Mayor Parrish, Finance Committee

- Mayor Parrish introduced the proposed FY2019 Regional Revenue Fund Budget to the Authority for adoption.
- Mayor Parrish moved Authority adoption of the proposed FY2019 Regional Revenue Fund Budget, seconded by Chair Randall. Motion carried unanimously.

**VII. Adoption of the FY 2019 Operating Budget**

Mayor Parrish, Finance Committee

- Mayor Parrish introduced the FY2019 Operating budget to the Authority for adoption.
- Mayor Parrish reported the FY2019 Operating Budget introduced for adoption is the same budget as previously submitted with changes and recommendations to add one or two small modeling budgets with the FY2019 budget.
- Chairman Nohe indicated there were additional new initiatives in the FY2019 Operating Budget.
- Mr. Longhi responded that there are two initiatives in the FY2019 Operating Budget:
  - ✓ Cloud Server, \$6,500 per year (ongoing)
  - ✓ Automation of the application process that would be utilized for the two-year update for the Six Year Plan(SYP). Currently, the process requires jurisdictional staff to complete a Microsoft Word document, without checks and balances. The NVTA staff consolidates the documents. The application portion of this project will be automated and converted to an on-line application.

- Mr. Longhi added with the adoption of the SYP, there will be about \$2B in projects to track, that are currently being tracked via Microsoft Word and Excel.
- Mr. Longhi indicated the software application is \$60,000.
- Mayor Parrish moved Authority adoption of the Proposed FY2019 NVTA Operating Budget, Chairman Bulova seconded. Motion carried unanimously.
- 

**VIII. Approval of the City of Fairfax CMAQ Transfer Request**

Ms. Backmon, Executive Director

- Ms. Backmon requested approval of the reallocation of Congestion Migration and Air Quality (CMAQ) funds for the City of Fairfax.
- Ms. Backmon mentioned the City of Fairfax has a residual CMAQ funding they would like allocated to new project.
  - ✓ The purchase and installation of electric vehicle charging stations.
- Mayor Meyer moved approval of the reallocation of Congestion Migration and Air Quality (CMAQ) funds for the city of Fairfax, Mayor Parrish seconded. Motion carried unanimously.

**IX. 2018 Legislative Update**

Chair Randall, Governance and Personnel  
Committee/Ms. Backmon, Executive Director

- ✓ No verbal report - material included in packet.

**X. Finance Committee Report**

Mayor Parrish, Finance Committee

- ✓ No verbal report - material included in packet.

**XI. FY 2018-2023 Six Year Program Development Update**

Ms. Backmon, Executive Director

- ✓ No verbal report - material included in packet.

**XII. Planning Coordination Advisory Report**

Supervisor Buona, Chair, PCAC

- ✓ No verbal report - material included in packet.

**XIII. Technical Advisory Committee Report**

Mr. Boice, Chair TAC

- ✓ No verbal report - material included in packet.

**XIV. Investment Portfolio Report**

Mr. Longhi, CFO

- ✓ No verbal report- material included in packet.

**XV. Monthly Revenue Report**

Mr. Longhi, CFO

- ✓ No verbal report- material included in packet.

**XVI. Operating Budget Report**

Mr. Longhi, CFO

✓ No verbal report- material included in packet.

**XVII. Executive Director's Report**

Ms. Backmon, Executive Director

✓ No verbal report- material included in packet.

**XVIII. Chairman's Comments**

✓ No comments from Chairman

**XIX. Adjournment at 10:43pm**

**Next Meeting: June 14, 2018**