



SUMMARY MINUTES

Thursday, April 11, 2024
7PM, EST.

2600 Park Tower Drive, First Floor Conference Room
Vienna, VA 22180

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

1. **Call to Order** Chair Randall
 - ✓ Chair Randall called the meeting to order at 7:06PM.

2. **Roll Call** Ms. Henderson, Board Secretary
 - ✓ **Membership Attendees:** Chair Phyllis Randall, Vice Chair David Snyder, Chairman Jeffrey McKay, Chair Deshundra Jefferson, Mayor Justin Wilson, Council Member Ralph Smith (Proxy for Mayor Michelle Davis-Younger), Mayor Jeanette Rishell, Mayor Catherine Read, Board Member Takis Karantonis (Arrived 7:11)(Proxy for Board Member Matt deFerranti), Senator Jennifer Boysko, Mayor Sheila Olem, Supervisor Patrick Herrity (Remote - Personal), Mr. Anthony Bedell (Remote - Distance), Ms. Mary Hynes, Mr. Jim Kolb (Arrived 7:22), Mr. William Cuttler and Ms. Jennifer Debruhl (Remote –Distance)
 - ✓ **Staff Attendees:** Chief Executive Officer Monica Backmon, Chief Financial Officer Michael Longhi, Principal, Transportation Planning and Programming Keith Jasper, Communications and Public Affairs Manager Abigail Hillerich, Strategic Communications Specialist Sharara Faisal, Senior Manager, Transportation Planning Sree Nampoothiri, Planning Analytics Manager Harun Rashid, Regional Transportation Planners Griffin Frank, Hannah Pajewski, and Alyssa Beyers, Executive Assistant to the CEO Amanda Sink and Board Secretary Lee Ann Henderson.
 - ✓ **Council of Counsel Attendees:** Mr. Daniel Robinson-Fairfax County and Ms. MinhChau Corr-Arlington County.
 - ✓ **Other Attendees:** Sr. Vice President Tracy Baynard, McGuire Woods Consulting LLC.

Members of the public, jurisdiction and agency staff were in person and were able to watch the meeting livestreamed via [NVTA's YouTube Channel](#).

ACTION ITEMS

3. **Approval of March 14, 2024, Meeting Summary Minutes** Chair Randall
 - ✓ Chair Randall made a motion to approve the summary meeting minutes, seconded by Chair Jefferson. The motion passed unanimously with Mayor Rishell abstaining.

4. **Adoption of the FY2025 Local Distribution Fund Budget** Mayor Rishell, Finance Committee Chair
 - ✓ A video describing the differences between the Local Distribution Fund and Regional Revenue Fund budgets was displayed for the members and public.

- ✓ Chief Financial Officer Michael Longhi recapped the high points of the Local Distribution Fund Budget, noting this budget accounts for the monthly Local Distribution Fund, or 30%, disbursements.
- ✓ Mr. Longhi reminded Authority members that the funds are restricted as required by the Code of Virginia and actual distributions to each jurisdiction will be contingent upon their timely completion of the annual certification process. Distribution of the funds will be determined by the actual revenues received based on direct and accredited transactions within the jurisdiction.
- ✓ Mr. Longhi also stated that all prior fiscal year accruals and Commonwealth revenue adjustments of Local Distribution Fund revenues will be distributed to the appropriate jurisdiction in FY2025 in accordance with the Code of Virginia.
- ✓ Mayor Rishell made a motion, seconded by Chair Randall to approve the Local Distribution Fund Budget as presented. The motion was approved unanimously.

5. Adoption of the FY2025 Regional Revenue Fund Budget

Mayor Rishell, Finance Committee Chair

- ✓ Chief Financial Officer Michael Longhi recapped the high points of the Regional Revenue Fund Budget for the Authority members. The Regional Revenue Fund Budget is the source for transportation project funding by the Authority.
- ✓ Mr. Longhi stated that NVTVA will not be issuing bonds.
- ✓ Total Recommended Project Appropriation Requests are \$298,800,000, which includes forward appropriations. If future revenues are diverted, projects will likely require cancellations.
- ✓ Mayor Rishell made a motion, seconded by Chairman McKay to approve the Regional Revenue Fund Budget as presented. The motion was approved unanimously.

6. Adoption of the FY2025 Operating Budget

Mayor Rishell, Finance Committee Chair

- ✓ Chief Financial Officer Michael Longhi presented the budget noting the Operating Budget is the central accounting point for operating and administrative expenses of the Authority. He presented changes to the base budget related to inflation and contract escalations. He then discussed the proposed new initiatives for FY2025.
- ✓ It was noted that the proposed new initiatives would improve project initiation and timely delivery.
- ✓ There was discussion among Authority members regarding how new initiatives could assist the project sponsors in advancing project delivery. There was also a discussion on the risk of having allocated funding diverted if projects are not advancing on a timely basis.
- ✓ Mr. Longhi noted that additional positions will allow NVTVA to have the resources dedicated to collaborate with project sponsors on a regular basis to ensure projects move along at a reasonable pace.
- ✓ The update to the Authority's Strategic Plan and how that can bring forward improvements to timely project initiation and delivery were also discussed.

- ✓ Mayor Rishell made a motion, seconded by Chair Randall to approve the Operating Budget as presented. The motion was approved unanimously.

7. Approval of the Programming Recommendations of the Additional FY2025-2030

CMAQ/RSTP Funds

Ms. Backmon, Chief Executive Officer

Dr. Nampoothiri, Senior Manager, Transportation Planning and Programming

- ✓ Ms. Backmon noted that at the March 14, 2024, Authority meeting, the Authority approved recommendation to the Commonwealth Transportation Board (CTB) of the FY2030 Congestion Mitigation Air Quality Improvement Program (CMAQ) and Regional Surface Transportation Program (RSTP) funding recommendations. Since the March meeting, adjustments to the CMAQ/RSTP funds available have been made. NVTA staff worked with the Regional Jurisdiction and Agency Coordinating Committee (RJACC) to identify projects where these additional funds are to be allocated. The RJACC approved the changes at its March 28, 2024, meeting.
- ✓ Mayor Wilson made a motion, seconded by Council Member Snyder to approve the additional programming recommendations for CMAQ/RSTP Funds. The motion was approved unanimously by the Authority Members.

8A. Approval of Recommendation to Reallocate Congestion and Mitigation and Air Quality Improvement Program (CMAQ) Funds for Prince William County

Ms. Backmon, Chief Executive Officer

- ✓ Ms. Backmon noted that Prince William County requested a transfer of \$472,000 CMAQ funds from UPC T21486 (John Marshall Highway/Route 55 Sidewalk) to UPC 122042 (Ellicott Street Sidewalk / Occoquan Greenway Connection). She stated this transfer required Authority approval, and the RJACC recommended approval of the request. She also noted that Prince William County made an additional request to transfer \$1,000,000 of CMAQ funds from UPC T21486 (John Marshall Highway/Route 55 Sidewalk) to UPC 112463 (Prince William Parkway Sidewalk) which only required RJACC approval. The RJACC approved this transfer recommendation request at its March 28, 2024, meeting.
- ✓ Chair Jefferson made a motion to approve the reallocation of \$472,000 CMAQ funds from UPC T21486 to UPC 122042 for Prince William County, seconded by Mayor Rishell. The motion was approved unanimously by the Authority Members.

8B. Blue Sheet Item – Approval of Letter of Endorsement for Fairfax County’s Low or No Emission Grant Program and Bus and Bus Facilities Discretionary Grant Application

Ms. Backmon, Chief Executive Officer

- ✓ Ms. Backmon stated on April 5, 2024, NVTA received a request for endorsement from Fairfax County on their application under the U.S. Federal Transit Administration’s Low or No Emission Grant Program and Bus and Bus Facilities Discretionary Grant program.
- ✓ Chairman McKay made a motion, seconded by Board Member Karantonis to approve a letter of endorsement for Fairfax County’s Low or No Emission Grant Program and Bus

and Bus Facilities Discretionary Grant Application. The motion was approved unanimously by the Authority Members.

Discussion/Information Items

9. Governance and Personnel Committee Report – Update on 2024 General Assembly Session (Verbal)

Chair Randall, Chair

- ✓ Chair Randall called on Senator Boysko to give an update on the General Assembly Session. Senator Boysko stated that local businesses and local governments should be using their voices to express their sentiments to the governor regarding his proposed amendments to the budget.
- ✓ Authority members discussed the Governor’s Budget Amendment #179 which upends the state funding towards WMATA approved by the General Assembly in House Bill 30. Conversations focused on concerns of the administration’s understanding of how Northern Virginia funds WMATA and the impact and long-term sustainability needs of funding the system.
- ✓ On a motion by Vice Chair Snyder, seconded by Council Member Smith, Chair Randall was authorized to send a letter to the General Assembly in substantial conformance with the circulated draft urging the General Assembly to oppose Budget Amendment 179. The motion passed unanimously.

10. Planning Coordination Advisory Committee (PCAC) Report

Mayor Colbert, PCAC Chair

- ✓ Ms. Backmon reviewed the PCAC report as provided in the packet.

11. Technical Advisory Committee

Mr. Boice, TAC Chair

- ✓ Ms. Backmon reviewed the TAC report as provided in the packets.

12. Chief Executive Officer’s Report

Ms. Backmon, Chief Executive Officer

- ✓ Ms. Backmon stated that the Public Hearing for the FY2024-2029 Six Year Program will be held at 7pm on May 9, 2024, with the monthly Authority meeting to immediately follow.
- ✓ Ms. Backmon stated that NVTA has submitted a pre-application for SMART SCALE Round 6 on behalf of Arlington County and the City of Alexandria for the I-395 Shirlington Rotary and Glebe Road Interchange Improvements project.
- ✓ Ms. Backmon reported on presentations provided by NVTA staff members to various transportation groups throughout the region during the past month.

13. Adjournment

- ✓ There being no further business before the Authority, Chair Randall adjourned the meeting at 8:50 PM.