



Northern Virginia Transportation Authority

The Authority for Transportation in Northern Virginia

Thursday, March 12, 2020

7:00pm

3040 Williams Drive, Suite 200
Fairfax, VA 22031

AGENDA

I. Call to Order Vice - Chair Parrish

- A. Vice - Chair Parrish called the meeting to order at 7:05 PM.

II. Roll Call Ms. Duker, Clerk

- A. Voting Members: Mayor Parrish; Chair Wheeler; Mayor Meyer; Mayor Wilson; Mayor Rishell; Board Member Cristol; Council Member Snyder; Supervisor Alcorn; Ms. Hynes; Mr. Kolb.
- B. Non-Voting Members; Mayor Wood, Ms. Cuervo, Mr. Horsley.
- C. Staff: Monica Backmon (Executive Director); Michael Longhi (CFO); Keith Jasper (Principal, Planning and Programming); Sree Nampoothiri (Transportation Planner); Ria Kulkarni (Transportation Planner); Mackenzie Jarvis (Transportation Planner); Richard Stavros (Investment and Debt Manager); Erica Hawksworth (Communication and Public Affairs Manager); Margaret Duker (Board Clerk); various jurisdictional and agency staff.

III. Minutes of the February 13th, 2020 Meeting

- Ms. Hynes moved approval of the February 13th, 2020 minutes; seconded by Mayor Wilson. Motion carried with abstentions by Mayor Rishell, Supervisor Alcorn and Board Member Cristol.

Action

I. Approval of Revised Public Release Date of March 13, 2020, for Projects Under Funding Consideration for the FY2020-2025 Six Year Program Update

Ms. Backmon, Executive Director

Recommended Action: Approval of Revised Public Release Date for Projects under Funding Consideration

- ✓ Ms. Backmon reminded the Authority of the approval of May 14th as the Public Hearing date for projects under funding consideration for the FY2020 -2025 SYP, at the February 13th Authority meeting.
- ✓ As part of this action, the Authority also approved the public comment period starting on April 17, 2020 and ending on May 24, 2020. Ms. Backmon noted that NVTA staff is ready to release the list on March 13th, subject to Authority action

this evening. By releasing the project list in March instead of April, the public comment period will be extended by one month on the front end.

- ✓ Ms. Backmon noted that the end date of May 24th, for the public comment period, will remain.
- ✓ All data and materials associated with the Public Comment period are posted on NVTA's website under the Program tab.
- ✓ The Fifth Video Series update is also in progress to provide an update to all on the process.
- ✓ In addition, locality jurisdiction/town hall briefings on the Six Year Program Update will be provided upon request.

Mayor Wilson moved Authority authorization of the revised date of March 13th for the release of the candidate list of projects under funding consideration, for the FY2020-2025 Six Year Program and Related Information for Public Comment; seconded by Mayor Rishell. Motion carried unanimously.

II. Adoption of FY2021 Regional Revenue Fund Budget Mr. Longhi, CFO

Recommended Action: Adoption of FY2021 Regional Revenue Fund Budget

- ✓ Mr. Longhi informed the Authority that that the PayGo amount for the Six Year Program (SYP) Update will need to be determined after the conclusion of the 2020 General Assembly (GA) session.
- ✓ This PayGo analysis will show how much funding will be available for the two-year update of the SYP.
- ✓ The Finance Team will be preparing updated numbers for the Authority in May.
- ✓ Unused funds from one fiscal year are accumulated as Restricted Fund Balance and made available for the FY2024/25 update to the SYP.
- ✓ Key revenues streams are sales tax and truck registration revenues, also known as the I-81 revenues.
- ✓ The Finance Team estimates truck registration revenues will be \$2.5 million instead of the \$9.4 million as projected by the State.
- ✓ VDOT CFO, Laura Farmer, has noted posting and transaction problems, as such, VDOT will be doing additional work to revise and update the State's projections.
- ✓ For the current SYP (FY2018-2023), 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.
- ✓ This strategy saves the Authority \$194 million compared to traditional project funding approaches.

Mayor Wilson moved Authority adoption of the proposed FY2021 Regional Revenue Fund Budget; seconded by Board Member Cristol. Motion carried unanimously.

III. Adoption of FY2021 Local Distribution Fund Budget Mr. Longhi, CFO

Recommended Action: Adoption of FY2021 Local Distribution Fund Budget

- ✓ Mr. Longhi presented the Local Distribution Fund Budget noting that this is the mechanism to make the 30% distributions to member jurisdictions based on actual revenues received from the Commonwealth.
- ✓ The attachment shows a zero budget as all money will be disbursed for the current fiscal year and is budgeted to be disbursed in entirety for FY2021.
- ✓ There is specific language in our policy which allows all incoming revenues to be distributed to all member jurisdictions without having to come back to the Authority for budget adjustments.

[Mayor Wilson moved Authority approval of the adoption of the FY2021 Local Distribution Fund Budget; seconded by Supervisor Alcorn. Motion carried unanimously.](#)

IV. Adoption of FY2021 Operating Budget Mr. Longhi, CFO

Recommended Action: Adoption of FY2021 Operating Budget

- ✓ Mr. Longhi presented an overview of the FY2021 Operating Budget, noting the following:
- ✓ Mr. Longhi went through the changes in the base Operating Budget driven by contract escalations and inflation; then focused on the new initiatives for the FY2021 budget.
- ✓ For FY2021 Public Outreach and Regional Event Support, section 6 shows a decrease of \$20,000 due to the one-time cost of the regional economic analysis being procured for FY2020.
- ✓ Item 10 shows an increase due to the acquisition of a second Bloomberg Subscription and expanding the Inter-Continental Exchange (ICE) Best Ex Reporting Service Subscription at a cost of \$21,262. This was recommended at the September 2019 Finance Committee meeting and later approved by the Authority.
- ✓ There is also a decrease in office lease cost by \$17,305, even with the addition of three offices, based on renegotiation of the lease. Without the renegotiation, lease costs would have increased by \$38,500.
- ✓ Supervisor Alcorn asked how long the PIMMS (Project Information Monitoring and Management System) has been in place.
- ✓ Mr. Longhi responded that Phase I was in place in May of 2019, and the development of Phase II is ongoing now.
- ✓ Mr. Longhi also noted there was an increase of \$14,000 due to GIS Licensing.

[Board Member Cristol moved Authority approval of the FY2021 Operating Budget; seconded by Mayor Wilson. Motion carried unanimously.](#)

V. Approval of Appointees to the Technical Advisory Committee

Mr. Sree Nampoothiri, Senior Transportation Planner

Recommended Action: Approval of Appointees to the Technical Advisory Committee

- ✓ Ms. Backmon addressed the Authority stating that the Technical Advisory Committee (TAC) is one of two Statutory Committees required in the Authority's enabling legislation.
- ✓ The TAC is a nine-member Committee.
- ✓ Appointees are people with experience in the areas of Transportation, Finance, Engineering and Management.
- ✓ The Authority appoints six members to the Committee and the Secretary of Transportation appoints three.
- ✓ Ms. Backmon noted that there are currently five vacancies on the Committee and the Authority needs to appoint three of the five vacancies.
- ✓ A lengthy review was given of nine resumes submitted for the Committee appointments. Three members are being recommended for Authority approval.
- ✓ Proposed appointees present a mixture of the public and private sector experience:
 - Ms. Karen Campblin's background is in Land Use and Transportation Planning,
 - Mr. Frank Spielberg has a Public Transportation and travel forecasting background,
 - Ms. Amy Morris is a Traffic and Transportation Engineer.
- ✓ Ms. Backmon noted she is coordinating with Ms. Hynes and the Secretary of Transportation on the two remaining vacancies.
- ✓ Board Member Cristol inquired whether all nine candidates' resumes had been reviewed with the Secretary of Transportation.
- ✓ Ms. Backmon responded that the resumes were sent to the Secretary's office.
- ✓ Board Member Cristol further asked if there is confirmation that the three recommended candidates are ready to serve on this committee.
- ✓ Ms. Backmon responded that yes, she has already received word, affirming the candidates are willing and ready to serve on the committee.

Mayor Rishell moved Authority approval of Karen Campblin, Amy Morris and Frank Spielberg as appointees to the Technical Advisory Committee; seconded by Supervisor Alcorn. Motion carried unanimously.

VI. Approval of CMAQ Transfer for the City of Alexandria

Ms. Backmon, Executive Director

Recommended Action: Approval of CMAQ Transfer for the City of Alexandria

- ✓ Ms. Backmon informed the Authority that the City of Alexandria is requesting to transfer \$430,000 of allocated FY2020 and \$47,568 of previous year CMAQ funds from DASH Buses-Alexandria (UPC 110825) to a new project DASH Scheduling Software (UPC T23689).

- ✓ This request was approved at the Regional Jurisdiction Agency Coordinating Committee (RJACC).

Mayor Wilson moved approval of the reallocation of Congestion Mitigation and Air Quality (CMAQ) funds for the City of Alexandria; seconded by Board Member Cristol. Motion carried unanimously.

Discussion/Information

VII. Governance and Personnel Committee	Chair Randall
A. 2020 Legislative Update	Ms. Baynard, McGuireWoods, LLC
✓ Ms. Baynard proceeded with her update of the 2020 legislative session.	
✓ She noted great team efforts and success in getting \$50 million in NFTA funding restoration, partially through an increase in Grantors Tax, totaling \$30 million and \$20 million from the Commonwealth Transportation Fund.	
✓ VDOT CFO is completing a reanalysis of the I-81 funding, to better determine how much funding will come to the Authority.	
✓ Out of the \$102 million loss of Authority revenues diverted to Metro, a likely \$68 million is coming back to the Authority depending on VDOT's final analysis of the I-81 funding, leaving a possible gap of \$34 million.	
✓ Based on the final numbers, Ms. Baynard suggested coordinating with other stakeholders to discuss ways of bridging the gap and mapping out a strategy for it.	
✓ There is a 1% increase in the Transit Occupancy Tax (TOT) in the region for two reasons; the 15 cent Grantors Tax was reduced to 10 cents to be split between the Authority and the Metro Capital Fund.	
✓ Prince William, Manassas and Manassas Park, the jurisdictions receiving the 15 cent TOT money, have two thirds going towards public transportation and one third for any transportation-related use.	
✓ The bill which would expand the ability to use the Fitch Ratings for the investment of funds passed.	
✓ Richmond area jurisdictions came together to propose the creation of Central Virginia Transportation Authority.	
✓ This was an effort led by their local governments and passed at the General Assembly.	
✓ The Central Virginia Transportation Authority funds are divided as follows: 35% is going to the newly created Central Virginia Transportation Authority, 15% to Greater Richmond Transit Company and 50% to localities for improving mobility.	
✓ This time around, Hampton Roads succeeded in receiving dedicated regional transit funding from three sources; 6 cents Grantors Tax, 1% Transit Occupancy Tax and an additional \$20 million each year from state recordation tax revenues.	
✓ The funding is being programmed by their regional authority based on their long-range plan developed by their Transportation planning organization (TPO).	

- ✓ Their TPO has been tasked with determining the region's transportation needs together with their stakeholders so they can be prioritized.
- ✓ On the state level, there will be a ten cent statewide gas tax increase for two years, at the end of which it will convert to twenty-seven cents and indexed at ppi (producer price index).
- ✓ The plan is for this to be a ten-year transition period after which there will be the need to come up with better ways of funding transportation, especially with more fuel-efficient cars on the road.
- ✓ An additional funding source created was the highway user fee, which is based on fuel efficiency and a vehicle mile travelled pilot program. This will be developed by the Department of Motor Vehicles (DMV).
- ✓ The Virginia Passenger Rail Authority was also created. Six of the twelve members on the new Authority will be from Northern Virginia.
- ✓ The Rail Authority will be responsible for owning, managing, negotiating and increasing passenger rail activity throughout the Commonwealth.
- ✓ Ownership will include the Long Bridge Project partnership with CSX and Amtrak.
- ✓ The Rail Authority has been authorized to issue up to \$1 billion in debt to help pay for the project.
- ✓ There is a lot of concern from Secretary of Finance, Aubrey Layne, regarding how much debt is issued by state and regional entities that do not need to go before the General Assembly for approval.
- ✓ There was a question of whether debt issued by the regional entities counted against the State's debt capacity.
- ✓ Secretary Layne, together with the Debt Advisory Committee of the Commonwealth, have been asked to come together to look into these issues.
- ✓ Some reporting is expected at the General Assembly. There is a recommendation for the team to look at transportation debt, whether from tolls, regional taxes etc.
- ✓ According to Ms. Baynard, this is one area the Authority should keep a close eye on although the Authority's debt is from regional revenues and has never been counted against the State's debt capacity.
- ✓ Mayor Rishell asked for an example of the type of debt that Secretary Layne is referring to.
- ✓ To this Ms. Baynard responded that the Hampton Roads Transportation Accountability Commission's debt has mainly gone into funding facilities owned by the State whereas the Authority's debt has mainly gone to funding facilities owned by counties, cities and transit agencies.
- ✓ Mayor Wilson inquired about the potential issue for the Authority.
- ✓ Ms. Baynard responded that the concern is not about the Authority but rather, that the Authority does not get swept under this wave of debt capacity issues.
- ✓ Ms. Hynes added that the Port Authority issues debt and that this could mainly be an effort to get a wrap around the debt capacity being issued.

- ✓ Ms. Backmon further added that this has been brought to our attention so we can make recommendations assuming we are part of the study committee discussions.
- ✓ She went on to add that there are no predictions yet, but when the time comes for the Authority to enter the bond market, it would be best not to have any State induced restrictions.
- ✓ Mayor Meyer inquired if any bond houses have made any note of this.
- ✓ Ms. Baynard responded that the concern is mainly from Secretary Layne about entities which have been authorized to issue debt without approval from the General Assembly, and what is being counted against the State debt capacity module.
- ✓ Ms. Baynard noted that part of the mission of the Rail Authority is to oversee Long Bridge.
- ✓ Mayor Parrish asked whether the debt will be State debt.
- ✓ Ms. Baynard responded that it would be Rail Authority debt.
- ✓ Board Member Cristol asked if the TOT increases are only for Prince William, Manassas and Manassas Park.
- ✓ Ms. Baynard responded that for the Metro compact members, that funding goes to the Capital Fund Budget (State of Repair Fund)' for non-Metro compact members, they keep the funds for public transportation uses.
- ✓ Ms. Baynard responded that it was 2% but now increased to 3%.
- ✓ Mayor Parrish further asked if the \$20 million in state funding for the Authority is an annual appropriation.
- ✓ Ms. Baynard responded that it is.
- ✓ Councilmember Snyder inquired about the safety aspects in the Omnibus Bill.
- ✓ To which, Ms. Baynard responded that the Governor proposed five improvement plans to address fatality issues:
 - The hands-free rule passed so now a primary offense.
 - The rule about 'open container' failed to pass.
 - Wearing of seatbelt is only required of driver and front seat passenger.
 - Provision for public safety include allowing local governments to reduce speed limits along certain areas.
 - Legislation of vehicles/cars, if a bicyclist is hit in a bike lane or crosswalk.
- ✓ Ms. Baynard noted that records indicate about more than 50% of road fatalities are people not wearing seat belts.
- ✓ Mayor Parrish expressed gratitude to Ms. Baynard for the detailed legislative update.

VIII. Project Status Update

Ms. Backmon, Executive Director

- ✓ Ms. Backmon informed the Authority that in a effort to reduce the volume of pages involved with printing the monthly Project Status Update Report, some changes have been made.
- ✓ Only significant changes which occurred in the course of the month will be printed in a one-page summary.

- ✓ The update will center on SPA appendices, Project Administration, start or completion of project phases, Groundbreaking/Ribbon-Cutting Ceremonies, Public information Meetings and major engineering progress.
- ✓ In addition to the one-page summary, the full version of the Project Status Update Report will also be available on the Authority's website.
- ✓ Mayor Rishell asked if the complete version of the Report was on the website and also if a link to that could be included.
- ✓ Ms. Backmon confirmed that the full report is available on the website and a link to that will be included in the project summary report.
- ✓ Ms. Hawkesworth added that the full report is available on the 'Funding page' on the website.
- ✓ Mayor Parrish wanted to know if there was any concern that a project which might not make significant progress will get lost or lose visibility.
- ✓ Ms. Backmon responded that this would not be a problem since we still have the longer version of the Report which is coupled with the tracking of projects during quarterly project meetings.

IX. Finance Committee Update

Mayor Parrish, Chair

- ✓ Mr. Longhi noted that with NVTA's billion-dollar investment portfolio, investments were acquired on the basis of safety, liquidity and yield with strict adherence to the NVTA Investment Policy.
- ✓ With a high-quality fixed income investment portfolio, some of the most reported market declines were in the areas of treasuries and equities.
- ✓ Council Member Snyder inquired whether there is any damage to the Authority's investments.
- ✓ Mr. Longhi responded that with the fixed income investments, there is not going to be any damage to the investment. However soon as instruments which were previously purchased before the market slide matures, they will be replaced with lower yield instruments.
- ✓ He went on to add that due to the good relations with the Community Banks and the high-quality nature of the Authority's investment, there will not be any principal losses.
- ✓ By allowing the portfolio duration to decrease the Finance Team will ride out the market decline and once the market improves will be ready to respond to better opportunities.
- ✓ Mayor Parrish commented that the Finance Committee often experiences such market conditions and will come back to the Authority with updates.
- ✓ Supervisor Alcorn inquired if there is any policy governing negative yields to stay away from such investments.
- ✓ Mr. Longhi responded that the Finance Team will not make any investments into negative yields.

A. Investment Portfolio Report

Mr. Longhi, CFO

B. Monthly Revenue Report

Mr. Longhi, CFO

- No verbal report given
- C. Operating Budget Report** Mr. Longhi, CFO
No verbal report given
- X. Planning and Programming Committee Report** Mayor Wilson, Chair
- ✓ Mayor Wilson informed the Authority that the Planning and Programming Committee met as scheduled and discussed the Six Year Program Update, TransAction Update and Committee meeting schedule at the first meeting.
- XI. Planning Coordination Advisory Committee Report** Mayor Colbert, Chair
No verbal report given.
- XII. Technical Advisory Committee Report** Mr. Boice, Chair
No verbal report given.
- XIII. Executive Director's Report** Ms. Backmon, Executive Director
- ✓ Ms. Backmon informed the Authority that yesterday was the Fifth Annual Northern Virginia ITS Roundtable, and for the second time in a row, tickets were sold out prior to the event.
 - ✓ She noted that seven members of the Authority participated in the event; Mayor Parrish, Council Member Snyder, Chair Wheeler, Mayor Rishell, Ms. Hynes, Mr. Kolb and Ms. Cuervo.
 - ✓ Council Member Snyder served on the first panel where the panelists addressed the question 'Is the DC Metro region ready for connected autonomy sharing and electric vehicles.'
 - ✓ Ms. Backmon added that we've received a lot of positive feedback regarding the event.
 - ✓ Mayor Parrish commended Council Member Snyder on his presentation noting that he did a great job.
 - ✓ Council Member Snyder in turn thanked everyone involved with making the event possible.
 - ✓ He also pointed out to the Authority that Ms. Backmon had an opportunity to represent the Authority when she was invited to do a presentation at the World Bank.
 - ✓ Ms. Backmon added to this noting that most of the areas the World Bank has been working on are areas the Authority has already been hitting as target areas.
- XIV. Chair's Comments**
- ✓ Mayor Parrish informed members that the next April 16th Authority meeting has been cancelled.
 - ✓ He also expressed his appreciation to Chair Randall for the opportunity to chair the meeting in her absence.
- XV. Adjournment:** The meeting adjourned at 8:13pm.

Next Meeting: May 14, 2020 at 7:00pm