



Northern Virginia Transportation Authority

The Authority for Transportation in Northern Virginia

SUMMARY MINUTES

Thursday, January 11, 2024 – 6:00, p.m., ET
3040 Williams Drive, Suite 200
Fairfax, VA 22031

This meeting was conducted in person and virtually as well as livestreamed

1. Call to Order

- ✓ Mayor Rishell called the meeting to order at 6:20 p.m.

Roll Call:

- ✓ **Membership Attendees:** Mayor Rishell; Council Member Snyder; Chair Randall;
- ✓ **Staff Attendees:** Monica Backmon (Chief Executive Officer); Michael Longhi (Chief Financial Officer) (Remote); Peggy Teal (Deputy Chief Financial Officer); Dev Priya Sen (Investment & Debt Manager); Amanda Sink (Executive Assistant to the CEO); Adnan Malik (Senior Accountant); Sree Nampootheri (Senior Manager, Transportation Planning)
- ✓ **Council of Counsels:** MinhChau Corr (Arlington County); Christina Zechman-Brown (City of Alexandria); Daniel Robinson (Fairfax County)

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

2. Approval of October 12, 2023, Draft Meeting Summary Minutes

- ✓ Chair Randall moved approval of the October 12, 2023, meeting minutes; seconded by Council Member Snyder. Motion carried unanimously.

ACTION ITEMS

3. 2024 Finance Committee Meeting Schedule

Mr. Longhi, CFO

- ✓ Mr. Longhi presented the CY 2024 Finance Committee meeting schedule to the Committee members proposed from March 2024 to February 2025.
- ✓ Chair Randall moved the adoption of the 2024 Finance Committee meeting schedule proposed from March 2024 to February 2025; seconded by Council Member Snyder. Motion carried unanimously.

DISCUSSION/INFORMATION ITEMS

4. FY2025 Budget Guidance

Mr. Longhi, CFO

- ✓ Mr. Longhi noted that this is the discussion stage of the budget preparation on a narrative basis for FY2025 and reviewed material to provide guidance on the development of the Authority's three budgets for FY2025 – Local Distribution Fund Budget (30%), Regional Revenue Fund Budget (70%), and Operating Fund Budget.

- ✓ Local Distribution Fund Budget (30%):
 - Mr. Longhi mentioned that there are no updates regarding the Local Distribution Fund budget.
- ✓ Regional Revenue Fund Budget (70%):
 - Mr. Longhi mentioned that we are awaiting the revenue estimates for the Interstate Operations and Enhancement Program (IOEP) published by the Virginia Department of Transportation (VDOT). This program is one of the four revenue streams that the Authority receives from the Commonwealth of Virginia.
- ✓ Operating Fund Budget:
 - Mr. Longhi presented the proposed FY2024 Operating Budget by referring to the attached noting the budget is broken into two segments – Base Budget Changes and New Initiatives:
 - Base Budget Escalations:
 - Salaries - Annual performance-based salary increases for staff are targeted to be in line with member jurisdictions. To keep pace with our jurisdictions regarding the figures presented by Chief Administrative Offices for the City's and County's budgets, the Authority is proposing 7% increase in Salary compensations which is a budget number only. This is predominantly based on current rate of inflation and prior member jurisdiction budget actions.
 - Council Member Snyder emphasized that the City of Falls Church's Chief Financial Officer (CFO) considered the 7% increase to be high compared to expectations. Additionally, he suggested that the staff should be prepared to justify the proposed number.
 - Chair Randall inquired about the relevance of the 7% increase to maintaining parity with member jurisdictions. Mr. Longhi acknowledged, explaining that the Authority aims to maintain parity, taking into account merit increases and the cost of living, as some jurisdictions blend those two in their budgets.
 - Mayor Rishell highlighted that in the previous year, the City of Manassas Park provided a 6% increase in salary compensation in their budget, yet they have not achieved parity with the surrounding localities.
 - Benefits - Health insurance and other benefits are based on actual costs such as the Annually Required Contribution determined by the Virginia Retirement System (VRS) and the Commonwealth of Virginia - Local Choice Health Insurance rates.
 - Professional Outreach - In light of the growing recognition of the Authority's impact on regional transportation issues and national acclaim for innovation, the Chief Executive Officer (CEO) and senior

staff are increasingly requested to provide presentations and participate in regional and national transportation events. This budget category acknowledges the increased activity and distinguishes it from professional development and training.

- Office Lease - As discussed with the Committee and authorized by the Authority, a lease Term Sheet has been approved. The Term Sheet includes negotiated concessions related to the prospective lease. However, there will be cash flow gaps between expenses incurred and payable by the NVTa and the receipt of concession funds or reimbursement from the landlord.
- Professional Development/Training: This budget line has remained unchanged since FY2020. During this period, the Authority has added five additional staff, many of whom hold professional certifications that require ongoing maintenance to ensure their skills remain current.

○ New initiatives:

▪ New initiatives are proposed to include:

- Establishing an NVTa federal/state grant recipient program (revenue diversification).
- Establishing a transportation technology pilot deployment plan.
- Enhance analysis and reporting of NVTa-funded projects and their transportation system impacts.
- Establish a list of up to six pre-qualified on-call consultants and academic institutions through a formal procurement process.
- Establish independent/objective research programs, supporting the development of regional transportation policies and prioritization of future Authority investments in transportation.

▪ Resource requirements:

- Grant/Programmatic Monitoring Manager
- Regional Transportation Planner
- Business and Fiscal Analyst

- Mr. Longhi concluded his presentation and noted that the next steps would include supplemental data points and cost projections presentations that will be provided in the next Finance Committee meeting.
- Mayor Rishell expressed appreciation for the staff's dedicated work in preparing the Fiscal Year budgets annually.

5. Monthly Investment Portfolio Report

Mr. Longhi, CFO

- ✓ Ms. Sen reviewed and presented the Monthly Investment Portfolio Report by noting that the reports are based on investment activity through the end of November 2023.
- ✓ Ms. Sen highlighted plans to reinvest maturities and monthly revenue into a two year or greater-year maturity profile, securing longer durations at higher rates ahead of potential Fed interest rate reductions.

6. Monthly Revenue Report

Mr. Longhi, CFO

- ✓ Mr. Longhi reviewed and presented the Monthly Revenue Report as provided in the packet.

7. Monthly Operating Budget Report

Mr. Longhi, CFO

- ✓ Mr. Longhi reviewed and presented the Monthly Operating Budget Report as provided in the packet.

8. NVTA Update (Verbal Report)

Ms. Backmon, CEO

- ✓ Ms. Backmon expressed gratitude to the Council of Counsels and Mr. Longhi for their efforts in the lease negotiation process and other related tasks.
- ✓ Mayor Rishell expressed appreciation to the Council of Counsels and the staff.

9. Adjournment

- ✓ Seeing no further questions, discussion, or order of business, Mayor Rishell adjourned the meeting at 6:47 p.m.