



Northern Virginia Transportation Authority

The Authority for Transportation in Northern Virginia

FINANCE COMMITTEE

Thursday, February 18, 2021 – 1:00 PM

3040 Williams Drive, Suite 200

Fairfax, VA 22031

Meeting to be conducted on WebEx and Live Streamed via YouTube

AGENDA

1. **Call to Order/Welcome** Mayor Rishell, Chair
2. **Resolution Finding the Need to Conduct the February 18, 2021 Finance Committee Meeting Electronically** Mayor Rishell, Chair
Recommended Action: Adoption of Resolution
3. **Summary Minutes of the January 21, 2021 Meeting**
Recommended Action: Approval [with abstentions from those who were not present]

Action Item

4. **Revisions to Policy 19 – Local Distribution (30% Funds)** Ms. Sen, Financial Analyst
Recommended Action: Recommend Authority Approval of Policy Changes
5. **TransAction and Six Year Program Update Contract** Mr. Longhi, CFO
Recommended Action: Recommend Authority Approval of Contract Award

Information/Discussion Items

6. **Budget Guidance Discussion** Mr. Longhi, CFO
7. **Investment Portfolio Report** Mr. Longhi, CFO
8. **Monthly Revenue Report** Mr. Longhi, CFO
9. **Monthly Operating Budget Report** Mr. Longhi, CFO

Closed Session

(If Required)

Adjournment

10. **Adjournment**

Next Scheduled Meeting March 18, 2020 1:00PM (Room B)

3040 Williams Drive, Suite 200, Fairfax, Virginia

NORTHERN VIRGINIA TRANSPORTATION AUTHORITY
FINANCE COMMITTEE
RESOLUTION FINDING NEED TO CONDUCT
FEBRUARY 18, 2021 MEETING ELECTRONICALLY

February 18, 2021

WHEREAS, on March 12, 2020, the Governor of Virginia declared a state of emergency in Virginia in response to the spread of novel coronavirus, or COVID-19, a communicable disease of public health threat as so declared by the State Health Commissioner on February 7, 2020 (“COVID-19”); and

WHEREAS, in subsequent Executive Orders, particularly Executive Order Nos. 53 and 55, as amended, the Governor of Virginia, among other measures designed to ensure safe physical distancing between individuals, prohibited public and private in person gatherings of 10 or more individuals and ordered all individuals in Virginia to remain at their place of residence, with limited exceptions, to mitigate the impacts of COVID-19 and prevent its spread; and

WHEREAS, the Northern Virginia Transportation Authority (Authority) - Finance Committee (Committee) finds that it has a responsibility to demonstrate to the public, through the Committee’s conduct, the importance of maintaining proper physical distance from others and to avoid gathering in public where the risks of infection are highest, and to take measures that promote physical distancing in order to protect the public health and mitigate the impacts and spread of COVID-19, including, among others, conducting meetings electronically whenever possible; and

WHEREAS, on April 22, 2020, the Virginia General Assembly adopted, and the Governor signed, budget bill amendments to HB 29 that expressly authorize “any public body, including any state, local, [or] regional body” to “meet by electronic communication means without a quorum of the public body . . . physically assembled at one location when the Governor has declared a state of emergency . . . , provided that (i) the nature of the declared emergency makes it impracticable or unsafe for the public body . . . to assemble in a single location; (ii) the purpose of the meeting is to discuss or transact the business statutorily required or necessary to continue operations of the public body . . . and the discharge of its lawful purposes, duties, and responsibilities” among other provisions; and

WHEREAS, member jurisdictions of the Northern Virginia Transportation Authority have adopted continuity of government ordinances pursuant to Va. Code Ann. § 15.2-1413 which ordinances, among other provisions, contemplate regional bodies of which the locality is a member meeting electronically to transact business to assure the continuity of government; and

NOW, THEREFORE, BE IT RESOLVED, that the Northern Virginia Transportation Authority Finance Committee hereby finds that meeting by electronic means is authorized because the nature of the declared emergency makes it both impracticable and unsafe for the Committee to assemble in a single location on February 18, 2021, to discuss and transact the business of the Committee listed on the February 18, 2021, Finance Committee Agenda; and

BE IT FURTHER RESOLVED, that the Committee hereby finds that meeting by electronic means is authorized because the items on the February 18, 2021, Committee Meeting Agenda are statutorily required or necessary to continue operations of the Authority and the discharge of the Authority's lawful purposes, duties, and responsibilities; and

BE IT FURTHER RESOLVED, that the items on the February 18, 2021, Authority Finance Committee Meeting Agenda are encompassed within the continuity of operations ordinances adopted by member localities of the Northern Virginia Transportation Authority to assure the continued operation of the government during the disaster posed by the public health emergency resulting from COVID-19.

Adopted on the 18th day of February, 2021.



Northern Virginia Transportation Authority
The Authority for Transportation in Northern Virginia

FINANCE COMMITTEE

Thursday, January 21, 2021 – 1:00 PM

3040 Williams Drive, Suite 200

Fairfax, VA 22031

Meeting Held via WebEx and Live Streamed on YouTube

SUMMARY MINUTES

1. Call to Order/Welcome

Mayor Rishell, Chair

- Mayor Rishell called the meeting to order at 1:04 PM.
- Attendees:
 - ✓ Authority Members: Mayor Rishell; Chairman McKay, Chair Randall, Board Member Cristol
 - ✓ Other Authority Members: Delegate Roem; Mayor Davis-Younger
 - ✓ Staff: Monica Backmon (Executive Director); Michael Longhi (CFO); Peggy Teal (Assistant Finance Officer); Dev Priya Sen (Financial Analyst)
 - ✓ Council of Counsels: Rob Dickerson (Prince William County); Daniel Robinson (Fairfax County); Joanna Anderson (City of Alexandria)
 - ✓ Other Attendees: Jurisdictional and agency staff and the public attended the meeting via the Authority's YouTube channel

2. Resolution Finding the Need to Conduct the January 21, 2021 Finance Committee Meeting Electronically

Mayor Rishell, Chair

Recommended Action: Adoption of Resolution

Chair Randall made the motion to adopt the Resolution Finding the Need to Conduct the Meeting by Electronic Communication Means during the Governor's declared State of Emergency during the COVID-19 Pandemic; seconded by Board Member Cristol. Motion carried unanimously.

3. Summary Minutes of the November 19, 2020 Meeting

Recommended Action: Approval [with abstentions from those who were not present]

Chair Randall moved approval of the minutes of the November 19, 2020 meeting; seconded by Board Member Cristol. Motion carried unanimously.

Action Items

4. Finance Committee Meeting Schedule for CY2021

Mayor Rishell, Chair

- Ms. Sen provided the background to the Committee Members stating that the Finance Committee has been meeting on the third Thursday of the month at 1:00 PM.
- This date has been preferred in that it allows reconciled financials and revenue reports to be presented from the recently concluded month.

- This meeting date also allows staff to prepare any approved actions for next Authority Meeting.
- The meetings that do not have any Action Items or time-sensitive Discussion Items are generally canceled. When that occurs, reports on investments, revenue, and operating budget are presented at the next meeting on a year-to-date basis.
- Ms. Rishell went through the Finance Committee meeting dates as per the meeting schedule with the committee members.
- After discussing, Mayor Rishell noted that September 16, 2021, is to be replaced with a different date as it conflicts with Yom Kippur.

Chair Randall moved the approval of the March 2021 to February 2022 meeting schedule, with the September adjustment; seconded by Board Member Cristol. Motion carried unanimously.

Information/Discussion Items

5. **Budget Guidance Discussion** Mr. Longhi, CFO
 - Mr. Longhi noted that on February 18th Finance Committee meeting will have details on the budget which will include base budget increases (contract escalations, inflation, etc.) and new initiatives.
 - He noted that the only new initiative for the FY2022 budget will be enhancements to the Project Information Monitoring and Management System (PIMMS).
 - Full budget details will be provided in the next meeting.

6. **Financial Activities (Verbal Report)** Mr. Longhi, CFO
 - Mr. Longhi noted the procurement of the next TransAction update which is in final negotiations with two top-ranked prospective consultants.
 - He noted that the potential for forwarding appropriation of FY2024/25 Six Year Program Two Year Update projects and that recommendations will be based on revenue available and the dollar value of requests.
 - Mr. Longhi noted that discussions with the Commonwealth on the status of the I-81 related revenue were ongoing with the VDOT CFO.

7. **Investment Portfolio Report** Mr. Longhi, CFO
 - Mr. Longhi presented the Investment Portfolio Report and responded to questions.

8. **Monthly Revenue Report** Mr. Longhi, CFO
 - Mr. Longhi presented the Monthly Revenue Report and responded to questions.

9. **Monthly Operating Budget Report** Mr. Longhi, CFO
 - Mr. Longhi presented the Monthly Operating Budget Report and responded to questions.

Adjournment: 1:25 PM

Next Scheduled Meeting February 18, 2020, 1:00 PM (Room B)

3040 Williams Drive, Suite 200, Fairfax, Virginia

NORTHERN VIRGINIA TRANSPORTATION AUTHORITY**MEMORANDUM**

TO: Chair Rishell and Members, NVTA Finance Committee

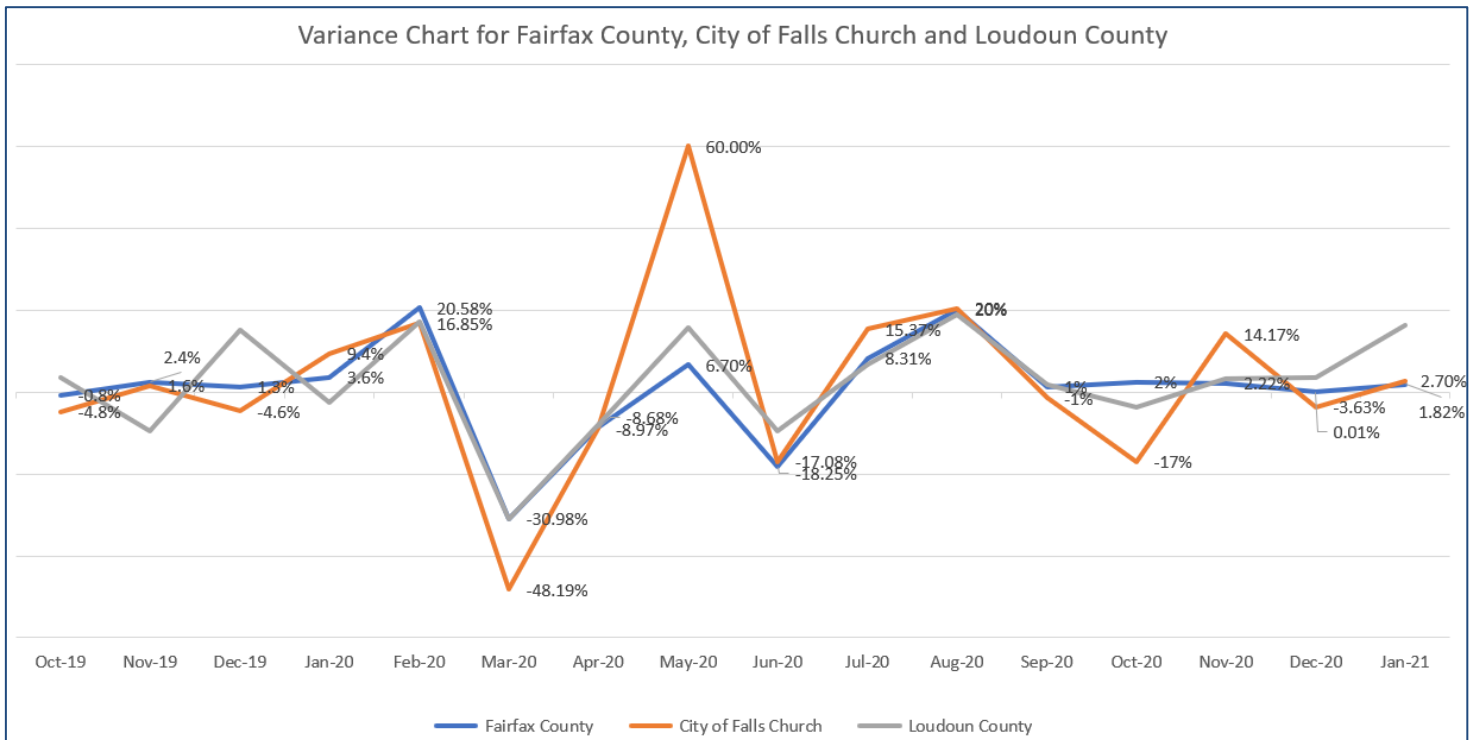
FROM: Dev Sen, Financial Analyst

DATE: February 12, 2021

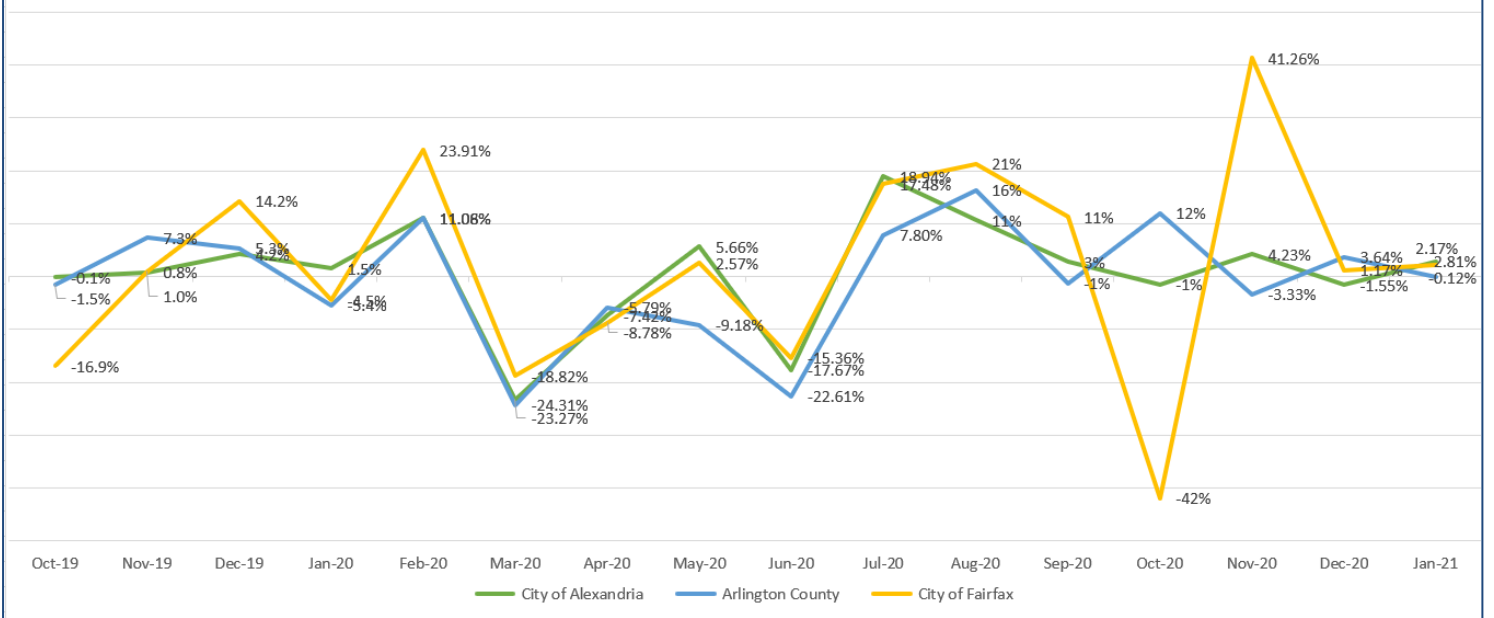
SUBJECT: Revisions to Policy 19 - Local Distribution (30% Funds)

1. **Purpose:** To seek Northern Virginia Transportation Authority (NVTA) Finance Committee recommendation of changes to Policy 19 – Local Distribution (30% Funds) to implement Virginia Code changes.
2. **Suggested Motion:** *I move Finance Committee recommendation of Authority approval of the attached changes to the Authority's Policy 19 – Local Distribution (30% Funds).*
3. **Background:**
 - a. Policy 19 – Local Distribution (30% Funds) was last revised in December 2020, to reflect the following revenues received by the Authority:
 - Commonwealth Transportation Fund Transfer (HB1414, 2020)
 - Regional Congestion Relief Fee (HB1414, 2020)
 - b. The reason for the revision of Policy 19 – Local Distribution (30% Funds) in December 2020 was due to the fact that the Commonwealth Transportation Fund Transfer and Regional Congestion Relief Fee (Grantor's Tax) revenue was to be distributed:
 - i. Based on locality data of where the transaction occurred for Grantor's Tax.
 - ii. Based on the percentage ratio of each jurisdiction's Sales Tax to the combined total amount of Sales Tax received for that month for the Commonwealth Transportation Fund Transfer, since there is no locality data with that revenue stream.
 - c. Recent discussions with the Virginia Department of Transportation Chief Financial Officer indicate the Interstate Operations and Enhancement Program (SB1716, 2019) implementation was changed by the 2020 Omnibus Transportation Bill.
 - i. The estimated revenue was reduced from \$20 million to \$13.3 million.
 - ii. Transfer of the revenue was also changed from monthly, to ideally annually in the first month of the fiscal year. However, the timing of distributions in future years is dependent on the Interstate Operations and Enhancement Program Fund cash flow.

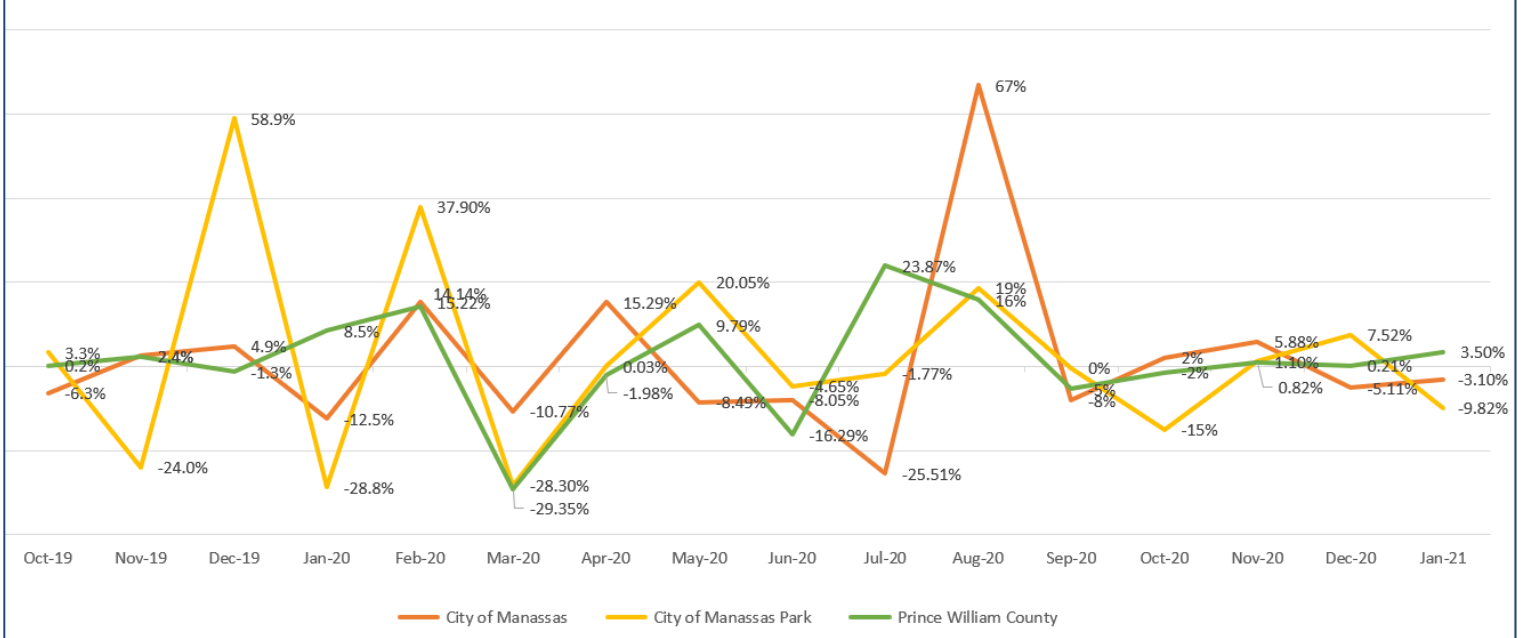
- d. NVTa updated and utilized prior models of the impact of the timing of fund transfers related to parity among jurisdictions for the 30% distributions. The RJACC was briefed on the prior analyses and has consistently supported methods that provided parity.
- e. The Commonwealth moving the Interstate Operations and Enhancement Program away from monthly transfers will result in significant loss of parity between jurisdictions based on variances in Sales Tax receipts on a month-to-month basis, based on the current policy wording.
- f. Embedded below are three charts. Each chart depicts the variance in three jurisdiction's Sales Tax from October 2019 until January 2021. The charts are grouped by three jurisdictions to improve readability.
- g. Analysis of the variances determined that the Interstate Operations and Enhancement Program revenue and Commonwealth Transportation Fund Transfer revenue should not be distributed on the basis of a current month percentage ratio of Sales Tax. The proposed draft moves the distribution to being based on the ratio of the prior 12 fiscal months of Sales Tax receipts.
- h. The proposed policy change is intended to address any future revenues which do not have jurisdiction data in an attempt to reduce future policy changes.



Variance Chart for City of Alexandria, Arlington County and City of Fairfax



Variance Chart for City of Manassas, City of Manassas Park and Prince William County



4. Next Steps:

With Finance Committee recommendation of approval, the revised policy changes will be presented to the Authority at their March 2021 meeting for adoption.

Attachment: Draft Policy 19 – Local Distribution (30% Funds)

NORTHERN VIRGINIA TRANSPORTATION AUTHORITY

Policy Number 19 – Local Distribution (30% Funds)

- I. Purpose.** In accordance with and subject to the requirements of the - *Virginia Code* thirty percent (30%) of the revenues received by the Northern Virginia Transportation Authority (NVTa) shall be distributed on a pro rata basis. Each jurisdiction shall execute the Memorandum of Agreement (MOA) Regarding Distribution of 30% Funds. Annually, each jurisdiction will complete an Annual Jurisdiction Certification, certifying the use of previously disbursed 30% funds and eligibility to receive the upcoming fiscal years funds.
- II. General.**
- A.** The Authority will segregate funds received from the Commonwealth of Virginia between 30% Local Distribution Funds (“30% Funds”) and 70% Regional Revenue Funds as soon as practicable, as specified in the Virginia Code. The Authority receives the following revenues:
- Sales and Use Tax (HB2313, 2013)
 - Interstate Operations and Enhancement Program (SB1716, 2019)
 - Commonwealth Transportation Fund Transfer (HB1414, 2020)
 - Regional Congestion Relief Fee (HB1414, 2020)
- B.** The Sales and Use Tax and Regional Congestion Relief Fee will be segregated and distributed to jurisdictions based on the jurisdiction the transaction occurred in each jurisdiction as reported by the Commonwealth. Future revenues with jurisdictional information will be distributed on this basis.
- C.** The Interstate Operations and Enhancement Program and Commonwealth Transportation Fund Transfer revenues will be segregated and distributed to jurisdictions based on the percentage ratio of each jurisdiction’s Sales Tax to the combined total amount of Sales Tax received for ~~that month~~ the prior 12 fiscal months. Future revenues without jurisdictional information will be distributed on this basis.
- D.** The Authority will distribute 30% Funds to jurisdictions as soon as practicable contingent on an active Memorandum of Agreement and requirements set out in the Virginia Code.
- E.** Each jurisdiction shall deposit its 30% Fund revenues received from the NVTa into a separate, special fund (the “NVTa Special Fund”).
- F.** 30% Funds are to be expended for additional urban or secondary road construction, or other capital improvements that reduce congestion, for other transportation capital improvements which have been approved by the most recent long range transportation plan adopted by the NVTa, or for public transportation purposes, including transit operating expenses.

- G.** Each jurisdiction is required to complete the NVTA annual certification by August 1 each year in the format required by the NVTA confirming the 30% Funds it received were used in compliance with the Virginia Code. If the certification is not received by August 1, transfers of the current fiscal year 30% Funds will cease until the certification is submitted in good form.
- H.** Administrative expenses of the NVTA, as set forth in the NVTA’s annual budget (not otherwise funded through other sources), shall be allocated among the member jurisdictions based on population (as specified in HB2313), alternatively the Authority may determine through the annual budget process that such expenses will be charged to the 70% Regional Revenue Fund in accordance with SB1468 (2019).
- I.** The member jurisdictions are required to adopt the commercial and industrial (C&I) property tax for transportation at a rate of \$0.125 per \$100 valuation and deposit the revenues into its NVTA Special Fund or deposit an equivalent amount into its NVTA Special Fund for transportation improvements by March 1 of each year for the current fiscal year. The amount required to be deposited will be referred to below as the “C&I Equivalency Transfer”
- J.** If a jurisdiction fails to deposit the full amount of the C&I tax or equivalent transfer into its NVTA Special Fund, the NVTA shall reduce its disbursement of 30% funding by the difference between the amounts deposited compared to the amount required to be deposited.
1. If the full amount of the C&I Equivalency Transfer is not deposited by August 1st, and the annual certification not completed in a compliant form by August 1st, then the NVTA will halt 30% Funds distributions for that fiscal year.
 2. 30% Funds held by the NVTA due to an incomplete or missing C&I equivalency transfer or a noncompliant annual certification shall be held in escrow by the NVTA until March 1st of that fiscal year.
 3. On March 1st of that fiscal year any 30% Funds matched by an equivalency transfer will be remitted to the jurisdiction, conditioned upon the annual certification being complete and accepted by the NVTA.
 4. Any 30% Funds held after March 1 due to a missing or incomplete C&I Equivalency Transfer or noncompliant annual certification will be irrevocably transferred for that fiscal year to the 70% Regional Revenue Fund for use as determined by the Authority.
- K.** Each jurisdiction is required to maintain its Maintenance of Effort based on the average transportation expenditures for FY2011, 2012 and 2013, or lose its share of the 30% Funds for the fiscal year succeeding the year in which it did not maintain its transportation expenditures as set forth in Enactment Clause 14 of Chapter 766.

- L. The NVTA has a continuing responsibility to ensure that the 30% Funds are properly spent.
- M. The NVTA and the member counties are required to work cooperatively to ensure that the towns with populations greater than 3,500 receive their respective shares of the 30% Funds.
- N. Information regarding the receipt of all revenues, all 30% transfers to jurisdictions and the payment of the Authority administrative expenses will be open and transparent to all member jurisdictions and reported to the Finance Committee and the Authority at their regular meetings.

III. Responsibilities.

A. Chief Financial Officer (CFO) Reporting to Executive Director.

1. The CFO will be responsible for accepting the funds from the Commonwealth, investing and safekeeping the funds, distributing the funds to the member jurisdictions, and providing periodic reports on deposits and disbursements to member jurisdictions, the Finance Committee and the Authority.
2. The initial disbursement to the jurisdictions will be made no later than one (1) month following the execution of the MOA by the jurisdictions. Subsequent distributions shall occur monthly or as soon as practicable.
3. The CFO will monitor member jurisdictions compliance with their respective MOA's and advise the Executive Director of any non-compliance.

B. Member Jurisdictions.

1. Must comply with the terms of the MOA and the Virginia Code in regard to the use of 30% Funds.
2. Each jurisdiction is responsible for paying its share of the Authority's administrative expenses by July 15 of each year for those fiscal years that the Authority has determined to charge member jurisdictions rather than the 70% Regional Revenue Fund, for administrative expenses reflected in the NVTA's Annual Operating Budget.
3. If the Authority determines to charge administrative expenses to member jurisdictions, each member jurisdiction can choose to provide its share of the administrative expenses by asking the Authority to reduce the amount it will receive from its 30% Funds or by paying the invoice from other sources by July 15.
4. By August 1 of each year, the Chief Administrative Officer (CAO) of each member jurisdiction will certify that the jurisdiction has adopted the C&I tax at \$0.125 per

\$100 valuation or set aside an equivalent amount of local revenues for transportation purposes in their special fund. The CAO will certify that the jurisdiction met the maintenance of effort requirement for the previous fiscal year.

5. Counties must ensure that towns with a population of 3,500 or more comply with the requirements of HB 2313. Counties are required to enter into a formal MOA with their towns (over 3,500 population).
6. All city, county and town records must be maintained for five years from the date the record was created. All parties must comply with the Public Records Act, and all applicable state and federal laws regarding records retention.

Approved by the Finance Committee: December 5, 2014

Approved by Northern Virginia Transportation Authority: December 11, 2014

Revision 1:

Approved by the Finance Committee: October 17, 2019

Approved by the Northern Virginia Transportation Authority: November 14, 2019

Revision 2:

Approved by the Finance Committee: November 19, 2020

Approved by the Northern Virginia Transportation Authority: December 17, 2020

NORTHERN VIRGINIA TRANSPORTATION AUTHORITY**MEMORANDUM**

FOR: Chair Rishell and Members of the NVTA Finance Committee
FROM: Michael Longhi, CFO
DATE: February 12, 2021
SUBJECT: TransAction and Six Year Program Update Contract

- 1. Purpose:** To seek Northern Virginia Transportation Authority (NVTA) Finance Committee recommendation of Authority approval of proposed TransAction and Six Year Program Update contract with Cambridge Systematics, Inc.
- 2. Suggested Motion:** *I move the Finance Committee recommend Authority approval of the proposed TransAction and Six Year Program Update Contract award to Cambridge Systematics Inc.*
- 3. Background:**
 - a. A consultant open house was conducted on December 4, 2019 to allow potential contractors and subcontractors to discuss the upcoming procurement in an open and transparent environment for all potential competitors.
 - b. A Request for Proposals (RFP) was issued on November 12, 2020, with proposals due on December 11, 2020.
 - c. Notice of this open procurement was placed on the NVTA website and with the Commonwealth's eVA procurement notice system.
 - d. Four firms submitted responsive and responsible Technical and Price proposals eligible for consideration by the RFP Evaluation Team.
 - e. The RFP Evaluation Team consisted of eight jurisdiction members and one NVTA staff member, for a total of nine voting members. VDOT shared a staff member with modelling experience for technical assistance on that topic. Jurisdiction Evaluation Team members involved their subject matter experts. Each participating jurisdiction and NVTA had one vote.
 - f. Two of the four respondent proposals received close scores on their technical proposals and were interviewed on January 6, 2021. All cost proposals were then released for best value evaluation.
 - g. When the cost proposals were evaluated, the same two highest ranking firms retained their relative positions. However, on rescoring on best value, one of those two firms received eight of the available nine votes.
 - h. As required by the Virginia Public Procurement Act, negotiations commenced with the two top ranked firms. The negotiations were conducted by NVTA's CFO with support from NVTA staff, using the comments and recommendations of the Evaluation Team.

- i. Negotiations included questions and requests, specific to each firm, recommended by the Evaluation Team and subject matter experts.
- j. After an initial round of negotiations, both firms were requested to submit Best and Final Offers.
- k. The Best and Final Offers were requested to include cost reductions to bring the proposed costs in line with the project budget approved by the Authority in FY2020.
- l. After an examination of the Best and Final Offers in terms of both technical responses and costs reductions, the negotiations resulted in further affirmation of the Evaluation Team's prior consensus.
- m. Negotiations achieved the Evaluation Team's suggested objectives and achieved significant cost reductions.

4. Award Recommendation: NVTA staff recommends award of the TransAction and Six Year Program Update Contract to Cambridge Systematics Inc., (CS). Factors supporting the recommendation are:

- a. Constancy with the Evaluation Team vote 8/1 in favor of CS.
- b. Successful negotiations of enhanced technical features as recommended by the Evaluation Team.
- c. Successful cost negotiations.
- d. The CS selection furthers the Authority's Strategic Plan goal to develop in-house modelling capacity.
- e. The modelling system and approach for Trans Action and Six Year Update are consistent and compatible with what is in use by many member jurisdictions and MWCOG/TPB.
- f. The modelling system approach is expected to be the most compatible in the future with expected industry evolution and evolution in MWCOG/TPB modelling and data.
- g. The modelling system(s) proposed are commercial products with vender support as well as a local and national community of users.
- h. The proposed contract is within previously appropriated funding, so no budget action is required.
- i. CS had previously completed TransAction 2040.
- j. The recommendation recognizes, that there is some schedule risk for the adoption of the next Six Year Program Update (tentatively scheduled for summer of CY2022). This is due to the change in the modelling platforms (current to future). However, it is recognized that this is the appropriate time to make the long-term investment in a modelling platform that will have broad compatibility and further the NVTA Strategic Plan Goal of developing in-house modelling capacity.

5. Next Steps: With the Finance Committee approval, the contract with Cambridge Systematics Inc., will be submitted for Authority consideration at the March 2021 meeting.

Attachment: Contract Award Notice -Draft



Northern Virginia Transportation Authority

The Authority for Transportation in Northern Virginia

DRAFT, 2021

Mr. Thomas Harrington, Principal
Cambridge Systematics, Inc.
3 Bethesda Metro Center, Suite 1200
Bethesda, MD 20814

Dear Mr. Harrington:

The Northern Virginia Transportation Authority has acted to authorize the award of a contract to Cambridge Systematics Inc. (CS) to perform the work requested in the Authority's RFP No. 2021-01 and described in your Technical Proposal and separate Price Proposal dated December 11, 2020.

The following clarifications and modifications apply:

1. The CS Responses to Additional Questions dated January 8, 2021.
2. The CS Responses to Additional Questions dated January 26, 2021.
3. The CS Price Proposal dated February 3, 2021.
4. NVTA clarification of the intent of RFP Section E, Item 6 through the replacement of the word Engineers in the first sentence on page 52 with Transportation Planning Consultants.
5. NVTA restatement of RFP Section E, Article 15 (Page 33) with: "To the extent applicable, all materials and equipment furnished by the Consultant shall be fully guaranteed against defects in material and workmanship in accordance with the most favorable commercial warranties the Consultant gives any customer for such supplies or services."

This letter, together with NVTA RFP 2021-03 and the Cambridge Systematics Technical Proposal and Price Proposal dated December 11, 2020, with the attachments and revisions noted above provides the agreement to conduct the project under the specified terms and

conditions. This letter also constitutes your notice to proceed unless advised otherwise in writing by NVTA on or prior to March 25, 2021.

If you concur please sign both originals and return one copy to Michael Longhi, NVTA CFO. Please contact Mr. Longhi with any questions.

Sincerely,

Monica Backmon
Executive Director

Mr. James Brogan
Executive Vice President
Cambridge Systematics

Date

DRAFT

NORTHERN VIRGINIA TRANSPORTATION AUTHORITY

MEMORANDUM

TO: Chair Rishell and Members of the NVTA Finance Committee

FROM: Michael Longhi, Chief Financial Officer

DATE: February 12, 2021

SUBJECT: Proposed FY2022 Regional Revenue Fund Budget

1. Purpose: To develop the Northern Virginia Transportation Authority (NVTA) Finance Committee recommendation of Authority approval of the Proposed FY2022 Regional Revenue Fund Budget.

2. 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 or excess revenue from one fiscal year are accumulated as Restricted Fund Balance and will be available for the FY2026/27 update to the SYP.
- c. Authority adoption/programming of the FY2026/27 update to the SYP is currently estimated for summer of calendar 2022.
- d. Finance Committee guidance is to conservatively estimate revenues.
- e. The details of the Proposed FY2022 Regional Revenue Fund Budget are presented in Attachment 1.

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

3. Revenues:

- a. **Revenues** were adjusted downward to capture the impact of the COVID-19 Pandemic and restrictions on the economy for FY2022. Sales Tax Revenues for FY2021 are lower than the previous year but revenues didn't decline as much as NVTA staff predicted in part due to the newly taxed internet sales tax which began in FY2020.
- b. **Interstate Operations & Enhancement Program (IOEP) Transfer** – Formally referred to as I-81 revenues, this revenue source was changed as a result of the (HB1414/SB890, 2020) Omnibus Transportation Bill. The General Assembly moved this revenue from a monthly basis, based on revenues such as heavy truck registrations, highway use and diesel fuel taxes; to an annual allocation based on funds available for the Highway Construction Program under the Interstate Operations and Enhancement Program. The revenue projection for FY2022 is based on estimates developed by VDOT.
- c. **Regional Congestion Relief Fee (Grantor's Tax):** The 2020 Omnibus Transportation Bill as amended, reinstated the Authority's Grantor's Tax receipts at a reduced rate of

\$0.10/100. The Governor's one-time reduction, reduced the rate to \$0.05/100 through most of FY2021. NVTA's initial projections for Grantor's starting in FY2022 are set at \$30 million with reduction of 15% for the COVID-19 continued impact on the economy and assumes the tax will be increased to the originally proposed level in May 2021.

- d. **Commonwealth of Virginia Northern Virginia District Transfer:** This revenue line is a \$20 million transfer from the Commonwealth's Northern Virginia Transportation District Fund to the NVTA.
 - e. **CoVa interest** is earned on funds while they are processed by the Commonwealth and before arriving at the Authority.
 - f. **Future Financing/Forward Appropriations (if required)**
 - i. This budget classification reflects the FY2022 Revenue Fund Appropriations for the inaugural SYP (Attachment 2). 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 traditional project funding approaches.
 - iii. The classification recognizes that if the majority of FY2019/23 SYP and potential FY2024/25 forward appropriated projects were to exceed their original cash flow projections, outside liquidity would need to be obtained. This is a worst-case scenario which does not include the potential use of the \$120 million Working Capital Reserve.
 - g. **Investment Portfolio Earnings** reflects the NVTA portfolio interest earnings. Estimate is based on a month to month decline in portfolio earnings over the fiscal year as the portfolio return aligns with anticipated worse case market declines. With a sustained market decline in fixed income security, the portfolio return is expected to 'bottom out' at a 15 to 23 basis point level.
4. **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 FY2022 budget.
- a. **Debt service principal and interest.** Total debt service for FY2022 is \$5,547,500.
 - b. **Modeling License & Support:** With the finalization of the Transaction contract that included in-house modeling, the Authority staff will be investing in modeling software during fiscal year 2022. Originally projected at \$25,000 but a more refined cost that was obtained through the TransAction Update procurement is \$29,150.
 - c. **TransAction Update (SYP/CRRC/LTB Tech Support).** This expense provides technical support for SYP Congestion Reduction Relative to Cost, Long-Term Benefit analysis and inhouse modeling development as adopted by the Authority in the FY2022 PayGo Analysis. The call for projects for the next update to the SYP FY2026/2027 will occur in summer 2021, potential adoption in summer of 2022.
 - d. **Six Year Program PayGo Project Funding.** This represents the appropriation of project funding for the Six Year Program, and staff recommended forward appropriations for FY2024/25.

5. Transfers and Carryforward

- a. **Transfer Out to the Operating Fund.** 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). The Operating Budget is estimated to be 1.1% of the Regional Revenue Fund income for the fiscal year.
- b. **Restricted Fund Balance - Carryforward to FY2024.** This amount reflects net positive or negative variances in the Authority’s revenue projections, interest earnings and released balances from completed or cancelled projects. Negative variances result from forward appropriating funding in the early years to the FY2018 to F2023 SYP. It is based on FY2020 audited actual balances.
- c. **Total Available for Project Assignments/FY2024 Forward Appropriation.** This amount reflects net positive or negative variance in the Regional Revenue Fund. When this amount is positive, it serves as an accumulator for funds to be available for projects as part of the FY2026/27 two-year update to the Six Year Program. When this amount is negative it reflects the timing of recently adopted funding program updates net of immediately available (not future revenue). Future updates will adjust revenue estimates for any General Assembly action as part of the future PayGo recommendation. The next PayGo recommendations will be made in Spring 2022 as part of preparations for the FY2026/27 update to the SYP.

6. 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.

7. Next Steps. With any additional guidance from the Finance Committee, the proposed budget will be represented to the Finance Committee in March for an April recommendation to Authority for adoption.

Attachments:

- 1. Proposed FY2022 Regional Revenue Fund Budget
- 2. FY2018 to FY2025 Six Year Program Appropriation Schedule

Attachment 1

Northern Virginia Transportation Authority Proposed FY2022 Regional Revenue Fund Budget			
	Adopted FY2021 Budget	Proposed FY2022 Budget	Notes
Revenue 70% Regional Funds			
Sales Tax	\$ 191,857,379	\$ 197,039,152	3a
Interstate Operations & Enhancement Program (IOEP) Transfer	1,750,000	9,310,000	3b
Grantor's Tax	-	17,850,000	3c
Commonwealth NVTD Transfer	-	14,000,000	3d
CoVa Interest	257,900	101,430	3e
Bond Proceeds	-	-	
Future Financing/Future Appropriation Finance (if required)	(29,956,829)	(59,270,665)	3f
Investment Portfolio Earnings	5,000,000	5,200,000	3g
Total Revenue	\$ 168,908,450	\$ 184,229,918	
Expenditures			
Debt Service - Principal	\$ 2,865,000	\$ 2,950,000	4a
Debt Service - Interest	2,683,450	2,597,500	4a
Professional Services - Bond Issuance Costs	-	-	
Modeling License & Support	-	29,150	4b
TransAction Update (SYP/CRRC/LTB Tech Support)	160,000	400,000	4c
Six Year Program PayGo Project Funding	163,200,000	33,300,000	4d
Total Expenditures / Six Year Program Commitments	\$ 168,908,450	\$ 39,276,650	
Net Revenue	\$ -	\$ 144,953,268	
Transfers & Carryforward			
Transfer Out to Operating Fund	\$ (2,769,220)	\$ (2,744,809)	5a
Restricted Fund Balance - Carryforward to Six Year Program Update	38,438,712	(142,286,859)	5b
Total Available for Project Assignments/FY2024 Carryforward	\$ 35,669,492	\$ (145,031,668)	5c
Cumulative Regional Revenue Reserve Balances			
Working Capital Reserve	\$ 120,000,000	\$ 120,000,000	6a
Debt Service Reserve (Held by Trustee)	5,551,000	5,551,000	6b
Cumulative Reserve Balances	\$ 125,551,000	\$ 125,551,000	

Updated: 2/5/2021

NVTA FY2018 to FY2025 Six Year Program & Update Appropriation Schedule

Attachment 2

SPA Number	Project ID#	Jurisdiction / Agency	Project	FY2019 Appropriation	FY2020 Appropriation	FY2021 Appropriation	Proposed FY2022 Appropriation	FY2023	FY2024 to FY2025
2018-001-1	1	Arlington County	ART Operations and Maintenance Facilities	39,027,000					
2018-003-1	3	Arlington County	Crystal City Metrorail Station East Entrance & Intermodal connections		5,000,000				
2018-004-1	4	Arlington County	Pentagon City Multimodal Connections and Transitway Extension		28,850,000				
2018-005-1	5	Arlington County	Intelligent Transportation System Improvements	10,000,000					
2018-040-2	40	City of Alexandria	West End Transitway: Northern Segment (Phase 1)				2,200,000		
2018-041-1	41	City of Alexandria	Alexandria ITS Projects		1,195,491				
2018-042-1	42	City of Alexandria	Alexandria Bus Network ITS	150,000					
2018-043-1	43	City of Alexandria	DASH Transit Service Enhancements and Expansion		11,933,161				
2018-045-1	45	City of Alexandria	Alexandria Duke St Transitway		12,000,000				
2018-046-1	46	City of Fairfax	Jermantown Road Corridor Improvements Project	21,000,000					
2018-047-1	47	City of Fairfax	Intersection Improvements at Eaton Place/Chain Bridge Road					10,750,000	
2018-048-1	48	City of Fairfax	Old Lee Highway Multimodal Improvements Phase 1					5,000,000	
2018-049-1	49	City of Fairfax	Roadway Network Northfax West	2,500,000					
2018-051-1	51	City of Falls Church	West Falls Church & Joint Campus Revitalization District Multimodal Transportation Project		15,700,000				
2018-062-1	62	City of Falls Church/NVRPA	Falls Church Enhanced Regional Bike Routes (W&OD)	3,244,959					
2018-006-2	6	Fairfax County	Route 1 Widening (Mount Vernon Memorial Highway to Napper Road)		127,000,000				
2018-007-1	7	Fairfax County	Richmond Highway Bus Rapid Transit - Phases I & II	250,000,000					
2018-009-2	9	Fairfax County	Frontier Drive Extension and Intersection Improvements#		25,000,000				
2018-010-3	10	Fairfax County	Route 28 Widening: Route 29 to Prince William County Line			16,000,000			
2018-012-1	12	Fairfax County	Richmond Highway (Route 1)/CSX Underpass Widening					12,000,000	
2018-014-2	14	Fairfax County	Rolling Road Widening: Hunter Village Drive to Old Keene Mill Road		11,111,000				
2018-016-3	16	Fairfax County	Fairfax County Pkwy Widen from Ox Rd to Lee Hwy w/ separated interchange at Popes Head Rd			67,000,000			
2018-017-1	17	Fairfax County	Rock Hill Road Bridge					20,604,670	
2018-021-1	21	Loudoun County	Route 15 Bypass Widening: Battlefield Parkway to Montresor Road					54,000,000	
2018-022-1	22	Loudoun County	Northstar Boulevard - Shreveport Drive to Tall Cedars Parkway		64,805,000				
2018-023-1	23	Loudoun County	Extend Shellhorn Road: Loudoun County Parkway (Route 607) to Randolph Drive (Route 1072)		16,000,000				
2018-024-1	24	Loudoun County	Route 28 Northbound Widening –between the Dulles Toll Road and Sterling Boulevard	20,000,000					
2018-026-1	26	Loudoun County	Prentice Drive Extension: Lockridge Road (Route 789) to Shellhorn Road (Route 643)		76,230,000				
2018-027-1	27	Loudoun County	Route 9 Traffic Calming	12,112,000					
2018-028-1	28	Loudoun County	Dulles West Boulevard Widening: Loudoun County Parkway to Northstar Boulevard	47,800,000					
2018-029-1	29	Loudoun County	Evergreen Mills Road Intersection Realignments – Watson Road and Reservoir Road	14,000,000					
2018-030-4	30	Prince William County	RT28 corridor improvements (Fitzwater Dr to Pennsylvania Ave)	15,000,000					
2018-032-2	31	Prince William County	Route 28 Corridor Feasibility Study - EIS (City of Manassas to Fairfax County)		3,500,000				
2018-032-3	32	Prince William County	Construct Route 28 Corridor Roadway Improvements			89,000,000			
2018-034-1	34	Prince William County	Construct Interchange at Route 234 and Brentsville Road	54,900,000					
2018-035-1	35	Prince William County	Construct Interchange at Prince William Parkway and University Boulevard	24,200,000					
2018-036-1	36	Prince William County	Summit School Rd Extension and Telegraph Rd Widening	11,000,000					
2018-039-1	39	Prince William County	Construct Interchange at Prince William Parkway and Clover Hill Road					1,900,000	
2018-053-2	53	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	54	Town of Leesburg	Construct Interchange at Route 7 and Battlefield Parkway		25,000,000			25,000,000	
2018-055-3	55	Town of Leesburg	Interchange Improvements at Route 15 Leesburg Bypass and Edwards Ferry Road				5,400,000		
2018-056-1	56	Town of Leesburg	Construct Interchange at Route 15 Bypass and Battlefield Parkway			2,000,000			
2018-057-1	57	Town of Vienna	Mill St NE Parking Garage					2,300,000	
2018-058-2	58	VRE	VRE Crystal City Station Improvements			4,000,000			
2020-063-1	63	Arlington County	Rosslyn Multimodal Network Improvements						11,874,000
2020-064-1	64	Arlington County	CC2DCA Intermodal Connector: From Crystal City to Ronald Reagan Washington National Airport						18,000,000
2020-073-1	73	Arlington County/NVPRK	Arlington W&OD Trail Enhancements						650,000

NVTA FY2018 to FY2025 Six Year Program & Update Appropriation Schedule

Attachment 2

SPA Number	Project ID#	Jurisdiction / Agency	Project	FY2019 Appropriation	FY2020 Appropriation	FY2021 Appropriation	Proposed FY2022 Appropriation	FY2023	FY2024 to FY2025
2020-045-2	45	City of Alexandria	Alexandria Duke St Transitway						75,000,000
2020-048-2	48	City of Fairfax	Old Lee Highway Multimodal Improvements						8,000,000
2020-049-2	49	City of Fairfax	Roadway Network Northfax West				2,500,000		
2020-069-1	69	City of Fairfax	Jermantown Road/Route 29 Intersection Improvements						700,000
2020-070-1	70	City of Fairfax	Government Center Parkway Extension						3,540,000
2020-071-1	71	City of Falls Church	West Falls Church Access to Transit and Multimodal Connectivity				6,900,000		
2020-072-1	72	City of Falls Church	Downtown Falls Church Multimodal Improvements				8,300,000		
2020-006-3	6	Fairfax County	Richmond Highway Widening From Route 235 North to Route 235 South						120,387,962
2020-014-3	14	Fairfax County	Rolling Road Widening: Hunter Village Drive to Old Keene Mill Road						27,700,000
2020-016-4	16	Fairfax County	Fairfax County Parkway Widening: Lee Highway (Route 29) to Nomes Court						37,400,000
2020-065-1	65	Fairfax County	Soapstone Drive Extension: Sunset Hills Road to Sunrise Valley Drive						15,000,000
2020-066-1	66	Loudoun County	Construct Crosstrail Boulevard (Route 653): Sycolin Road to Dulles Greenway (Route 267)						36,700,000
2020-067-1	67	Loudoun County	Evergreen Mills Road Widening from Northstar Boulevard to Stone Springs Boulevard						18,000,000
2020-036-2	36	Prince William County	North Woodbridge Mobility Improvements				8,000,000		
2020-068-1	68	Prince William County	Summit School Rd Extension and Telegraph Rd Widening						24,000,000
2020-053-3	53	Town of Dumfries	Widen Route 1 (Fralely Blvd) to six lanes between Brady's Hill Rd and Dumfries Rd (RT234)						78,000,000
2020-058-3	58	VRE	VRE Crystal City Station Improvements						15,800,000
2020-074-1	74	DRPT	Franconia-Springfield Passenger Rail Bypass						22,958,821
Total By Fiscal Year				\$ 524,933,959	\$ 423,324,652	\$ 178,000,000	\$ 33,300,000	\$ 176,414,670	\$ 513,710,783
Cumulative Total by Fiscal Year				\$ 524,933,959	\$ 948,258,611	1,126,258,611	\$ 1,159,558,611	\$ 1,335,973,281	\$ 1,849,684,064

Note: Denotes FY2024/25 Forward Appropriation

NORTHERN VIRGINIA TRANSPORTATION AUTHORITY

MEMORANDUM

TO: Chair Rishell and Members of the NVTA Finance Committee

FROM: Michael Longhi, Chief Financial Officer

DATE: February 12, 2021

SUBJECT: FY2022 Local Distribution Fund Budget (30%)

1. **Purpose:** To develop the Northern Virginia Transportation Authority (NVTA) Finance Committee recommendation of Authority adoption of the proposed FY2022 Local Distribution Fund Budget.
2. **Background:**
 - a. Local Distribution Fund (30%) revenues are distributed in their entirety to member jurisdictions in accord with HB 2313 (2013) with revenues received from the Commonwealth.
 - b. Member jurisdictions receive the amount of Local Distribution Funds they are entitled to based on the direct and imputed transactions within their jurisdiction.
 - c. Previous Finance Committee guidance is to conservatively estimate revenues.
 - d. Beginning with FY2020, the Authority elected to charge the operating budget to the Regional Revenue Fund which in turn resulted in an increased 30% distribution to member jurisdictions, estimated at \$2.7 million in FY2022
3. **Proposed Budget:** The table below shows the proposed FY2022 Local Distribution Fund Budget. Distributions to jurisdictions are based on the actual transactions conducted within the jurisdiction.

Northern Virginia Transportation Authority Proposed FY2022 Local Distribution Budget (30%)		
	Adopted FY2021 Budget	Proposed FY2022 Budget
Carryforward	\$ -	\$ -
Revenue		
Sales Tax	\$ 82,224,591	\$ 84,445,351
Transfer Interstate Operations & Enhancement Program	750,000	3,990,000
Grantor's Tax	-	7,650,000
Commonwealth NVTD Transfer	-	6,000,000
CoVa Interest	110,530	43,470
Total Revenue	\$ 83,085,121	\$ 102,128,821
Expenditures		
Distribution to Member Jurisdictions	\$ 83,085,121	\$ 102,128,821
Total Expenditures	\$ 83,085,121	\$ 102,128,821
Budget Balance	\$ -	\$ -

4. Assumptions:

- a.** The Authority will continue to follow the Code of Virginia 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 direct and imputed 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 FY2022 in accord with the Code of Virginia.

5. Next Steps. With Finance Committee approval and guidance, the proposed budget will be presented to the Authority for adoption in April.

NORTHERN VIRGINIA TRANSPORTATION AUTHORITY

MEMORANDUM

TO: Chair Rishell and Members of the NVTA Finance Committee

FROM: Michael Longhi, Chief Financial Officer

DATE: February 12, 2021

SUBJECT: FY2022 Operating Budget

- 1. Purpose:** To develop the Northern Virginia Transportation Authority (NVTA) Finance Committee recommendation of Authority adoption of the proposed FY2022 NVTA Operating Budget and proposed budget initiatives as outlined below.

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

- 2. Background:** Due to the unusual nature of the COVID-19 Pandemic on the economy and the processes followed to conduct business, some of the Authority's expense categories were not fully utilized during FY2021. This resulted in a \$140,000 carry forward to FY2022 which will be used to reduce FY2022 expenses.
- The Investment and Debt Manager position has been vacant for the majority of the year.
 - Many of the Public Outreach events for FY2022 have been canceled or transitioned to a virtual event.
 - Duplication & Printing, Staff Mileage/Travel and Office Supplies costs are drastically reduced due to the transition of virtual meetings and events.
- 3. FY2020 Operations Base Budget Changes:**
- A. Personnel Expenditures:**
- 1. Salaries-Regular Pay:**
- Staff compensation changes will be based on the annual increases adopted in NVTA member jurisdiction and agencies FY2022 budgets.
 - Member jurisdictions have not finalized their FY2022 budgets, therefore, a 3% increase is proposed to be programmed in the base budget for estimation purposes.
 - Maximum COLA and average annual performance increases will be consistent with member jurisdictions. An analysis will be undertaken once jurisdictions have passed their FY2022 Operating Budgets.

- Due to the vacancy of the Investment & Debt Manager position for over half the fiscal year, a net of \$55,000 has been carried forward to offset the FY2022 budget.

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 is not projected to receive an increase in benefit premiums for FY2022. Premiums increased 4.8% during FY2021.
- For FY2022, staff members may elect NVTA coverage changes during the open enrollment period. Any elections are unknown at this time and not budgeted.

3. Retirement – Virginia Retirement System (VRS):

- Based on NVTA's most recent VRS actuarial study, the FY2021 and FY2022 contribution rate remains at 7.50%.
- The VRS forward looking investment performance rate has been reduced. This reduction will lead to higher, but more predictable contribution rates.
- The Authority fully funds the annually required contribution for VRS each fiscal year.

4. Life & Disability Insurance:

- This insurance type is priced using salaries and age tiers.

B. Professional Service Changes:

5. Insurance:

- NVTA's general liability, causality, cyber, officers and director's insurance renewal for FY2021 was higher than projected due to the doubling of the Cyber Security Liability rates from VRSA. The FY2022 premium rates will not be available until after June 2021. The FY2022 base budget includes an estimated 5% increase above the FY2021 renewal.

6. Public Outreach & Regional Event Support:

- For FY2022, this line decreased approximately \$10,000 due to one-time costs included last year and increased slightly, due to inflationary increases. Resulting in a net decrease of \$9,168. Due to the transition to virtual events and cancellations, \$39,000 of FY2021 budget has been carried forward to offset the FY2022 budget.

7. Legal Services/Bond Counsel:

- Bond Counsel is the only legal service currently obtained under this budget line, \$5,000 is carried forward to offset the FY2022 budget.
- Based on prior experience, this budget line remains unchanged.

8. Financial Advisory Services:

- Contractually required escalation.

9. Legislative Services:

- The current legislative service contract was renewed in FY2021. The increase reflects a new contract base and contractually required escalation.

C. Technology/Communications:

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

- We have canceled several investment subscription services while the Investment and Debt Manager position has been vacant.
- An annual Bloomberg Anywhere subscription with a cost of \$24,822 has been added to FY2022 for the temporary investment consultant who will be advising on the Authority's investments and providing training/mentoring.
- The budget line also includes the annual costs for:
 - Black Mountain, the General Ledger/Financial Reporting System
 - Tracker, the Portfolio Management System.
- The net change is a budget decrease of \$16,662.

11. IT Support Service & Hosting: FY2022 includes a 3% increase for the third-party network hosting and management contract, these increases typically occur once every three years. However, expanded data storage and server processing capacity can increase expenses year to year. It also includes the SSL Certification renewal that occurs every 3 years.

12. GIS/Project Monitoring & Management/Modeling:

- The FY2021 Budget included onetime funding for Phase 3 of the Project Implementation, Monitoring and Management System (PIMMS).
- The FY2022 budget for this line item reflects a baseline increase of \$1,643 related to contractual and inflationary increases for website and PIMMS maintenance, hosting and data storage.

13. Phone Service:

- The FY2022 includes \$1,750 for the addition of the WebEx licenses that were an integral part of business operations during FY2021.
- The remaining \$274 reflects increases in NVTA's conference line and mobile phone service.

D. Administrative Expenses:

14. Duplication and Printing: Due to the move to virtual public meetings during FY2021, \$5,000 of the FY2021 budget was carried forward to FY2022.

15. Hosted Meetings: Due to the move to virtual public meetings and virtual attendance during FY2021, \$3,000 of the FY2021 budget was carried forward to FY2022.

16. Mileage/Transportation: Due to the move to virtual meetings, public hearings and other transportation related meetings, \$10,000 of FY2021 budget was carried over to FY2022.

17. Office Lease: FY2022 reflects a contracted renewal increase of 2.5% or \$4,329.

18. Office Supplies: Due to virtual public meetings and the reduction of printing meeting packets, \$5,000 of FY2021 budget was carried forward to FY2022.

E. Operating Reserve:

19. The NVT A Debt Policy requires a 20% Operating Reserve. Any changes in the base budget result in year-to-year changes in this reserve.

D. Equipment Replacement Reserve:

20. Based on the life cycle of newly acquired and recently replaced equipment, a \$4,500 contribution to the equipment reserve is necessary. The equipment reserve level is a management recommendation based predominately on the equipment depreciation schedule and practical experience.

4. FY2022 Proposed Budget Initiatives: The proposed FY2022 Operating Budget includes one initiative, Project Implementation Management and Monitoring System (PIMMS) Phase 4.

E. GIS/Project Monitoring & Management/Modeling: The sole FY2022 initiative impacts this budget line. This initiative, presented below, supports the Authority's Strategic plan in the areas of:

- *Goal I – Regional Prosperity; compile objective independent research.*
- *Goal II – Mobility; performance dashboard, expanded analytical capabilities building to travel demand forecasting and model simulations.*
- *Goal III – Innovation; plan for emerging transportation technologies and related trends.*
- *Goal IV – Funding; ensure fulfillment of project scope, implementation of a project monitoring system, implementation of a cost-effective online project application system.*

21. Project Information Monitoring and Management System (PIMMS):

Enhancements to PIMMS are requested in response to Authority Members suggestions at the Dashboard rollout and NVT A staff as well as jurisdiction and agency staff. The cost of the enhancements is \$130,000 (with project contingency) and will provide the functional improvements listed below, as well as more technical improvements to allow reconciliation of the PIMMS financial information with the Authority's accounting system.

If Phase 4 is approved, several of the functional components that are public facing dashboard improvements will be moved to Phase 3, where technically feasible, in order to improve the public and jurisdiction staff user experience.

- Improve map layers and jurisdiction boundaries. (Authority requested dashboard improvement.)
- Allow tracking and display of non-NVTA funds such as Federal/State/Local etc., with subcategories. (Authority requested dashboard improvement.)
- Enable linkage to jurisdiction/agency project websites. (Authority requested dashboard improvement.)
- Add functionality to allow localities to make change requests. (Jurisdiction request)
- Develop five (5) additional action-based alerts for:
 - When a jurisdiction submits reimbursement request or appendix revision
 - When finance team completes its review and pass it on to planning team
 - When planning team completes its review and signs the form
 - When CFO approves the payment
 - When wire transfer is executed.
- Add the farthest NVTA-funded phase and completion dates to the project dashboard display
- Include addition filters for the project status, including “Funded/Appropriated Projects”
- Include the ability for Reimbursement Requests and updated Appendix A and B documentation to be digitally signed.
- Develop a report for outstanding Appendix A/B requests, including an interface to filter records based on date range, SPA number, and project sponsor.
- Develop a report to replace the Project Tracking Report. This report would list the date submitted, date paid, SPA number, request number, requested amount and questions and communications between NVTA and Sponsor as well as unpaid requests.
- Develop a report to replace the Excel Cash Flow report, which will include the
 - PIMMS number,
 - SPA and SPA-legacy number, agency,
 - SPA Description,
 - fiscal year approved funding,
 - amount paid to date,
 - percent complete, and
 - the quarterly breakdown by fiscal year

Attachment

Northern Virginia Transportation Authority Base/Proposed FY2022 Operating Budget						
INCOME:	Adopted Budget FY2021	Proposed Base Budget FY2022	Budget Note	Proposed Budget w/FY2022 Initiatives	Budget Note	Change \$
Budget Carryforward including Operating Reserve	\$ 665,477	\$ 734,938		\$ 734,938		\$ 69,461
330100 Contribution Member Jurisdiction						
330000 Other Income						
Total Income	\$ 665,477	\$ 734,938		\$ 734,938		\$ 69,461
EXPENDITURES:						
410000 Personnel Expenditures						
110 Salaries-Regular Pay	\$ 1,524,072	\$ 1,552,741	1	\$ 1,552,741		\$ 28,668
130 Health & Dental Benefits	247,968	232,013	2	232,013		(15,955)
131 Payroll Taxes	118,210	118,890	1	118,890		680
132 Retirement VRS	124,506	127,439	3	127,439		2,932
133 Life Insurance	20,331	20,807	4	20,807		476
134 Flex Spending/Dependent Care	881	881		881		-
135 Workers Comp	1,698	1,708	1	1,708		10
137 Disability Insurance	18,196	18,834	4	18,834		638
Personnel Subtotal	\$ 2,055,863	\$ 2,073,312		\$ 2,073,312		\$ 17,450
420000 Professional Service						
210 Audit & Accounting	\$ 29,500	\$ 29,500		\$ 29,500		\$ -
220 Bank Service	750	750		750		-
230 Insurance	6,385	7,835	5	7,835		1,450
240 Payroll Service	2,606	2,636		2,636		30
260 Public Outreach & Regional Event Support	59,093	49,925	6	49,925		(9,168)
261 Legal Services/Bond Counsel	10,000	10,000	7	10,000		-
262 Financial Advisor Services	35,875	36,951	8	36,951		1,076
263 Bond Trustee Fees	2,700	2,700		2,700		-
264 Legislative Services	70,000	78,690	9	78,690		8,690
265 Investment Custody Fees	25,000	25,000		25,000		-
Professional Subtotal	\$ 241,909	\$ 243,987		\$ 243,987		\$ 2,078
430000 Technology/Communication						
310 GL Financial Reporting & Invest Monitoring/Mgt Systems	\$ 111,347	\$ 94,685	10	\$ 94,685		\$ (16,662)
320 HW SW & Peripheral Purchase	-	-		-		-
330 IT Support Svc Incl Hosting	24,295	29,304	11	29,304		5,009
335 GIS/Project Monitoring & Management/Modeling	136,679	29,728	12	159,728	21	23,049
340 Phone Service	11,136	13,160	13	13,160		2,024
350 Web Development & Hosting	9,756	9,185		9,185		(571)
Subtotal Technology/Communication	\$ 293,213	\$ 176,062		\$ 306,062		\$ 12,849
440000 Administrative Expenses						
410 Advertisement	\$ 1,500	\$ 1,500		\$ 1,500		\$ -
411 Memberships & Subscriptions	10,544	10,544		10,544		-
412 Duplication & Printing	14,610	13,610	14	13,610		(1,000)
413 Furniture & Fixture	-	-		-		-
414 Hosted Meetings	5,000	4,500	15	4,500		(500)
415 Mileage/Transportation	11,450	11,000	16	11,000		(450)
416 Misc Expenses	-	-		-		-
417 Office Lease	173,256	177,586	17	177,586		4,329
418 Office Supplies	8,065	7,100	18	7,100		(965)
419 Postage & Delivery	700	700		700		-
420 Professional Develop, Training & Conferences	23,650	23,650		23,650		-
Subtotal Administrative Expenses	\$ 248,775	\$ 250,190		\$ 250,190		\$ 1,414
Expenditure Subtotal	2,839,760	2,743,551		2,873,551		33,792
Operating Reserve (20%)	\$ 567,952	\$ 548,710	19	\$ 574,710	19	\$ 6,758
Equipment Replacement Reserve	26,986	31,486	20	31,486	20	4,500
Reserve Subtotal	594,938	580,196		606,196		\$ 11,259
Total Expenditures	\$ 3,434,697	\$ 3,323,747		\$ 3,479,747		\$ 45,050
Net Expenditures						
Transfer From Regional Revenue Fund	\$ 2,769,220	\$ 2,588,809		\$ 2,744,809		\$ (24,411)
				One Time Costs of Initiatives:		\$ 130,000
				Net FY21 to FY22 Base Budget Growth:		\$ (154,411)

Updated: 2/5/2021

NORTHERN VIRGINIA TRANSPORTATION AUTHORITY

MEMORANDUM

TO: Chair Rishell and Members, NVTA Finance Committee

FROM: Michael Longhi, Chief Financial Officer

DATE: February 12, 2021

SUBJECT: Investment Portfolio Report

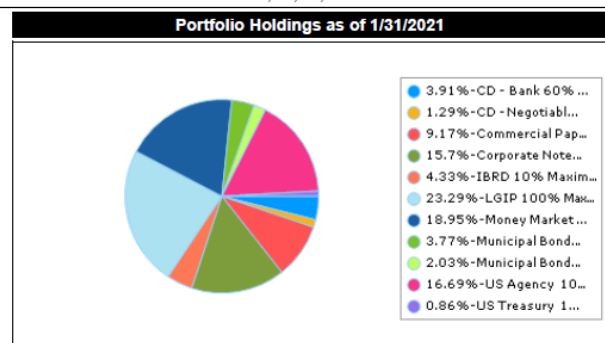
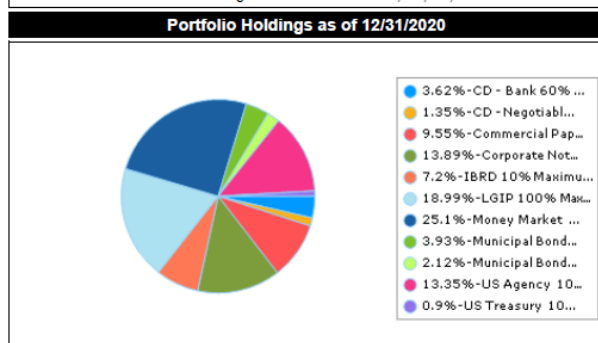
- 1) **Purpose:** To provide the Northern Virginia Transportation Authority (NVTA) Finance Committee with required reports on investment activities and portfolio performance through January 31, 2020.
- 2) **Background:** This report is on investment activity through January 2021 and affirms the portfolio 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.



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

Begin Date: 12/31/2020, End Date: 1/31/2021

Asset Category Allocation				
Asset Category	Book Value 12/31/2020	% of Portfolio 12/31/2020	Book Value 1/31/2021	% of Portfolio 1/31/2021
CD - Bank 60% Maximum	40,315,273.30	3.62	45,315,273.30	3.91
CD - Negotiable 25% Maximum	15,000,000.00	1.35	15,000,000.00	1.29
Commercial Paper 30% / 5% Maximum	106,367,670.85	9.55	106,389,543.04	9.17
Corporate Notes 50% Maximum	154,651,527.52	13.89	182,050,769.33	15.70
IBRD 10% Maximum	80,231,749.48	7.20	50,202,896.94	4.33
LGIP 100% Maximum	211,528,341.28	18.99	270,132,127.83	23.29
Money Market 60% Maximum	279,472,380.00	25.10	219,803,925.48	18.95
Municipal Bonds - US 75% Maximum	43,800,179.79	3.93	43,783,088.12	3.77
Municipal Bonds - Virginia 75% Maximum	23,581,867.42	2.12	23,571,674.42	2.03
US Agency 100% Maximum	148,669,939.20	13.35	193,636,691.95	16.69
US Treasury 100% Maximum	9,983,829.87	0.90	9,985,772.80	0.86
Total / Average	1,113,602,758.71	100.00	1,159,871,763.21	100.00



3) Current Period Reports:

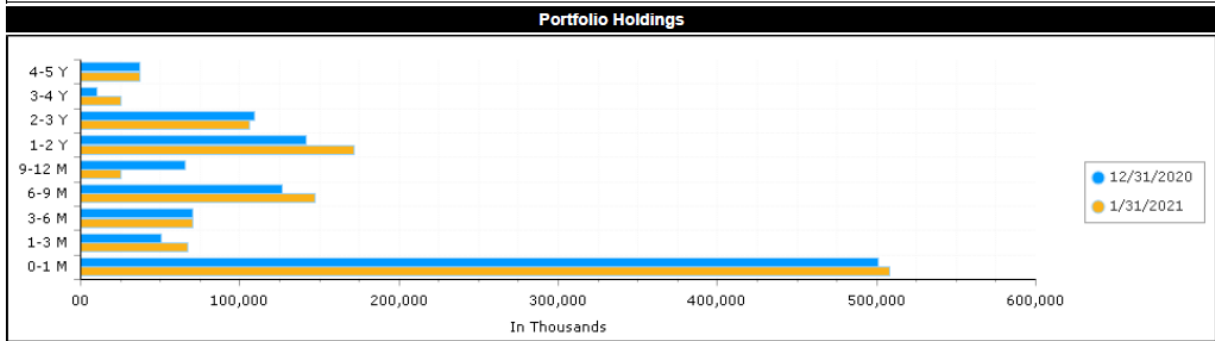
a. The safety of the portfolio is reflected in the actual composition of the portfolio as shown above.



Northern Virginia Transportation Authority
Distribution by Maturity Range - Book Value
Report Group: Regional Revenue

Begin Date: 12/31/2020, End Date: 1/31/2021

Maturity Range Allocation				
Maturity Range	Book Value 12/31/2020	% of Portfolio 12/31/2020	Book Value 1/31/2021	% of Portfolio 1/31/2021
0-1 Month	501,000,721.28	44.99	508,450,724.57	43.84
1-3 Months	50,924,652.04	4.57	67,397,294.91	5.81
3-6 Months	70,554,139.62	6.34	70,525,213.23	6.08
6-9 Months	126,935,309.90	11.40	146,911,244.09	12.67
9-12 Months	65,536,726.19	5.89	25,574,734.70	2.20
1-2 Years	141,653,139.82	12.72	171,614,476.76	14.80
2-3 Years	106,968,613.79	9.79	106,387,403.64	9.17
3-4 Years	10,432,656.52	0.94	25,421,247.57	2.19
4-5 Years	37,596,799.55	3.38	37,589,423.74	3.24
Total / Average	1,113,602,758.71	100.00	1,159,871,763.21	100.00



b. The liquidity of the portfolio is reflected in the portfolio's duration of 0.58 (1.0 = 1 year) and the maturity schedule shown above.

NVTA Investment Benchmarks	Jan-21 Month End
Fed Funds Rate	0.07%
Treasury 90 Day T Bill	0.08%
Local Government Investment Pool	0.13%
Virginia Non-Arbitrage Program	0.15%
NVTA Performance	0.45%

Source: Bloomberg/NVTA Statements

c. The yield on the portfolio at the end of January 2021 was 0.45%. The NVTA's Investment Policy specifies the benchmarks shown above for yield performance comparison.

4) Portfolio Analysis & Statistics Overview

a) **Safety** The portfolio is invested primarily in;

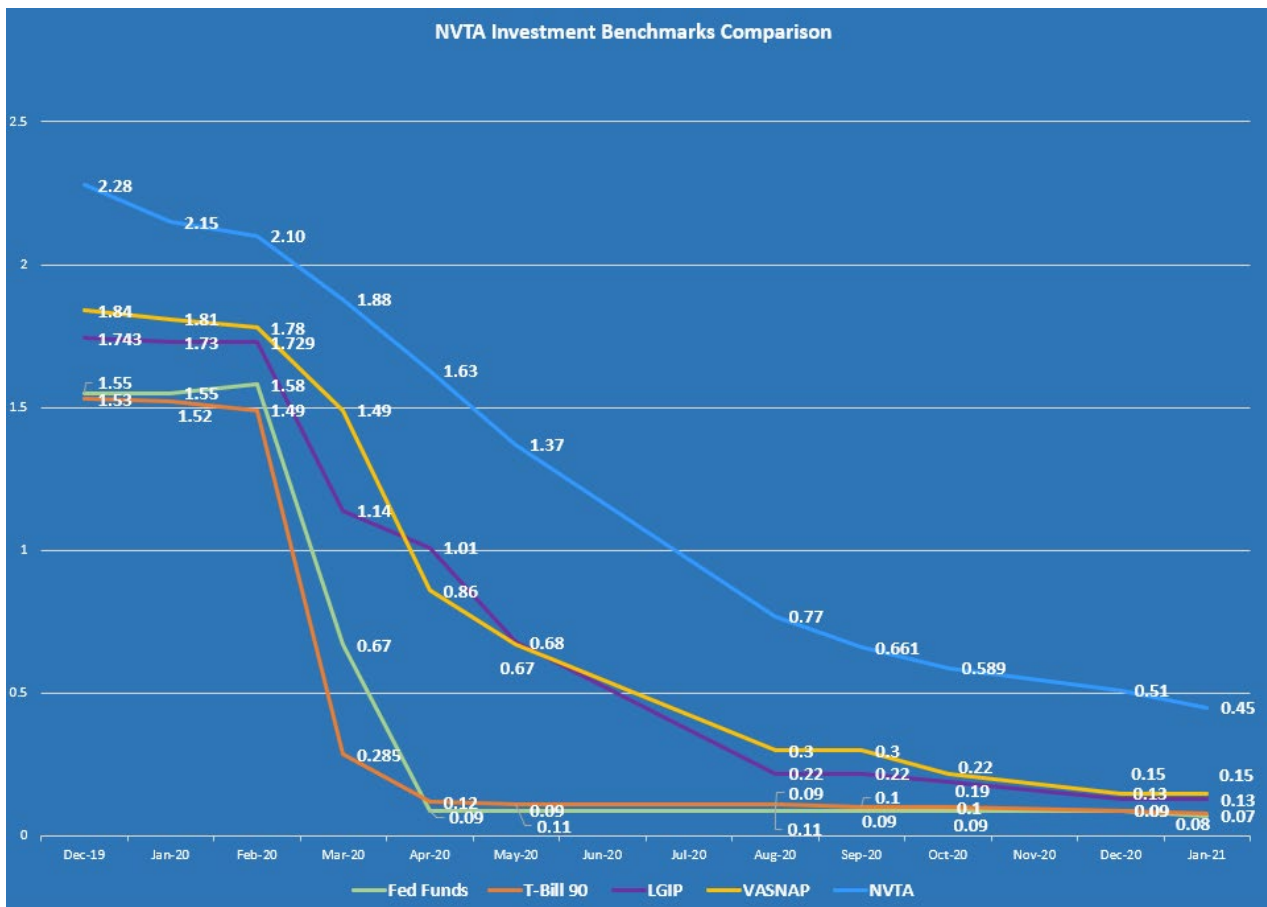
- i) Local Government Investment Pools (23% from 19%)
- ii) Collateralized bank money market accounts (19% from 25%)
- iii) AAA/AA rated investment grade corporate bonds (16% from 14%)
- iv) Treasuries and Agencies (18% from 14%)
- v) VA & US Municipals (remains at 6%)

b) **Liquidity:**

The NVTA Portfolio average duration was 0.58 – a tad more than half of a year. As yields have fallen in the market and now the local government investment pools, shorter duration securities are being purchased which has moved the duration from 0.63 in December to 0.58 (1.0 = 1 year) in January.

c) **Yield:**

- i) Given the change in market dynamics - the Federal Reserve has dropped rates near zero because of the pandemic. With local government investment pools' rates declining with the market, investment activity has centered around consolidating those funds and making short duration purchases of taxable municipal bonds, commercial paper and treasuries/agencies.
- ii) The NVTA portfolio is showing declines while still retaining value compared to the benchmarks. However, over time NVTA's portfolio performance is declining with the market. The portfolio is well positioned to take early advantage of rising rates as COVID-19 restrictions end and the economy begins to recover.



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) **Portfolio Consultant:** The Investment and Debt Manager position has been vacant since July 2020, with the duties being undertaken by the CFO and the Financial Analyst. This time period has been used to expand the Financial Analyst exposure to portfolio management. Given the time and virtual work constraints a consultant is being brought on board for approximately 8 months to provide greater mentoring and coaching opportunity as well as seeking to maintain the portfolio yield as interest rates continue to decline.

The consultant’s name is Josephine Gilbert. Ms. Gilbert was the Treasury Director and Fairfax County managing a multi-billion investment portfolio until her retirement in July 2020.

7) **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 NVTAs 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.

Attachment



Northern Virginia Transportation Authority

The Authority for Transportation in Northern Virginia

Portfolio Holdings Compliance - GASB 40 Report - As of 1/31/2021

Description	Face Amount/Shares	Book Value	Market Value	Credit Rating 1	Credit Rating 2	% of Portfolio	Days To Maturity	Maturity Date	YTM @ Cost	Duration To Maturity
Certificate Of Deposit										
United Bank 0.15 7/15/2021	10,000,000.00	10,000,000.00	10,000,000.00	NR	NR	0.87	165	07/15/2021	0.150	0.45
United Bank 0.15 7/22/2021	5,000,000.00	5,000,000.00	5,000,000.00	NR	NR	0.43	172	07/22/2021	0.150	0.47
United Bank 0.2 9/2/2021	30,315,273.30	30,315,273.30	30,315,273.30	NR	NR	2.63	214	09/02/2021	0.200	0.59
Sub Total / Average Certificate Of Deposit	45,315,273.30	45,315,273.30	45,315,273.30			3.93	199		0.183	0.54
Commercial Paper										
Barclays Bank 0 7/16/2021	10,000,000.00	9,986,627.78	9,978,411.11	S&P-A1	Moodys-P1	0.87	166	07/16/2021	0.291	0.45
Barclays Bank PLC 0 8/27/2021	11,500,000.00	11,480,066.66	11,474,220.83	S&P-A1	Moodys-P1	1.00	208	08/27/2021	0.301	0.57
Lloyds Bank PLC 0 4/16/2021	25,000,000.00	24,990,104.16	24,974,165.28	S&P-A1	Moodys-P1	2.17	75	04/16/2021	0.190	0.21
Lloyds Bank PLC 0 4/27/2021	10,000,000.00	9,994,744.44	9,989,274.17	S&P-A1	Moodys-P1	0.87	86	04/27/2021	0.220	0.24
Lloyds Bank PLC 0 6/4/2021	20,000,000.00	19,981,400.00	19,977,115.00	S&P-A1	Moodys-P1	1.73	124	06/04/2021	0.270	0.34
Royal Bank of Canada 0 10/19/2021	10,000,000.00	9,984,050.00	9,977,816.67	S&P-A1+	Moodys-P1	0.87	261	10/19/2021	0.220	0.72
Royal Bank of Canada 0 10/28/2021	10,000,000.00	9,982,000.00	9,975,666.67	S&P-A1+	Moodys-P1	0.87	270	10/28/2021	0.241	0.74
Toyota Industries0 7/12/2021	10,000,000.00	9,990,550.00	9,981,818.06	S&P-A1	Moodys-P1	0.87	162	07/12/2021	0.210	0.44
Sub Total / Average Commercial Paper	106,500,000.00	106,389,543.04	106,328,487.79			9.22	152		0.239	0.42
Corporate Bond										
Apple Corp. 1.7 9/11/2022	16,145,000.00	16,119,591.57	16,518,110.95	S&P-AA+	Moodys-Aa1	1.40	588	09/11/2022	1.800	1.59
Apple Corp.Var. Corp 2/9/2022	5,011,000.00	5,031,311.44	5,034,952.58	S&P-AA+	Moodys-Aa1	0.43	374	02/09/2022	0.713	0.00
Apple Inc 0.75 5/11/2023	5,000,000.00	5,053,242.77	5,063,350.00	S&P-AA+	Moodys-Aa1	0.43	830	05/11/2023	0.280	2.26
Apple Inc 2.4 5/3/2023	2,500,000.00	2,615,562.73	2,618,325.00	S&P-AA+	Moodys-Aa1	0.22	822	05/03/2023	0.340	2.20
Asian Development Bank 1.75 9/13/2022	25,000,000.00	25,620,701.36	25,629,500.00	S&P-AAA	Moodys-Aaa	2.17	590	09/13/2022	0.210	1.59
Asian Development Bank 2.75 3/17/2023	18,083,000.00	19,041,196.42	19,055,503.74	S&P-AAA	Moodys-Aaa	1.57	775	03/17/2023	0.250	2.06
Berkshire Hathaway2.2 3/15/2021	7,386,000.00	7,380,723.83	7,398,630.06	S&P-AA	Moodys-Aa2	0.64	43	03/15/2021	2.833	0.12
Berkshire Hathaway2.2 3/15/2021	10,000,000.00	10,001,592.21	10,017,100.00	S&P-AA	Moodys-Aa2	0.87	43	03/15/2021	2.061	0.12
Berkshire Hathaway2.75 3/15/2023-23	10,000,000.00	10,436,579.57	10,472,500.00	S&P-AA	Moodys-Aa2	0.87	773	03/15/2023	0.665	2.06
Chevron Corp. 2.1 5/16/2021	5,560,000.00	5,547,426.75	5,581,183.60	S&P-AA	Moodys-Aa2	0.48	105	05/16/2021	2.923	0.29

Portfolio Holdings Compliance - GASB 40 Report - As of 1/31/2021

Description	Face Amount/Shares	Book Value	Market Value	Credit Rating 1	Credit Rating 2	% of Portfolio	Days To Maturity	Maturity Date	YTM @ Cost	Duration To Maturity
Chevron Corp. 2.1 5/16/2021	5,000,000.00	5,016,100.00	5,019,050.00	S&P-AA	Moodys-Aa2	0.43	105	05/16/2021	0.973	0.29
Exxon Mobil Corp Var. Corp 3/6/2022	1,000,000.00	1,002,714.01	1,004,730.00	S&P-AA	Moodys-Aa1	0.09	399	03/06/2022	0.595	0.00
Exxon Mobil Corp Var. Corp 3/6/2022	7,500,000.00	7,519,324.51	7,535,475.00	S&P-AA	Moodys-Aa1	0.65	399	03/06/2022	0.595	0.00
Exxon Mobil Corp Var. Corp 8/16/2022	10,000,000.00	10,024,348.09	10,038,200.00	S&P-AA	Moodys-Aa1	0.87	562	08/16/2022	0.551	0.00
IBRD 1.375 9/20/2021	25,000,000.00	25,193,162.24	25,191,750.00	S&P-AAA	Moodys-Aaa	2.17	232	09/20/2021	0.157	0.63
IBRD ADBVar. Corp 12/15/2021	25,000,000.00	25,009,734.70	25,004,500.00	S&P-AAA	Moodys-Aaa	2.17	318	12/15/2021	0.227	0.00
Microsoft Corp 1.55 8/8/2021	5,000,000.00	4,967,959.83	5,030,350.00	S&P-AAA	Moodys-Aaa	0.43	189	08/08/2021	2.850	0.52
Microsoft Corp 3.625 12/15/2023-23	13,000,000.00	14,144,731.99	14,144,000.00	S&P-AAA	Moodys-Aaa	1.13	1,048	12/15/2023	0.530	2.75
Toronto Dominion Bank Var. Corp 9/28/2023	16,680,000.00	16,800,931.71	16,784,416.80	Fitch-AA	Moodys-Aa3	1.44	970	09/28/2023	0.510	0.00
WalmartVar. Corp 6/23/2021	5,000,000.00	5,003,108.70	5,005,300.00	S&P-AA	Moodys-Aa2	0.43	143	06/23/2021	0.475	0.00
Walmart Inc. 3.4 6/26/2023-23	10,000,000.00	10,723,621.84	10,729,100.00	S&P-AA	Moodys-Aa2	0.87	876	06/26/2023	0.372	2.32
Sub Total / Average Corporate Bond	227,865,000.00	232,253,666.27	232,876,027.73			19.74	522		0.745	0.98
FFCB Bond										
FFCBVar. FFCB 8/1/2022	25,000,000.00	25,000,000.00	24,996,500.00	S&P-AA+	Moodys-Aaa	2.17	547	08/01/2022	0.140	0.00
FFCBVar. FFCB 9/13/2021	5,000,000.00	5,000,000.00	5,003,400.00	S&P-AA+	Moodys-Aaa	0.43	225	09/13/2021	0.230	0.00
FFCB 0.23 8/3/2022	20,000,000.00	20,000,000.00	20,000,200.00	S&P-AA	Moodys-Aaa	1.73	549	08/03/2022	0.230	1.50
FFCB 0.6 11/24/2025-21	19,100,000.00	19,090,800.60	19,100,382.00	S&P-AA+	Moodys-Aaa	1.65	1,758	11/24/2025	0.610	4.75
FFCB Var. FFCB 10/27/2021	20,000,000.00	19,999,061.75	19,993,800.00	S&P-AA+	Moodys-Aaa	1.73	269	10/27/2021	0.113	0.00
FFCB Var. FFCB 11/7/2022	10,000,000.00	10,028,457.93	10,062,600.00	S&P-AA+	Moodys-Aaa	0.87	645	11/07/2022	0.500	0.00
FFCB Var. FFCB 5/16/2022	10,000,000.00	10,005,187.50	10,030,100.00	S&P-AA+	Moodys-Aaa	0.87	470	05/16/2022	0.350	0.00
FFCB Var. FFCB 8/3/2022	30,000,000.00	30,000,000.00	29,988,600.00	S&P-AA+	Moodys-Aaa	2.60	549	08/03/2022	0.130	0.00
Sub Total / Average FFCB Bond	139,100,000.00	139,123,507.78	139,175,582.00			12.05	664		0.256	0.87
FHLB Bond										
FHLB 0.27 3/28/2024-21	15,000,000.00	14,998,512.91	14,990,550.00	S&P-AA+	Moodys-Aaa	1.30	1,152	03/28/2024	0.273	3.15
FHLB 1.67 8/25/2023-21	21,000,000.00	21,000,000.00	21,023,100.00	S&P-AA+	Moodys-Aaa	1.82	936	08/25/2023	1.670	2.51
Sub Total / Average FHLB Bond	36,000,000.00	35,998,512.91	36,013,650.00			3.12	1,026		1.088	2.77
Local Government Investment Pool										
Commonwealth of VirginiaLGIP	12,004.21	12,004.21	12,004.21	S&P-AAA	NR	0.00	1	N/A	0.128	0.00
Commonwealth of Virginia LGIP	269,911,244.31	269,911,244.31	269,911,244.31	S&P-AAA	NR	23.38	1	N/A	0.128	0.00
VIP Stable NAV LGIP	208,879.31	208,879.31	208,879.31	S&P-AAA	NR	0.02	1	N/A	0.134	0.00
Sub Total / Average Local Government Investment Po	270,132,127.83	270,132,127.83	270,132,127.83			23.40	1		0.128	0.00
Money Market										
BB&T MM	832,377.58	832,377.58	832,377.58	NR	NR	0.07	1	N/A	0.010	0.00
John Marshall Bank ICS MM	47,671,170.85	47,671,170.85	47,671,170.85	NR	NR	4.13	1	N/A	0.230	0.00
United Bank ICS Checking MM	28,029,772.90	28,029,772.90	28,029,772.90	NR	NR	2.43	1	N/A	0.200	0.00
United Bank ICS Savings MM	52,055,577.62	52,055,577.62	52,055,577.62	NR	NR	4.51	1	N/A	0.200	0.00

Portfolio Holdings Compliance - GASB 40 Report - As of 1/31/2021

Description	Face Amount/Shares	Book Value	Market Value	Credit Rating 1	Credit Rating 2	% of Portfolio	Days To Maturity	Maturity Date	YTM @ Cost	Duration To Maturity
United Bank MM	91,205,069.53	91,205,069.53	91,205,069.53	NR	NR	7.90	1	N/A	0.133	0.00
United Bank/Chk MM	9,957.00	9,957.00	9,957.00	NR	NR	0.00	1	N/A	0.000	0.00
Sub Total / Average Money Market	219,803,925.48	219,803,925.48	219,803,925.48			19.04	1		0.178	0.00
Municipal Bond										
Arlington County 0.79 8/1/2025	7,000,000.00	7,058,876.56	7,116,550.00	S&P-AAA	Moodys-Aaa	0.61	1,643	08/01/2025	0.600	3.92
Calvert County MD 2 5/1/2021	30,000.00	30,130.27	30,133.50	S&P-AAA	Fitch-AAA	0.00	90	05/01/2021	0.251	0.25
Calvert County MD 2 5/1/2022	805,000.00	822,050.03	823,201.05	S&P-AAA	Fitch-AAA	0.07	455	05/01/2022	0.300	1.24
Calvert County MD 2 5/1/2023	2,640,000.00	2,734,468.34	2,742,273.60	S&P-AAA	Fitch-AAA	0.23	820	05/01/2023	0.400	2.20
Calvert County MD 2 5/1/2024	2,330,000.00	2,442,467.18	2,454,678.30	S&P-AAA	Fitch-AAA	0.20	1,186	05/01/2024	0.500	3.15
Calvert County MD 2 5/1/2025	2,620,000.00	2,767,907.83	2,783,828.60	S&P-AAA	Fitch-AAA	0.23	1,551	05/01/2025	0.650	4.08
Carroll CNTY MD 2 11/1/2024	2,385,000.00	2,524,981.31	2,535,421.95	S&P-AAA	Moodys-Aaa	0.21	1,370	11/01/2024	0.420	3.63
Carroll CNTY MD 2 11/1/2025	1,890,000.00	2,016,395.33	2,024,284.50	S&P-AAA	Moodys-Aaa	0.16	1,735	11/01/2025	0.570	4.55
City Richmond GO 2 7/15/2023	3,000,000.00	3,117,068.27	3,129,000.00	S&P-AA+	Moodys-Aa1	0.26	895	07/15/2023	0.400	2.41
City Richmond GO 2 7/15/2024	3,000,000.00	3,153,855.45	3,170,520.00	S&P-AA+	Moodys-Aa1	0.26	1,261	07/15/2024	0.500	3.36
City Richmond GO 2 7/15/2025	410,000.00	435,180.52	437,617.60	S&P-AA+	Moodys-Aa1	0.04	1,626	07/15/2025	0.600	4.29
FFX CNTY VA GO 0.645 10/1/2025	5,000,000.00	5,040,262.90	5,040,050.00	S&P-AAA	Moodys-Aaa	0.43	1,704	10/01/2025	0.470	4.59
NYC GO 1.58 8/1/2021	20,000,000.00	20,003,897.51	20,131,600.00	S&P-AA	Moodys-Aa1	1.73	182	08/01/2021	1.541	0.50
NYC GO 1.58 8/1/2022	10,000,000.00	10,005,790.32	10,191,000.00	S&P-AA	Moodys-Aa1	0.87	547	08/01/2022	1.541	1.48
VA Resources Auth Infrastructure Rev 0.249 11/1/20	565,000.00	565,000.00	565,146.90	S&P-AAA	Moodys-Aaa	0.05	274	11/01/2021	0.249	0.75
VA Resources Auth Infrastructure Rev 0.329 11/1/20	435,000.00	435,000.00	435,913.50	S&P-AAA	Moodys-Aaa	0.04	639	11/01/2022	0.329	1.75
VA Resources Auth Infrastructure Rev 0.436 11/1/20	720,000.00	720,000.00	722,289.60	S&P-AAA	Moodys-Aaa	0.06	1,004	11/01/2023	0.436	2.73
VA Resources Auth Infrastructure Rev 0.636 11/1/20	1,000,000.00	1,000,000.00	1,005,200.00	S&P-AAA	Moodys-Aaa	0.09	1,370	11/01/2024	0.636	3.71
VA Resources Auth Infrastructure Rev 0.736 11/1/20	1,180,000.00	1,180,000.00	1,186,159.60	S&P-AAA	Moodys-Aaa	0.10	1,735	11/01/2025	0.736	4.67
VA Resources Auth Infrastructure Rev 0.75 11/1/202	1,300,000.00	1,301,430.72	1,309,828.00	S&P-AA	Moodys-Aa1	0.11	1,370	11/01/2024	0.720	3.70
Sub Total / Average Municipal Bond	66,310,000.00	67,354,762.54	67,834,696.70			5.74	883		0.980	2.31
Negotiable Certificate Of Deposit										
TD Bank NY 2.5 3/23/2021	15,000,000.00	15,000,000.00	15,024,600.00	S&P-A1+	Moodys-P1	1.30	51	03/23/2021	2.500	0.14
Sub Total / Average Negotiable Certificate Of Deposit	15,000,000.00	15,000,000.00	15,024,600.00			1.30	51		2.500	0.14
Treasury Note										
T-Note 2.75 9/15/2021	10,000,000.00	9,985,772.80	10,164,100.00	S&P-AA+	Moodys-Aaa	0.87	227	09/15/2021	2.990	0.61
Sub Total / Average Treasury Note	10,000,000.00	9,985,772.80	10,164,100.00			0.87	227		2.990	0.61
TVA Bond										
TVA 3.875 2/15/2021	5,000,000.00	5,001,683.14	5,007,250.00	S&P-AA+	Moodys-Aaa	0.43	15	02/15/2021	3.017	0.04
TVA 3.875 2/15/2021	13,500,000.00	13,512,988.12	13,519,575.00	S&P-AA+	Moodys-Aaa	1.17	15	02/15/2021	1.500	0.04
Sub Total / Average TVA Bond	18,500,000.00	18,514,671.26	18,526,825.00			1.60	15		1.910	0.04
Total / Average	1,154,526,326.61	1,159,871,763.21	1,161,195,295.83			100	291		0.450	0.58

NORTHERN VIRGINIA TRANSPORTATION AUTHORITY**MEMORANDUM**

FOR: Chair Rishell and Members of the NVRTA Finance Committee

FROM: Michael Longhi, Chief Financial Officer

DATE: February 12, 2021

SUBJECT: Monthly Revenue Report

1. **Purpose:** To update the Northern Virginia Transportation Authority (NVRTA) Finance Committee on monthly revenue receipts and 30% funds distributed to member localities.
2. **Background:** The attached reports reflect funding received and distributed through January 2021.
3. **Comments:**
 - a. **FY2021 Revenues (Attachment A)**
 - i. The Authority has received approximately \$156.6 million through the January 2021 transfers from the Commonwealth. This amount includes a \$13.3 million transfer from the Interstate Operations and Enhancement Program (IOEP) formerly referred to as I-81. The Authority has received \$15 million of the \$20 million Northern Virginia District Transfer; \$10.9 million in Regional Congestion Relief Fees and \$117.3 million in Sales Tax Receipts.
 - ii. Attachment A shows a 29% positive variance when comparing the annualized sales tax receipts through January 2021 to the FY2021 budget, but the actual sales tax receipts of \$117.3 million as of January 2021 is 2.37% below the previous year's receipts of \$120.2 million.
 - iii. The annualized Regional Congestion Relief Fee (Grantor's Tax at the reduced rate of \$0.05/100) is exceeding the FY2021 budgeted amount but due to the uncertainty of the COVID-19 Pandemic impact on commercial real estate over the remaining 6 months of the fiscal year and the longer-term projection period, no budget adjustment is being recommended.
 - iv. FY2021 projected revenue is expected to remain positive, with some volatility throughout the remainder of the fiscal year as a result of the unpredictable path of both the COVID-19 virus and the distribution of the vaccines on the economy.
 - v. Recent discussions with the Virginia Department of Transportation CFO indicated the Interstate Operations and Enhancement Program (SB1716/HB2718, 2019) implementation was changed by the (HB1414/SB890, 2020) Omnibus Transportation Bill.
 - vi. The assembly moved this revenue from a monthly basis, based on revenues such as heavy truck registrations, highway use and diesel fuel taxes; to an annual allocation based on funds available for the Highway Construction Program under the Interstate Operations and Enhancement Program.

- vii. Ideally the transfer will occur in the first month of the fiscal year. However, the timing of the distributions in future years is dependent on the Interstate Operations and Enhancement Program Fund cash flow.
- viii. The Commonwealth's estimated revenue was reduced from the projected \$20 million to approximately \$13.3 million for FY2021 and will vary in future years based on the funds allocated for the Highway Construction Program. The Commonwealth has estimated an average transfer of \$13.45 Million through FY2025.

b. FY2021 Distribution to localities (Attachment B)

- i. There is one outstanding member jurisdiction that has not yet completed the required annual HB2313 certification to receive FY2021 Local Distribution Funds (30%). The filing deadline is August 1st of each year. If the filing is not received (in correct and accurate form) by March 1st, the jurisdiction's Local Distribution Funds are transferred to the Regional Revenue Fund for the year.
- ii. As of January 2021, \$41.9 million has been distributed in Local 30% Distribution funds for FY2021 to member jurisdictions.

c. FY2015 to FY2021 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 January 2021.

Attachments:

- A. Sales Tax Revenues Received Compared to NVTA Estimates, Through January 2021
- B. FY2021 30% Distribution by Jurisdiction, through January 2021
- C. Month to Month Comparison of Sales Tax Revenue and YTD Receipts for January 2015 to 2021

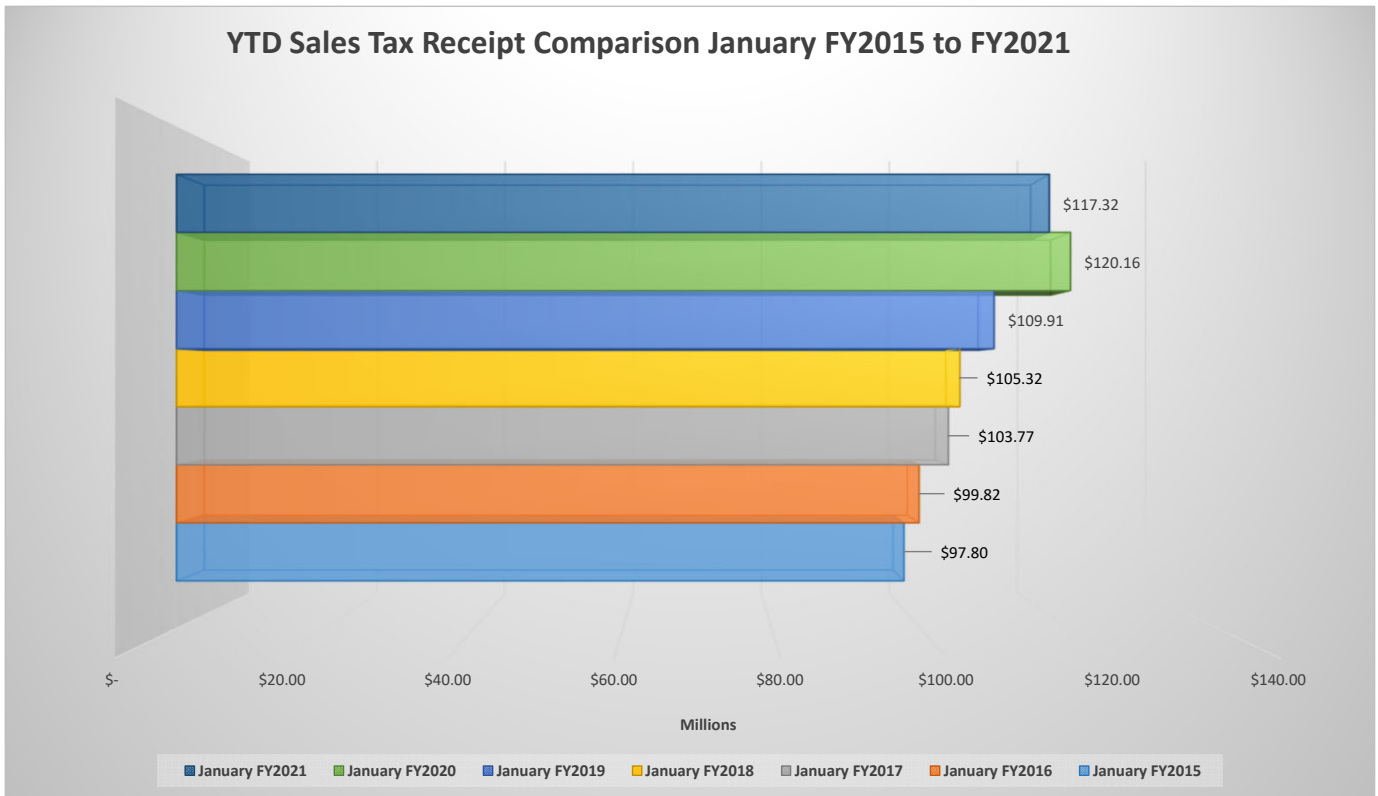
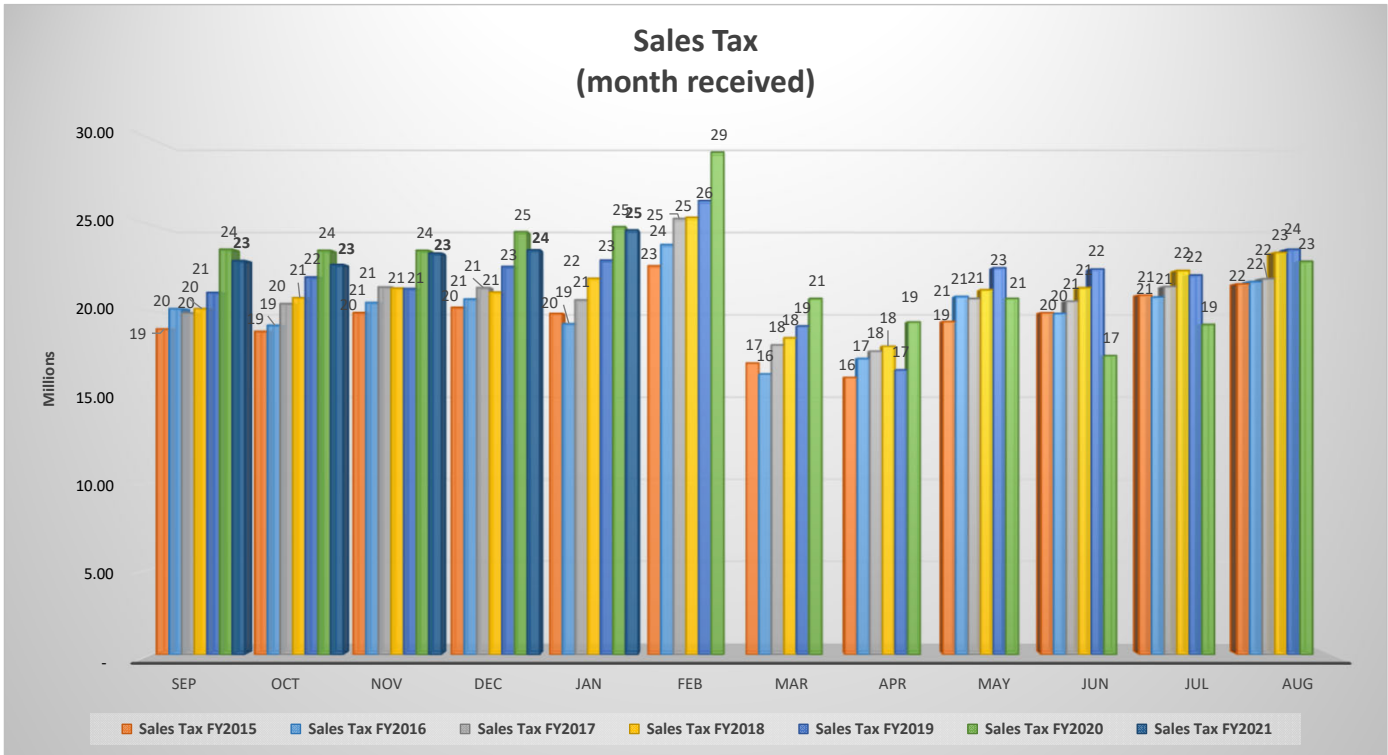
Attachment A

NORTHERN VIRGINIA TRANSPORTATION AUTHORITY
SALES TAX REVENUES RECEIVED BY JURISDICTION, COMPARED TO NVTA ESTIMATES
 Based on: Revenue Data Through January 2021
 FYE June 30, 2021

		Annualized				
Regional Sales Tax		Received	Revenue based	FY2021	Annualized - Actual	
Transaction Months	5	To Date	on YTD Receipts	Budget	To Budget	
City of Alexandria		\$ 7,601,472	\$ 18,243,532	\$ 14,188,675	\$ 4,054,857	
Arlington County		9,407,994	22,579,186	21,828,731	750,455	
City of Fairfax		3,264,953	7,835,888	5,893,757	1,942,131	
Fairfax County		48,103,720	115,448,929	92,335,532	23,113,397	
City of Falls Church		1,345,143	3,228,343	2,401,160	827,183	
Loudoun County		25,172,546	60,414,111	42,347,738	18,066,373	
City of Manassas		2,838,757	6,813,017	5,020,608	1,792,409	
City of Manassas Park		700,346	1,680,830	1,309,724	371,106	
Prince William County		18,886,071	45,326,570	32,961,384	12,365,186	
Total Sales Tax Revenue		\$ 117,321,002	\$ 281,570,405	\$ 218,287,309	\$ 63,283,096	29.0%
		Annualized				
Vehicle License-Registration Fees		Received	Revenue based	FY2021	Annualized - Actual	
Transaction Months	1	To Date	on YTD Receipts	Budget	To Budget	
City of Alexandria		\$ -	\$ -	\$ 138,367	\$ (138,367)	
Arlington County		-	-	212,872	(212,872)	
City of Fairfax		-	-	57,476	(57,476)	
Fairfax County		-	-	900,450	(900,450)	
City of Falls Church		-	-	23,416	(23,416)	
Loudoun County		-	-	412,972	(412,972)	
City of Manassas		-	-	48,961	(48,961)	
City of Manassas Park		-	-	12,772	(12,772)	
Prince William County		-	-	321,437	(321,437)	
Total Vehicle License-Registration Fees		\$ -	\$ -	\$ 2,128,723	\$ (2,128,723)	-100.0%
		Annualized				
Regional Congestion Relief Fee		Received	Revenue based	FY2021	Annualized - Actual	
Transaction Months	6	To Date	on YTD Receipts	Budget	To Budget	
City of Alexandria		\$ 1,191,069	\$ 2,382,137	\$ 721,500	\$ 1,660,637	
Arlington County		1,010,817	2,021,633	1,110,000	911,633	
City of Fairfax		77,450	154,900	299,700	(144,800)	
Fairfax County		4,347,656	8,695,313	4,695,300	4,000,013	
City of Falls Church		93,414	186,829	122,100	64,729	
Loudoun County		2,384,749	4,769,499	2,153,400	2,616,099	
City of Manassas		118,976	237,951	255,300	(17,349)	
City of Manassas Park		50,296	100,592	66,600	33,992	
Prince William County		1,688,909	3,377,818	1,676,100	1,701,718	
Total Regional Congestion Relief Fee		\$ 10,963,336	\$ 21,926,672	\$ 11,100,000	\$ 10,826,672	97.5%
		Annualized				
NVTD Transfer from COVA		Received	Revenue based	FY2021	Annualized - Actual	
Transaction Months	3	To Date	on YTD Receipts	Budget	To Budget	
City of Alexandria		\$ 975,036	\$ 1,300,048	\$ 1,300,000	\$ 48	
Arlington County		1,192,587	\$ 1,590,115	2,000,000	(409,885)	
City of Fairfax		418,026	\$ 557,368	540,000	17,368	
Fairfax County		6,157,420	\$ 8,209,893	8,460,000	(250,107)	
City of Falls Church		172,696	\$ 230,262	220,000	10,262	
Loudoun County		3,243,570	\$ 4,324,759	3,880,000	444,759	
City of Manassas		367,420	\$ 489,893	460,000	29,893	
City of Manassas Park		84,016	\$ 112,021	120,000	(7,979)	
Prince William County		2,389,230	\$ 3,185,640	3,020,000	165,640	
Total NVTD Transfer from COVA		\$ 15,000,000	\$ 20,000,000	\$ 20,000,000	\$ (0)	0.0%
Total Revenue Received		\$ 143,284,338	\$ 323,497,077	\$ 251,516,032	\$ 71,981,045	28.62%

Attachment B

NORTHERN VIRGINIA TRANSPORTATION AUTHORITY FY2020 30% DISTRIBUTION BY JURISDICTION Based on: Revenue Data Through January 2021											
Jurisdiction	Vehicle License- Registration Fee	Regional Sales Tax	Regional Congestion Relief Fee	NVTD Transfer From COVA	CoVa NVTA Interest	Cumulative Total	30% Funds	12/31/2020 Accrued Interest (1) (+)	12/31/2020 Prior Distributions	Current Month Distribution	Total Funds Transferred
City of Alexandria	\$ -	\$ 7,601,471.61	\$ 1,191,068.50	\$ 975,036	\$ 5,002.39	\$ 9,772,578.37	\$ 2,931,773.51	\$ 139.19	\$ 2,304,871.77	\$ 627,040.93	\$ 2,931,912.70
Arlington County	\$ -	\$ 9,407,994.18	\$ 1,010,816.70	\$ 1,192,587	\$ 5,830.65	\$ 11,617,228.13	\$ 3,485,168.44	\$ 159.07	\$ 2,737,405.05	\$ 747,922.46	\$ 3,485,327.51
City of Fairfax	\$ -	\$ 3,264,953.42	\$ 77,450.15	\$ 418,026	\$ 1,992.34	\$ 3,762,422.13	\$ 1,128,726.64	\$ 59.65	\$ -	\$ 1,128,786.29	\$ -
Fairfax County	\$ -	\$ 48,103,720.37	\$ 4,347,656.45	\$ 6,157,420	\$ 29,344.71	\$ 58,638,141.41	\$ 17,591,442.42	\$ 815.26	\$ 13,743,469.15	\$ 3,848,788.53	\$ 17,592,257.68
City of Falls Church	\$ -	\$ 1,345,142.79	\$ 93,414.35	\$ 172,696	\$ 888.13	\$ 1,612,141.61	\$ 483,642.48	\$ 19.88	\$ 383,418.17	\$ 100,244.19	\$ 483,662.36
Loudoun County	\$ -	\$ 25,172,546.08	\$ 2,384,749.31	\$ 3,243,570	\$ 15,243.12	\$ 30,816,108.05	\$ 9,244,832.42	\$ 417.56	\$ 7,008,969.62	\$ 2,236,280.36	\$ 9,245,249.98
City of Manassas	\$ -	\$ 2,838,756.96	\$ 118,975.66	\$ 367,420	\$ 1,742.28	\$ 3,326,894.79	\$ 998,068.44	\$ 39.77	\$ 794,285.54	\$ 203,822.67	\$ 998,108.21
City of Manassas Park	\$ -	\$ 700,345.91	\$ 50,296.00	\$ 84,016	\$ 472.53	\$ 835,130.12	\$ 250,539.04	\$ 19.88	\$ 202,087.26	\$ 48,471.66	\$ 250,558.92
Prince William County	\$ -	\$ 18,886,070.74	\$ 1,688,908.79	\$ 2,389,230	\$ 12,198.01	\$ 22,976,407.52	\$ 6,892,922.26	\$ 318.14	\$ 5,414,979.98	\$ 1,478,260.42	\$ 6,893,240.40
Total Revenue	\$ -	\$ 117,321,002.06	\$ 10,963,335.91	\$ 15,000,000.00	\$ 72,714.16	\$ 143,357,052.13	\$ 43,007,115.64	\$ 1,988.40	\$ 32,589,486.54	\$ 10,419,617.51	\$ 41,880,317.76
Interest 12/31/2020											



NORTHERN VIRGINIA TRANSPORTATION AUTHORITY**MEMORANDUM**

FOR: Chair Rishell and Members, NVTA Finance Committee

FROM: Michael Longhi, Chief Financial Officer

DATE: February 12, 2021

SUBJECT: Monthly Operating Budget Report

- 1. Purpose:** To update the Northern Virginia Transportation Authority (NVTA) Finance Committee on the Authority's Operating Budget for FY2021.
- 2. Background:** The Authority elected to fund the Operating Budget for FY2021 through transfers from the Regional Revenue Fund.
- 3. Comments:** Through January 31, 2021, the FY2021 Operating Budget has produced the following:
 - a.** The Operating Budget is being funded through quarterly transfers of \$692,305 from the Regional Revenue Fund.
 - b.** As of January 31, 2021, the Authority has utilized 46% of its FY2021 expenditure budget even though January represents 58% of the year.
 - c.** The utilization rate for the budget at 46%, is not linear due to the timing of certain large expenses and the open Investment and Debt Manager position that has been vacant since mid-July 2020. Expenditures for the next phase of the Project Implementation, Management and Monitoring system will not be disbursed until contracted work is accepted, toward the end of FY2021.
 - d.** Through January 31, 2021, all expense account categories within the operating budget remain within budget.
 - e.** The attached statement shows the total operating budget income and expenditure activity for FY2021 through January 31, 2021.

Attachment: FY2021 Monthly Operating Budget through January 31, 2021

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NORTHERN VIRGINIA TRANSPORTATION AUTHORITY
Income Statement
For the Accounting Period: 1 / 21

Page: 1 of 2
Report ID: LB170A

1000 General Fund

		----- Current Year -----				
Account Object	Description	Current Month	Current YTD	Budget	Variance	%
Expenses						
410000	Personnel Expenses					
110	Salaries-Regular Pay	103,987.80	779,589.78	1,524,073.00	744,483.22	51
130	Health & Dental Benefits	12,930.34	104,226.30	247,968.00	143,741.70	42
131	Payroll Taxes	7,776.88	46,757.70	118,210.00	71,452.30	40
132	Retirement VRS	15,517.14	58,354.10	124,506.00	66,151.90	47
133	Life Insurance	2,964.52	9,022.81	20,331.00	11,308.19	44
134	Flex Spending/Dependent Care		331.98	881.00	549.02	38
135	Workers Comp		1,326.00	1,698.00	372.00	78
137	Disability Insurance	404.00	8,673.16	18,196.00	9,522.84	48
	Total Account	143,580.68	1,008,281.83	2,055,863.00	1,047,581.17	49
420000	Professional Services					
210	Audit & Accounting Services		18,500.00	29,500.00	11,000.00	63
220	Bank Service		175.95	750.00	574.05	23
230	Insurance		7,458.00	6,385.00	-1,073.00	117
240	Payroll Services	258.48	1,377.82	2,606.00	1,228.18	53
260	Public Outreach & Regional Event Support	16,302.80	26,232.22	89,093.00	62,860.78	29
261	Legal/Bond Counsel Services			10,000.00	10,000.00	
262	Financial Advisory Services	8,750.00	17,500.00	35,875.00	18,375.00	49
263	Bond Trustee Fees		2,687.50	2,700.00	12.50	100
264	Legislative Services	10,000.00	44,169.24	70,000.00	25,830.76	63
265	Investment Custody Svc	5,060.00	10,220.00	25,000.00	14,780.00	41
	Total Account	40,371.28	128,320.73	271,909.00	143,588.27	47
430000	Technology/Communication					
310	Acctg & Financial Report Systems		42,719.85	111,347.00	68,627.15	38
330	IT Support Svc Incl Hosting	540.00	13,891.46	24,295.00	10,403.54	57
335	GIS/Project Mgt/Modeling		-4,043.68	136,679.00	140,722.68	-3
340	Phone Service & Web Ex Chgs	741.14	6,464.54	11,136.00	4,671.46	58
350	Web Develop & Hosting	382.50	4,817.41	9,756.00	4,938.59	49
	Total Account	1,663.64	63,849.58	293,213.00	229,363.42	22
440000	Administrative Expenses					
410	Advertisement			1,500.00	1,500.00	
411	Dues & Subscriptions	92.96	2,131.46	10,544.00	8,412.54	20
412	Duplication & Printing	1,524.85	3,692.55	14,610.00	10,917.45	25
414	Hosted Meeting Expenses	108.34	502.33	5,000.00	4,497.67	10
415	Mileage/Transportation			11,450.00	11,450.00	
417	Office Lease		99,663.57	173,256.00	73,592.43	58
418	Office Supplies	187.66	1,364.08	8,065.00	6,700.92	17
419	Postage & Delivery		31.55	700.00	668.45	5
420	Professional Develop & Training	707.00	5,249.55	23,650.00	18,400.45	22
	Total Account	2,620.81	112,635.09	248,775.00	136,139.91	45
Total Expenses		188,236.41	1,313,087.23	2,869,760.00	1,556,672.77	46

1000 General Fund

Account Object	Description	----- Current Year -----				%
		Current Month	Current YTD	Budget	Variance	
	Net Income from Operations	-188,236.41	-1,313,087.23			
Other Revenue						
383000	Transfer Operating Budget from Regional Revenue	692,305.00	1,384,610.00	2,769,220.00	-1,384,610.00	50 50
	Total Other Revenue	692,305.00	1,384,610.00	2,769,220.00	-1,384,610.00	50
Other Expenses						
521000	Transfers					
820	Transfer to Operating Reserve			567,952.00	567,952.00	
825	Transf to Equip Reserve			26,986.00	26,986.00	
	Total Account			594,938.00	594,938.00	
	Total Other Expenses	0.00	0.00	594,938.00	594,938.00	
	Net Income	504,068.59	71,522.77			