



SUMMARY MINUTES

Thursday, March 9, 2023

7p.m., ET

3040 Williams Drive, Suite 200

Fairfax, VA 22315

This meeting was conducted in person and livestreamed via [NVTA's YouTube Channel](#)

1. **Call to Order** Chair Randall

2. **Roll Call** Mr. Davis, Board Secretary
 - ✓ **Membership: Attendees** Chair Phyllis J. Randall, Vice Chair Snyder (Remote-CA-Personal), Chairman Jeffrey McKay, Chair Ann Wheeler, Board Member Matt De Ferranti, Mayor Justin Wilson, Mayor Michelle Davis-Younger, Mayor Jeanette Rishell, Mayor Catherine Read, Senator Jennifer Boysko (7:34), Supervisor Pat Herrity, Anthony Bedell, Mary Hynes, Jim Kolb (7:08), Mayor Derrick Wood, John Lynch, Todd Horsley.
 - ✓ **Staff Attendees:** Chief Executive Officer Monica Backmon, Executive Assistant to CEO Amanda Sink, Chief Financial Officer Michael Longhi, Board Secretary Jonathan Davis, Communications & Marketing Coordinator Abigail Hillerich, Assistant Finance Officer Peggy Teal, Investment & Debt Manager Dev Priya Sen, Senior Accountant Adnan Malik, Principle, Transportation Planning and Programming, Senior Transportation Planner Dr. Sree Nampoothiri, Regional Transportation Modeler Harun Rashid, Regional Transportation Planners Mackenzie Love, Ian Newman, and Griffin Frank.
 - ✓ **Council of Counsels:** Daniel Robinson-Fairfax County, Rob Dickerson-Prince William County, MinhChau Corr-Arlington County, Christina Zechman Brown-City of Alexandria.
 - ✓ **Other Attendees:** Sr. Vice President Tracy Baynard-McGuireWoods Consulting LLC., Executive Director Dr. Robert Schneider-OmniRide, Chief Executive Officer Josh Baker-DASH.
Members of the Public were in person and were able to watch the meeting livestreamed via [NVTA's YouTube Channel](#)

3. **Approval of February 9, 2023, Meeting Summary Minutes** Chair Randall
 - ✓ Mayor Wilson moved Authority approval of the February 9, 2023, Meeting Summary Minutes and seconded by Ms. Hynes. The motion was unanimously approved with abstentions from Chairman McKay and Board Member De Ferranti.

PRESENTATIONS

4. **Travel Trends Update** Mr. Rashid, Regional Transportation Modeler
 - ✓ Ahead of Mr. Rashid's Travel Trends Update report, Ms. Backmon noted that beginning in June 2021, travel trends have been identified and reported to understand the

pandemic impact on Northern Virginia's transportation system. She added that tonight will be the 9th report in a quarterly series. For each 3-month period, data metrics are compared with corresponding weeks and months in 2019, just before the beginning of the pandemic. Ms. Backmon further added that in December 2022, there was robust discussion surrounding zero fare for transit including Mayor Meyer's report on the City of Fairfax's transit system, CUE. She also noted upcoming presentations by two of the three transit systems in Northern Virginia offering zero fare, OmniRide and DASH.

- ✓ Mr. Rashid reported that to understand commuting travel demands, NVTVA has been tracking telecommuting and office occupancy rates. At the height of the pandemic, in mid-2020, Census Bureau's Household Pulse Survey reported 59% of workers working from home in the Washington, D.C. Metro area, the highest in the nation. He then noted that recent media reports suggest office utilization in the D.C. region appears to be back to half the pre-pandemic level as well as the rate of recovery appears to have reached a plateau for now.
- ✓ Mr. Rashid noted that highway travel volumes are close to pre-pandemic levels and transit ridership on local bus services is also close to pre-pandemic levels; concluding that on average, City of Alexandria's DASH reported about 15% above and OmniRide was within 71% of pre-pandemic levels.

5. OmniRide and DASH Zero-Fare Program Updates

Mr. Baker, General Manager/CEO, Alexandria Transit Company (DASH)
Dr. Schneider, Executive Director, OmniRide

- ✓ Mr. Baker began his presentation by sharing a brief history leading up to DASH's Annual Free Fares Program Report. He noted that DASH eliminated fare collection in September 2021 as part of the launch of the new DASH Network. Funded through the Transit Ridership Incentive Program (TRIP) administered by DRPT and an increase in FY2022 City subsidy, the Alexandria Transit Company (ATC) Board adopted Fare Free Framework Policy in September 2021.
- ✓ Mr. Baker shared facts regarding certain performance metrics, including ridership, customer survey/feedback, operator feedback, and budgetary impacts. He noted that daily ridership doubled in the first year of offering zero-fare. Ridership has consistently surpassed pre-pandemic levels with over 380,000 boardings in September 2022, as well as the biggest ridership increase seen for middays, evenings, and weekends. He also noted that some overcrowding is being seen on Lines 31, 35, and 36 due to an increase in student ridership.
- ✓ In conclusion to the DASH presentation, Mr. Baker introduced some results from DASH's 2022 customer survey, noting that:
 - 71% of riders indicated that they are riding DASH more because it is free (80% among low-income riders).
 - 22% of riders have started using DASH in the last year; top factors were increased frequency (52%) and free fares (44%).

- 67% of riders said free fares improved their perception of DASH service.
 - Some concerns with overcrowding and feeling of onboard safety/comfort were reported.
- ✓ Chair Randall called for the next presenter, Dr. Schneider, who began his presentation by noting that while the City of Alexandria's DASH is mostly an urban transit service, OmniRide is predominately a commuter-oriented transit service. He added that because of this heavy commuter service, OmniRide's zero fare program will have some nuances from that of the DASH zero-fare program.
 - ✓ Dr. Schneider noted that the cost of fare collection presented an issue for OmniRide considering the two types of service: commuter and local service. Rising cost of fare collection is due to currency collection technology, security, accountability, and data and ridership reporting costs. He added that due to the lack of density and demand, local routes historically did not receive much funding prior to the pandemic. He further noted that from a business standpoint, if it were not for the commuter service, the high cost of harvesting fares on the local service wasn't worth it.
 - ✓ Dr. Schneider highlighted a philosophical theory that would seek to eliminate barriers such as penalties for high use or pre-paid transit, confusion of payment, fare evasion or burden of exact change. He asked the question, what would be the benefit of collecting a fare on a local service where there is not a lot of ridership with lots of empty seats.
 - ✓ Dr. Schneider shared some personal experiences of traveling to D.C. as a tourist and offered the perspective of identifying how people are making decisions about parking and mobility, as well as the subsidy of roads and other factors that make the calculus easier for people to commute.
 - ✓ Dr. Schneider introduced some statistics that supported OmniRide's approach to their zero-fare program. He noted that immediately after the pandemic hit, they reduced commuter service to approximately 3 buses. However, this number quickly increased along with ridership. There were no reductions to the local service and ridership recovered quickly. He added that the federal government provides the vast majority of passenger fares on commuter service via subsidies to federal workers. He further outlined OmniRide's approach to their commuter service which included:
 - Harvesting as much federal revenue via commuters as possible,
 - Maintain service volumes and cover operational costs, and
 - Shift to profit-driven and new services.

He also outlined OmniRide's approach to continue the local service which included:

- Realizing it's a tax revenue shuffle and bypass the red tape,
- Focus on local and state funds on subsidizing local services,
- Deliver the services non-riders want neighbors to enjoy, and
- Make the transit investment worth it to the private sector.

- ✓ Mayor Wood confirmed with Dr. Schneider that OmniRide's local service is zero fare while commuter services will continue to collect fares. Mayor Wood inquired if OmniRide and DASH are experiencing challenges with recruiting drivers. Mr. Baker noted that while there was always a problem, recruiting drivers became more challenging during the pandemic. Mr. Baker shared his focus to attract and retain drivers in the current job climate and spoke to the fact that it has affected all industries. Dr. Schneider noted that OmniRide's commuter driven services make it challenging to recruit drivers who are willing to work 3-4 hours intermittently while also having a work-home-life balance.
- ✓ Mayor Rishell shared her fascination for cost savings through the elimination of fare collections and asked for a breakdown to what the savings are. Dr. Schneider shared that OmniRide would have had to hire two part time workers, fare box re-installments, and parts inventory. Mr. Baker noted that he is aware of \$5 million in capital required to replace fare boxes in all buses. Mayor Rishell asked if a cost savings breakdown could be provided to the Authority at a later date.
- ✓ Mayor Davis-Younger inquired if a commercial driver's license (CDL) is required for drivers and if they must already possess a CDL to be hired. Dr. Schneider noted that training is offered for those recruits that do not actively possess a CDL and upon passing background and drug requirements, as well as being at least 21 years of age, one can began working toward being a driver for OmniRide. Mr. Baker noted that DASH is doing the same.
- ✓ With perspective regarding the provisions of TRIP, Ms. Hynes inquired if after three years, would the City of Alexandria be able to take on the costs of the zero-fare program. Mr. Baker noted that this was a consideration and with the benefits already seen, many officials he has spoken with are unlikely to garner support for returning to the way things were. He noted that there is a miniscule gap between what TRIP and the City of Alexandria is funding. DASH can now identify and tell a story that communicates the success and value being gained for commuters and the community. Ms. Hynes asked if, considering the success and value gained and the cost avoidance, do we identify new metrics that guide our investment in transit. Mr. Baker answered in the affirmative and noted that we must reframe how we think about transit in the region and the United States.
- ✓ Mayor Wilson noted the there was some angst amongst the ATC Board when considering the zero-fare program and it was subsided primarily due to a trade-off for potential service expansion in the future. He also noted that ancillary opportunities have been discovered particularly in the realm of school transportation, considering DASH is one of the larger transportation providers for middle and high school students in the City of Alexandria.
- ✓ Vice Chair Snyder noted that he is interested in the unique economic model that allows OmniRide and DASH to operate via zero fare and suggested that the economic models be parsed to determine where money will be raised to support the zero-fare systems.

He asked that we identify what models work under what circumstances to achieve success.

6. Commonwealth Transportation Board Spring Processes; VTRANS and SMART SCALE

Ms. Hynes, Authority & Commonwealth Transportation Board Member

- ✓ Ms. Hynes began her presentation by noting a request and need to orient Authority members and the public on the two review processes being conducted by the Commonwealth Transportation Board (CTB). She began with VTrans, the long-range transportation plan for the Commonwealth. VTrans is required by the federal government and Virginia Statute and is to be reviewed and updated every 4 years with the purpose of informing decision-making based on identified needs, priority locations, risks, and opportunities. She further detailed how VTrans is a collection of the four CTB policies as well as their compilation:

- CTB's Vision, Goals & Objectives,
- Mid-term Needs & Priorities,
- Long-term Risk & Opportunity Register, and
- Recommendations

She then shared a timeline on next steps for CY2023:

- March: Discuss the Vision, Goals, and Objectives
- April: Present draft VTrans Vision, Goals, and Objectives
- May: Request action on Vision, Goals, and Objectives
- September: Present modifications to the policy to identify and prioritize needs.
- October: Request action related to the policy to identify and prioritize mid-term needs.

Ms. Hynes noted that during her seven years as a CTB Member, she has been fortunate to work with each locality's staff on proposals such as the mid-term needs where she received feedback on what staff believe is good for Northern Virginia.

- ✓ Ms. Hynes then moved to discuss SMART SCALE which serves as the Commonwealth's biennial prioritization process. Prior to round 6 of SMART SCALE, a review will be conducted to ensure the process is identifying projects that provide the greatest benefit for the investment. Projects are currently evaluated on 6 dimensions, (1) Congestion Mitigation-45%, (2) Land Use-20%, (3) Accessibility, (4) Environmental Quality-10%, (5) Economic development-5%, and (6) Safety-5%. Ms. Hynes then outlined key components of the SMART SCALE process review which include:

- Statistical Analysis,
- Survey Assessments,
- Procedural Review, and
- Code and Policy recommendations.

Ms. Hynes noted that the deadline for submitting the survey is Friday, March 10, 2023, and shared the organizations involved in the review process. She shared her suggestion to the CTB to include agencies that submit applications in the review process.

- ✓ Ms. Hynes concluded her discussion on SMART SCALE noting the review process milestones/timelines and the CTB CY2023 meeting outlook which is like that of the VTrans timeline:
 - February/March: Summary of Process Review
 - April: Overview of survey and historical data analysis. Summary of findings primarily focused on survey responses; no recommendations provided at this time.
 - July/August: Detailed overview of findings
 - October: Final findings and recommendations presented, and
 - December: Policy Adoption and other recommendations.
- ✓ Ms. Hynes highlighted two other initiatives that she is involved in to include the review of the Revenue Sharing Program. Having served on the CTB during the last Revenue Sharing review/re-write, Ms. Hynes announced that she was appointed to the committee tasked in reviewing the Revenue Sharing Program for the next 5 years and highlighted occasions where federal funded programs are supplemented with funding from the Revenue Sharing Program.
- ✓ Chair Randall expressed her appreciation for Ms. Hynes and highlighted the value Ms. Hynes brings as a member of the CTB and many years serving throughout the region.
- ✓ Chairman McKay concurred with Chair Randall's appreciation for Ms. Hynes and inquired if the CTB serves as the authority in determining the evaluation rating of projects or is there an additional step needed should recommendations be made to change the ratings. Ms. Hynes noted that she has been working with Ms. Baynard to identify what is outlined in Virginia Code specific to VTrans and SMART SCALE and confirmed that the ratings are under the CTB's control. Chairman McKay added that while there is some analysis on what worked and what didn't work, there is also a level of subjectivity which is where the CTB is tasked to make hard decisions.
- ✓ Senator Boysko noted the point of discussion regarding how much Northern Virginia is contributing and receiving versus the contributions from other regions of the state and what they are receiving from SMART SCALE. She inquired whether there is any movement or suggestion to change how the money is allocated. Ms. Hynes noted that the initial calculation for the District Grant Program was based on population, so Northern Virginia always had the biggest District Grant Fund. In the past, Northern Virginia projects also competed well in the High Priority Program given the impacts of the projects. Currently the District Grant Program is partially driven by population and partially by the gas tax, and Northern Virginia is no longer receiving the largest share of funding. Ms. Hynes said she thinks there are some tweaks that could be considered such as High Priority Program funds not being used to fund projects under \$20 million. She noted that it will be a difficult conversation on any proposed changes to the process.

- ✓ Chair Randall noted that regarding VTrans, there are no objectives or goals for equity, to which Ms. Hynes noted that the goals presented are the old goals. Chair Randall followed by stating when SMART SCALE was started, the intention was for it to be non-political. She followed by asking if it is realistic to say that SMART SCALE funding is not political yet Northern Virginia is slated to receive 7%. Ms. Hynes noted that she believes the conversation should be surrounding the amount of gas tax Northern Virginia receives and diverts to Washington Metropolitan Area Transit Authority (WMATA); adding, with the concurrence from Chair Randall, that it is an investment decision that benefits the region and the Commonwealth. Ms. Hynes then noted that the problem is in the high priority scoring.

ACTION ITEMS

7. Adoption of FY2024 Operating Budget

Mayor Rishell, Finance Committee Chair
Mr. Longhi, Chief Financial Officer

- ✓ Mayor Rishell introduced the next four Action Items. She noted the first three are the Finance Committee's recommended budgets for FY2024, and the fourth is a Policy modification which will prompt timely presentment of project expenses for reimbursements. She then noted the Finance Committee started working on these items in September of last year. Mayor Rishell asked that Mr. Longhi provide a briefing on each of the aforementioned items.
- ✓ Chair Randall acknowledged Mr. Longhi who first presented the FY2024 Operating Budget. He noted that there are no new staff being requested and advised that the base line expenses are lower than last year. He also noted the alignment of employee performance pay increases which are based on what is seen across the region, with each member jurisdiction. With no further comments, Mr. Longhi offered to receive questions from Authority Members regarding the base line of the proposed operating budget and seeing none, moved to the discussion on new initiatives:
 - **Investment Consultant:** The proposal to continue and formalize the use of an investment consultant brought onboard in 2021, to bridge the gap between the departure of NVTA's previous portfolio manager and refining the position. The use of an investment consultant has produced benefits in terms of rapid training and experience gain of NVTA Investment and Debt Manager who is working through an underfill program for the position.
- ✓ Mr. Longhi noted that the current Investment Consultant, through a single transaction, has covered the costs of the proposed operating budget and to formally outsource this service would cost millions.
 - **Contracted Legal Services:** Create NVTA and regional efficiencies by using contracted legal services as the day-to-day advisor on legal matters and Authority meeting support.

- ✓ Mr. Longhi noted that this would not eliminate the current Counsel of Councils but rather reduce the Counsel of Councils' NVTA workload.
- ✓ Chairman McKay noted that the Contracted Legal Services initiative gives him pause and inquired whether the procurement is a one-year contract. He further noted that he is not entirely sold on the efficiency element of the proposal. Mr. Longhi noted that it is a one-year cost but would typically be a multiyear engagement much like the lobbying services. Chair Randall asked Chairman McKay if he was worried about the institutional knowledge that could be lost and if those concerns could be resolved by knowing the Counsel of Council would still be available should they be needed. Chairman McKay noted that his concern stems from needed clarity on how the Counsel of Council and the contracted legal service would intertwine as well as needed data that includes volume of work. Chairman McKay concluded by noting that he doesn't want to hold the budget on this issue; however, does expect another opportunity for the Authority to consider details of this proposal to include approving the contract for any contracted legal services.
- ✓ Mayor Wood noted that he sees the intent of the proposal for NVTA to have its own counsel and such firm that would accompany the contracted legal services will bring a larger knowledge base.
- ✓ Mayor Wilson suggested that the budget consideration move forward; however, at a later date, provide information that outlines what the Counsel of Council and the contracted legal services will be doing.
- ✓ Mr. Bedell noted that most contracts have a built in mechanism of 60 days and such contract could be terminated should the Authority wish too.
- ✓ Board Member De Ferranti asked if contracted legal services would be hourly or on a retainer basis. Mr. Longhi noted that it would be a combination of both and based on the workload. He further noted that the contract will come before the Authority for approval prior to any procurement of service.
- ✓ Chair Randall opened the floor for discussion on the motion. Chairman McKay noted that he believes the motion is sufficient and would like the Authority to review the proposed scope of work and contract of legal services. Seeing no further discussion on the motion, Chair Randall received a motion in which Mayor Rishell moved the Authority adoption of the FY2024 Operating Budget as presented in Attachment A and seconded by Board Member De Ferranti. The motion was unanimously approved with Mayor Davis-Younger out of the room.

8. Adoption of the FY2024 Local Distribution Fund Budget

Mayor Rishell, Finance Committee Chair
Mr. Longhi, Chief Financial Officer

- ✓ Mayor Rishell announced that the 30% local distribution fund is expected to be \$1 billion by December 2023. Mr. Longhi followed up by noting the proposed FY2024 Local

Distribution Fund Budget and added that distributions to jurisdictions are based on the actual transactions conducted within the jurisdiction.

- ✓ Seeing no further questions or discussion, Chair Randall opened the floor or a motion. Mayor Rishell moved Authority adoption of the FY2024 Local Distribution Fund Budget as presented on page 2 of the staff report and seconded by Chairman McKay. The motion was approved unanimously.

9. Adoption of FY2024 Regional Revenue Fund Budget

Mayor Rishell, Finance Committee Chair
Mr. Longhi, Chief Financial Officer

- ✓ Mr. Longhi noted that 70% Regional Revenue funds the projects adopted by the Authority. He then noted the Proposed FY2024 Regional Revenue Fund Budget attachment and highlighted the coordinating revenues received as directed by HB 2313 and amended over time as well as the portfolio earnings estimated to be \$35 million. Mr. Longhi provided a due diligence notice regarding the accounting of forward appropriations for future projects where the Authority may pull a project from a future fiscal year and use the strength of the balance sheet to fund that project without issuing bonds. This saves the Authority approximately \$200 million over a 20-year bond cycle.
- ✓ Mr. Longhi moved to the expense category of the proposed Regional Revenue Fund Budget and noted a few proposed expenses including the principle and interest on outstanding bonds, modeling license and support, TransAction Update and the Six Year Program PayGo Project Funding. He then highlighted the Preliminary Deployment Plan for a Regional Bus Rapid Transit System (PDP-BRT) which is a new initiative to provide Northern Virginians with a meaningful travel alternative to driving and to help reduce congestion. Mr. Longhi added that the purpose of the PDP-BRT is the development of a regional BRT system, which builds upon the investments the NVTA has already made in five BRT lines.
- ✓ Mr. Longhi continued to identify proposed budget items and particularly noted why the approved FY2023 Six Year Program PayGo Project Funding reflects \$19.8 million in projects requested for this year while the proposed FY2024 Six Year Program PayGo Project Funding reflects \$201 million, and clarified that this is why the appropriations number is in the negative.
- ✓ Mr. Longhi concluded by noting the Working Capital Reserve and the Debt Service Reserve. Mayor Wood added that \$20 million of interest was budgeted for FY2023 and \$25 million in interest was accrued, as well as a projection of \$35 million for FY2024. Mayor Wood further acknowledged this fact and congratulated the efforts in building such a successful portfolio.
- ✓ Chairman McKay asked how the many listed entities involved in the BRT Planning Working Group will contribute to the overall PDP-BRT. Mr. Jasper identified a timeline that in part has already taken place with the BRT Planning Working Group and envision that work will continue. Chairman McKay followed by asking if there is an expectation

that the BRT Planning Working Group will continue to meet to provide input to the NVTA. Mr. Jasper affirmed that because of the enthusiasm seen among the members of the working group over the past two years, these stakeholders are expected to continue to meet as a technical advisory committee. Ms. Backmon added that there is expectation to invite the business community given the value of their perspective on a BRT system and further answered in the affirmative regarding whether the members of the BRT Planning Working Group will continue to meet.

- ✓ Mayor Wilson acknowledged some of the work Northern Virginia Transportation Commission (NVTC) is doing and asked for differentiation between their work and NVTA's work toward a regional BRT system. Ms. Backmon noted that NVTA identified high-capacity transit corridors within the TransAction update adopted in December of 2022, and is seeking to build upon these efforts. She also noted communication had with NVTC on the available work and the collaborative opportunities. She shared some objectives of the BRT Planning Working Group and the plan to identify how collective efforts among jurisdictions will provide a seamless BRT system for users. Mayor Wilson asked if there could potentially be a consolidation of efforts between NVTC and NVTA. Mr. Jasper advised of the fundamental differences in NVTC and NVTA's work and noted that while TransAction included nearly \$10 billion in BRT related projects, NVTA seeks to identify BRT projects that are best for the region as a whole by compiling the analysis and information that is needed in upcoming Six Year Program cycles thus being able to develop funding applications.
- ✓ Board Member De Ferranti thanked NVTA staff for explaining the timing of the PDP-BRT and asked for clarification on how one working group would work with another as well as asked for clarification on the BRT bus versus the express bus.
- ✓ Vice Chair Snyder noted that the coordination with NVTC is fundamental and shared his assumption that the partnership will work very smoothly using the resources of each organization to the maximum. He also shared his concern that no projects slow down. Ms. Backmon concurred and noted that NVTA does not want to slow down any projects but rather build upon what is existing as well as realize the benefits of the projects. She further acknowledged that not only will NVTA coordinate with NVTC, but it will also coordinate with other jurisdictions, agencies and stakeholders in the greater Washington D.C. region to create a seamless BRT system.
- ✓ Chair Randall opened the floor for a motion. Mayor Rishell moved the Authority adoption of the FY2024 Regional Revenue Fund Budget as presented in the Attachment and seconded by Chair Wheeler. The motion was unanimously approved.

10. Approval of Policy 29-Project Activation, Monitoring and De-Appropriation Changes

Mayor Rishell, Finance Committee Chair

Mr. Longhi, Chief Financial Officer

- ✓ Mr. Longhi noted that the receipt of requests for reimbursement containing invoices as old as five years has significant implications for internal controls, financial statement accuracy and the annual independent audit. He then noted that this proposed policy

change has been discussed at the monthly Regional Jurisdiction and Agency Coordinating Committee (RJACC) meetings since September 2022 and added that the 18-month timeline discussion at the RJACC meetings has had a positive impact on project reimbursements. As of this morning, staff have received 136% of last year's reimbursement request. Mr. Longhi concluded by noting that the policy changes were recommended to be approved by the Finance Committee.

- ✓ Chair Randall opened the floor for a motion. Mayor Rishell moved Authority approval of the changes to Policy 29-Project Activation, Monitoring and De-Appropriation, with a delayed implementation until June 9, 2023, identified in the attached draft and seconded by Chair Randall. The motion was unanimously approved.

11. Approval of the Call for Regional Transportation Projects for the FY2024-2029 Six Year Program

Ms. Backmon, Chief Executive Officer

- ✓ Ms. Backmon pointed out that staff is requesting Authority approval of the Call for Regional Transportation Projects (CfRTP) for the FY2024-2029 Six Year Program and subject to approval, the CfRTP will be posted via NVTA's website in May 2023. She highlighted the milestone events expected to take place which include:
 - **July 28, 2023, at 5 p.m.:** Application deadline, followed by project evaluations by NVTA staff.
 - **October 27, 2023, at 5 p.m.:** Deadline for Governing Body and any supporting resolutions.
 - **March 2024:** Authority approval of date for NVTA Public Hearing and Open House.
 - **March 2024:** Commencement of Technical Advisory Committee (TAC), Planning Coordination and Advisory Committee (PCAC), and Planning and Programming Committee (PPC) reviews.
 - **Spring 2024:** Authority Approval of funding available
 - **April 2024:** Release of candidate project list and evaluations by the Authority
 - **April – May 2024:** Public comment period, NVTA Public Hearing/Open House
 - **June 2024:** Release of NVTA staff project recommendations for review by TAC, PCAC, and PPC.
 - **July 2024:** Authority adoption of FY2024-2029 SYP
- ✓ Chair Randall moved Authority approval of the Call for Regional Transportation Projects for the FY2024-2029 Six Year Program as presented and seconded by Chairman McKay. The motion was unanimously approved with Mayor Wilson out of the room.

12. Approval of the FY2029 CMAQ/RSTP Recommendations to the Commonwealth Transportation Board

Ms. Backmon, Chief Executive Officer
Ms. Love, Regional Transportation Planner

- ✓ Ms. Backmon noted that staff is seeking Authority approval of Congestion Mitigation Air Quality Improvement Program (CMAQ) and Regional Surface Transportation Program (RSTP) recommendation to the CTB.
- ✓ Ms. Love provided high level details to the application process under the CMAQ and RSTP funding programs which included:
 - NVTA issuing a Call for Projects which requires eligible jurisdictions and agencies to submit one application form per project and a resolution of support from their own governing body, and any other relevant governing bodies. Additionally, all requests for CMAQ funding must be accompanied by an emissions worksheet, unless otherwise exempt.
 - NVTA staff then review all submissions and makes recommended allocations, starting first with any requests for “off-the-top” projects, which are intended to benefit the entire region.
- ✓ Ms. Love also shared NVTA received 44 applications, some of which were for projects that have previously received NVTA funding. She noted that the total requested amount was \$181,898,236 million and is currently estimated that \$80,576,424 is available to the region, across both CMAQ and RSTP.
- ✓ Ms. Love concluded by noting that earlier this month, representatives of each jurisdiction and agency received individualized summaries of recommended allocations and were given the opportunities to provide feedback.
- ✓ Chair Randall moved Authority approval of the CMAQ and RSTP recommendations to the CTB, as presented in the attachment and seconded by Senator Boysko. The motion was unanimously approved.

13. Approval of Recommendation to Reallocate CMAQ and RSPT funds for Fairfax County

Ms. Backmon, Chief Executive Officer

- ✓ Ms. Backmon noted that Fairfax County is requesting four transfers totaling \$1,879,341 million in CMAQ and RSTP funds to Cinder Bed Road Bikeway which include:
 - Tysons Metrorail Station Access Management Study (TMSAMS) Reserve-RSTP
 - Tysons Metrorail Station Access Management Study Reserve-CMAQ
 - Fairfax County Balance Entry-RSTP
 - Fairfax County Balance Entry-CMAQ
- ✓ Chairman McKay moved Authority approval to recommend the reallocation of CMAQ and RSTP funds for Fairfax County and seconded by Mayor Wilson. The motion was unanimously approved.

DISCUSSION/INFORMATION ITEMS

14. Finance Committee Report

Mayor Rishell, Finance Committee Chair

- ✓ Mayor Rishell noted that the Finance Committee Report reflects activity that led to the presentment of the three budgets the Authority approved tonight and added that the Committee started work on these budgets by providing guidance to staff in September of last year. She then noted that tonight the Authority has acted on the Committee's recommendation regarding stale invoices over 18 months old. The awareness around the development of this policy and its presentment for adoption has already led to more project reimbursement requests being submitted than in all last year.

15. Governance and Personnel Committee Report -Update on 2023 General Assembly Session

Chair Randall

Ms. Baynard, Sr. Vice President, McGuireWoods Consulting, LLC.

- ✓ Ms. Baynard noted her submitted report and highlighted that it was a quiet year for the General Assembly in comparison to the 2022 General Assembly. She added that information from Authority member and Director of the Department of Rail and Public Transportation (DRPT) Jennifer DeBruhl, can be expected regarding new transit initiatives coming to our region.

16. Chief Executive Officer's Report

Ms. Backmon, Chief Executive Officer

- ✓ Ms. Backmon highlighted in her report the Transportation Planning Board's (TPB) Visualize 2050 long-range transportation plan and noted that she will follow up with more information at the next meeting regarding TPB's zero base budgeting. She then referenced the TPB's Resolution R19-2021 and shared that some aspects of the resubmission process present several questions NVTA staff and Virginia Department of Transportation (VDOT) are seeking answers. Chair Randall encouraged Authority members to read this item in its entirety with consideration that there will be detailed discussion on the topic at the next meeting.
- ✓ Ms. Backmon reminded everyone of the upcoming 8th Annual Northern Virginia Transportation Roundtable, which is scheduled for March 22, 2023, at 8 a.m. at the Northern Virginia Association of Realtors.
- ✓ In conclusion of her report, Ms. Backmon recognized Rob Dickerson for his service to the Authority as a member of the Counsel of Council. Mr. Dickerson will be retiring in April 2023.
- ✓ Chairman McKay acknowledged Ms. Backmon for her presentation she gave regarding Virginia's bid to secure the proposed re-location of the Federal Bureau of Investigation's (FBI) Headquarters to the Commonwealth. Chairman McKay noted that Ms. Backmon's presentation was exceptional as she represented NVTA and put forth the best case possible.

17. Chair's Comments

Chair Randall

- ✓ Chair Randall expressed her appreciation to Ms. Backmon for her swift preparation to speak on behalf of NVTA in her stead in regards to the presentation for the relocation of the FBI Headquarters. Chair Randall noted that with less than 48 hours, Ms. Backmon was able to present an impactful case to relocate the FBI Headquarters to the Commonwealth of Virginia.

18. Adjournment

Chair Randall

- ✓ Chair Randall adjourned the meeting at 9:21 p.m.

NEXT MEETING: April 13, 2023, at 7 p.m., ET
At NVTA Offices

DRAFT