



MONTHLY COMMISSION MATERIALS

October 2018

MEETING OVERVIEW – October 4, 2018

Action Items Include:

- 2018 Report on the Performance and Condition of WMATA to the Governor and the General Assembly and Addendum
- Letter to WMATA Regarding Parking Pilots and Other Parking Programs
- Proposed Changes to the NVTC By-Laws
- NVTC Policy for Appointing NVTC Members to the WMATA Board of Directors
- NVTC I-66 Commuter Choice Program FY2018 Annual Report to the Commonwealth Transportation Board (CTB)
- Referral of the FY2020 VRE Preliminary Budget to the Jurisdictions
- Commuter Rail Operating and Capital Fund (CROC) Agreement Between NVTC and PRTC
- Notice of Direct Contributions to the Jurisdictions

Other Meeting Highlights:

- Reports from the Interim WMATA Committee and the Virginia WMATA Board Members
- Update on the I-66 Commuter Choice Program
- Closed Session – VRE CEO Performance Evaluation

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**NVTC COMMISSION MEETING
THURSDAY, OCTOBER 4, 2018
MAIN FLOOR CONFERENCE ROOM
2300 Wilson Blvd.
Arlington, VA 22201**

**PLEASE NOTE NEW START TIME
7:00 P.M.**

**5:30 P.M. Legislative and Policy Committee Meeting – Suite #620
6:00 P.M. Dinner is Available for Commissioners and Staff
6:15 P.M. Executive Committee – First Floor Small Conference Room**

AGENDA

1. Opening Remarks
2. Oath of Office for New Commissioner
3. **ACTION ITEM: Approve the Minutes of the September 6th NVTC Meeting**
4. **ACTION ITEM: Approve the CONSENT AGENDA** (subject to approval by the Chairman)
 - A. Authorize the Notice of Direct Contributions to Jurisdictions
5. Washington Metropolitan Area Transit Authority (WMATA)
 - A. Report from the Interim WMATA Committee
 - **ACTION ITEM: Authorize the Executive Director to Send the 2018 Report on the Performance and Condition of WMATA to the Governor and the General Assembly and to Send an Addendum in December 2018**
 - **ACTION ITEM: Authorize the Chairman to Send Comments on WMATA Parking Pilots and Other Parking Programs**
 - B. Report from the Virginia WMATA Board Members
6. Follow-Up from NVTC Strategic Retreat
 - A. **ACTION ITEM: Approve the Proposed Changes to the NVTC By-Laws**
 - B. **ACTION ITEM: Approve the NVTC Policy for Appointing NVTC Members to the WMATA Board of Directors**

7. I-66 Commuter Choice Program

- A. **ACTION ITEM: Authorize the Executive Director to Submit the NVTC I-66 Commuter Choice Program FY2018 Annual Report to the Commonwealth Transportation Board (CTB)**
- B. Re-Examination of the I-66 Commuter Choice Program Project Prioritization Process and Evaluation Criteria
- C. FY2020 I-66 Commuter Choice Program Call for Projects

8. Department of Rail and Public Transportation (DRPT)

- A. DRPT Report
- B. Commonwealth Transportation Board

9. Virginia Railway Express (VRE)

- A. VRE CEO Report and Minutes
- B. **ACTION ITEM: Resolution #2367: Authorize the Referral of the Preliminary FY2020 VRE Operating and Capital Budget to the Jurisdictions**
- C. **ACTION ITEM: Resolution #2368: Authorize the Executive Director to Execute the Agreement Between NVTC and PRTC for Distribution and Allocation of the Commuter Rail Operating and Capital Fund (CROC)**

10. Executive Director Report

- A. Executive Director Newsletter
- B. NVTC Financial Reports

11. Closed Session

TO: Chairman Smedberg and NVTC Commissioners

FROM: Kate Mattice

DATE: September 27, 2018

SUBJECT: Oath of Office for New Commissioner

At the October meeting the oath of office will be administered to James M. LeMunyon. Speaker of the House Kirk Cox has appointed Mr. LeMunyon, along with Danny Vargas and David Skiles, to serve as Commissioners on NVTC. Mr. Vargas and Mr. Skiles were sworn in as Commissioners at the September meeting.

Oath of Office

I do solemnly swear that I will support the Constitution of the United States and the Commonwealth of Virginia and that I will faithfully discharge all the duties incumbent upon me as a member of the Northern Virginia Transportation Commission, according to the best of my ability.

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MINUTES
NVTC COMMISSION MEETING – SEPTEMBER 6, 2018
NAVY LEAGUE BUILDING – FIRST FLOOR CONFERENCE ROOM
ARLINGTON, VIRGINIA

The meeting of the Northern Virginia Transportation Commission was called to order by Chairman Smedberg at 7:13 P.M.

Members Present

Sharon Bulova
Jim Corcoran
Katie Cristol
Christian Dorsey
Adam Ebbin
John Foust
Libby Garvey
Matt Letourneau
Tim Lovain
Jeff McKay
David Meyer (Alternate, City of Fairfax)
Jennifer Mitchell (Alternate, Commonwealth of Virginia)
M. David Skiles
Paul Smedberg
David Snyder
Raul “Danny” Vargas
Jennifer Wexton

Members Absent

John Cook
Catherine Hudgins
David LaRock
Ron A. Meyer

Staff Present

Kate Mattice, Executive Director
Matt Cheng
Karen Finucan Clarkson
Andrew D’huyvetter
Nobuhiko Daito
Joey de St. Aubin
Rhonda Gilchrest
Dan Goldfarb
Patricia Happ
Scott Kalkwarf
Aimee Perron Siebert
Steve Maclsaac (counsel)
Doug Allen (VRE)
Joe Swartz (VRE)

Opening Remarks

Chairman Smedberg welcomed everyone to the September 6th NVTC meeting. He acknowledged WMATA Board Chairman Jack Evans, who is present to discuss WMATA issues.

Chairman Smedberg stated that there is one change to the Agenda. The Commission will not be taking action on the letter to WMATA regarding parking policies, but rather have a discussion on the topic and will likely seek action at a future Commission meeting. WMATA has announced a delay in its public hearing, so staff anticipates more information will be available prior to the need to submit public comments.

Oath of Office for New Commissioners

Chairman Smedberg announced that the Speaker of the House has appointed James M. LeMunyon, Raul “Danny” Vargas and M. David Skiles to serve on NVTC. He welcomed Mr. Skiles and Mr. Vargas to the meeting and noted Mr. LeMunyon was unable to attend.

Chairman Smedberg administered the oath of office to Mr. Vargas and Mr. Skiles. They both introduced themselves and Commissioners welcomed them to NVTC.

Minutes of the July 5, 2018 NVTC Commission Meeting

Mr. Snyder moved, with a second by Ms. Garvey, to approve the July 5, 2018 Minutes. The vote in favor was cast by Commissioners Bulova, Corcoran, Cristol, Dorsey, Ebbin, Foust, Garvey, Lovain, McKay, Meyer, Smedberg, Snyder and Vargas. Commissioners Letourneau, Skiles and Wexton abstained.

Washington Metropolitan Area Transit Authority

Discussion with WMATA Board Chairman Jack Evans. Chairman Smedberg introduced WMATA Board Chairman Jack Evans, who also serves on the District of Columbia City Council. Mr. Evans thanked the Commission for letting him attend to give an overview of where WMATA is and where it is going. He observed it is a phenomenal achievement that there is now dedicated funding for WMATA.

Mr. Evans gave a brief history of WMATA, including how maintenance was deferred for many years resulting in the current challenges WMATA faces to restore the system. He observed that WMATA has made a lot of progress, but there is still more to do. Under the leadership of WMATA General Manager Paul Wiedefeld much work has been done, including a new management team, a change in the culture at WMATA, new railcars, and system improvements to tunnels, ties and stations. However, all of this has come at a high price tag.

Mr. Evans noted that the new dedicated funding is for capital needs, which will help keep the Metro system in a state of good repair, but there is still approximately \$3 billion in unfunded pension liability and other post-employment benefits (OPEB). He stated that if WMATA does nothing to solve this funding issue, within 5-10 years the operating budget will face severe fiscal challenges. He suggested two possible solutions: 1) the jurisdictions come up with the funding, which is not really a feasible option, at least from the District of Columbia's perspective; and 2) ask Congress to transfer WMATA's pension assets and liability to the federal government.

Mr. Evans also identified two large capital projects that are currently unfunded. Even with the passage of dedicated funding, the Rosslyn Tunnel is an unfunded expansion need that is required to address capacity constraints imposed by the existing Metrorail tunnel between Rosslyn and Foggy Bottom-GWU. Additional new services, like the Silver Line Phase 2, will add additional pressure to capacity in this corridor. The estimated cost of this project is \$5 billion. The Red Line tunnel is leaking which results in fires, so WMATA is looking at encapsulating the tunnel between the Dupont Circle and Medical Center Stations at an estimated cost of \$3-5 billion.

Mr. Evans then spoke to the recent Board of Arbitration ruling on the labor agreement impasse between ATU Local 689 and WMATA. The arbitrators did not adopt any of WMATA management's positions and did not make any changes to the existing pension system. The ruling includes an \$82 million wage increase over the next two years. Mr. Letourneau noted that at some point the calculation needs to be made to the unions that having a job is more important than benefits that cannot be funded. Mr. Corcoran stated WMATA is looking at more privatization where possible because WMATA cannot afford to hire new employees at these rates.

Mr. Evans stated he is not asking the Commission for any action, but just wants NVTC to be aware of the issues WMATA is facing since these are issues that need to be solved collectively.

Senator Ebbin asked what happens to traffic through the Rosslyn Tunnel when the Silver Line Phase 2 becomes operational. Mr. Evans explained that it will take trains longer to get through the tunnel, thus lengthening commute times. Mr. Corcoran stated tunnel capacity is 28 trains per hour and WMATA is currently operating 26 trains, so there is not much room for additional capacity. Chairman Smedberg observed that the Rosslyn Tunnel issue not only impacts Orange and Silver Line riders, but also Yellow and Blue Line riders as the Blue Line shares the tunnel.

Mr. McKay observed that there is concern about next summer's anticipated major shutdown of Metrorail service and he implored the WMATA Board to put together an incentive package, such as free parking and/or reduced fares to attract riders to come back. Some of Virginia's parking facilities, especially on the Blue and Yellow Lines, are already at half capacity because of the combined cost of parking fees and high fares so that it becomes no longer economical to take Metro, especially for long-distance riders.

Mr. Evans stated that public transportation only works if it's convenient, reliable and affordable. As a potential solution, he advocated for a flat fare. It would cost WMATA \$300 million in lost fare revenue for the first year, but he speculated whether ridership would increase enough to make it feasible in the long run. He stated that WMATA needs to be thinking outside of the box on these types of issues.

Mr. Snyder asked how WMATA moves forward to address these financial issues. Mr. Evans reiterated asking the federal government to help with the pension liability, since he doesn't see the region to be able to come up with additional funding. He stated that the Metro system carries a substantial percentage of the federal workforce in the region, and that the federal government does not contribute any operating funds. He added that one way it could contribute would be to take over the pension liability. The \$10 billion in unfunded projects (Rosslyn Tunnel and the Red Line) should be discussed by local boards and councils to seek solutions.

Mr. Skiles observed that when the federal government increased the transit subsidy to \$240, ridership rates went way up. He suggested asking Congress to raise the subsidy to \$400 (or more) because it incentivizes people to use transit.

Report from the Chairman of the Interim WMATA Committee. Chairman Smedberg reminded Commissioners that the Interim WMATA Committee was created to immediately begin focusing on responding to NVTC's new WMATA oversight and reporting responsibilities as required under the HB1539/SB856 (2018). The committee is to provide guidance on the proposed CTB policy statement; provide feedback to NVTC staff on the initial NVTC WMATA Performance Report, which is due November 1st; and provide immediate support to NVTC's WMATA Board member in advance of the FY2020 budget cycle occurring this fall. This committee is just interim and a formal WMATA Committee will be established through changes to the NVTC By-Laws.

Chairman Smedberg stated that the Interim WMATA Committee met for the first time on August 2nd and will continue to meet through this calendar year on the third Wednesday of the month at 8:30 A.M. at NVTC's offices. The November and December committee meetings may need to be modified since the WMATA Board schedule will change due to holidays.

Chairman Smedberg stated the Interim WMATA Committee recommends the Commission approve Resolution #2365, which is NVTC Support of CTB Policy and Guidelines for Implementation of Governance and Funding Reforms for WMATA. He asked DRPT Director Jennifer Mitchell to speak to the CTB policy.

Ms. Mitchell explained that the HB1539/SB856 legislation includes a number of potential withholding provisions. The purpose of the CTB policy and guidelines is to have a clear set of procedures the Commonwealth Transportation Board can use in the future to determine whether a withholding action is necessary. It provides value in being transparent and having a process to provide documentation to the Commonwealth. The CTB is expected to take action on the policy and guidelines at its September meeting.

Mr. Letourneau moved, with a second by Mr. Skiles, to approve Resolution #2365 (copy attached). The vote in favor was cast by Commissioners Bulova, Corcoran, Cristol,

Dorsey, Ebbin, Foust, Garvey, Letourneau, Lovain, McKay, Meyer, Skiles, Smedberg, Snyder, Vargas and Wexton.

Comments on WMATA Parking Pilots and Other Parking Programs. Chairman Smedberg reminded Commissioners that no action is being requested at this time. He observed that the draft letter is a perfect example of how NVTC can provide WMATA with a single Northern Virginia message on its policies, as well as an area where the new Interim WMATA Committee can be a venue for focused regional deliberations and discussions.

Chairman Smedberg reported that the Interim WMATA Committee discussed the parking policies at its August 2nd meeting. The committee expressed general support of continuing WMATA's parking pilot to extend the weekday hours of revenue collection and the reduction of parking fees at stations with low utilization. However, the committee noted concern regarding the parking charges on the weekends (with the exception of special events). The committee also shared concerns with the implementation of a non-rider fee for stations where other public transportation services (i.e., local bus or commuter rail) are used by customers. The draft letter reflects the committee's discussion.

Mr. Letourneau expressed his opinion that he does not quite recall the committee discussion having the same tenor as the letter. There were differing views on parking charges, but he wouldn't call it "strong concerns." He has determined that Loudoun County did assume parking charges on weekends as part of its financial models, as well as the impact on the county's relationships with private developers. County staff is concerned about consistency with WMATA parking policies and what is happening in the private sector. There is also a concern about potential impacts to airport parking if airport users park at Metro stations near Dulles Airport instead of at the airport. He stated that Loudoun County can continue to support charging for parking on the weekends understanding that it could impact ridership. Chairman Smedberg agreed there was a general expression of support in continuing the pilot program.

In response to a question from Mr. Skiles regarding underutilized parking facilities, Mr. Dorsey stated that NVTC's monthly WMATA Report includes parking utilization information.

Report from the Virginia WMATA Board Members. Mr. Corcoran stated the WMATA Board has not formally met since July. Next week's board meeting will operate under the new board structure. There are now just two major committees besides the Executive Committee. He serves as the chairman of the Finance and Capital Committee and Mr. Dorsey is a member of the Safety and Operations Committee.

Mr. Corcoran announced WMATA has issued a RFP for the design and manufacture of 8000 series railcars. Railcar orders won't be placed until the end of 2019. WMATA will continue to replace 2000 and 3000 series railcars with arriving 7000 series railcars and the future 8000 series.

In response to several questions, Mr. Dorsey provided more information about the Board of Arbitration decision on the labor agreement impasse between ATU Local 689, WMATA's largest union, and WMATA. The award raises wages for represented

employees by an annual average of 1.6 percent over four years, increasing operating expenses by \$82 million. It is retroactive to FY2017. The first-year (FY2017) wage increase is zero percent, one percent for FY2018, 2.5 percent for FY2019, and an average 2.3 percent for FY2020. The award also increases employee healthcare coverage contributions, for which WMATA expects to save \$21 million. There were no changes to the current pension structure, but he stated that hopefully the pension issues can be revisited sooner than later. WMATA also reached a labor agreement with its second largest union that provides modest wage increases in exchange for greater employee contributions to healthcare.

Mr. Corcoran asked Ms. Mitchell to speak to the Metro Safety Commission (MSC). Ms. Mitchell reported that today the Federal Transit Administration (FTA) issued a press release that describes the process that will take place for FTA to review the MSC certification documentation and begin the transition process for safety oversight from FTA to the MSC. Ms. Mitchell stated the MSC is scheduled to meet on September 10th and expected to authorize the executive director to submit final documentation required for certification. She assured Commissioners that the press release is good news and part of the transition process. She is confident that the MSC will meet the April 2019 deadline. In response to a question from Chairman Smedberg, Mr. Dorsey stated that the MSC is expected to meet with the WMATA Board later in September.

Mr. Vargas asked if there are other significant WMATA capital projects in the out years. Mr. Corcoran stated that over the next few years there will be major station improvements across the system, major work needed on the Red Line as Mr. Evans described, procurement of railcars, and ongoing other capital projects. In response to another question from Mr. Vargas, Mr. Corcoran explained the proposed Purple Line is not a WMATA project.

Ms. Garvey asked about the status of the concrete issue on the Silver Line Phase 2 project. Mr. Corcoran explained that it is a Metropolitan Washington Airports Authority (MWAA) issue, since they are building the Silver Line. However, WMATA engineers are working closely with MWAA. Mr. Dorsey stated WMATA is looking for surety bonds or some other type of instrument so that if issues manifest once WMATA takes over, it won't be a financial burden to WMATA.

Mr. Letourneau asked if WMATA can collectively bargain the pension issue. Mr. Dorsey explained that this was WMATA's proposal allowing the pension to continue for current employees but to enroll future employees into 401k accounts. The Board of Arbitration would not address the pension issue, so it remains unchanged.

Mr. Snyder suggested WMATA look at private sector funding options. He also asked the status of eight car trains versus six car trains and observed that WMATA will lose riders if six car trains continue to be overcrowded. Mr. Dorsey stated the current WMATA acquisition of 7000 series railcars will effectively allow the system to have the ability to run all eight car trains, if demand is there.

Proposed Changes to NVTC By-Laws

Ms. Mattice stated the proposed changes to the NVTC By-Laws reflect 2018 General Assembly action and the discussion and actions taken at the June 22nd Strategic Retreat. The following recommended changes are the result of discussions by the Executive Committee, with the assistance of staff and counsel:

- Revise language in Section 2.C. regarding NVTC's four members representing the House of Delegates to align with the General Assembly budget amendment passed during the 2018 Session which amended Virginia Code Section §33.2-1904 to allow the Speaker of the House to appoint non-House members to NVTC.
- Revise language in Section 5.B(1) regarding NVTC Officers, adding "The chairman shall not also be an appointee to the WMATA Board of Directors as a principal member."
- Add new and revised language in Section 10 regarding NVTC's Committees to:
 - Articulate general provisions for all committees;
 - Revise the membership and provide technical clarification to the charge of the Executive Committee; and
 - Establish standing committees for WMATA, Legislative and Policy, and Program Advisory, with language on membership, charge and structure for each committee.
- General technical and conforming edits.

Ms. Mattice reported that the Executive Committee met prior to this meeting and has provided several more edits to the proposed draft version. She reviewed these changes with the Commission:

1. Page 3, Section 2.C. to read "The General Assembly of Virginia is represented by two senators, appointed by the Senate Committee on Rules, and four delegates or as otherwise designated by the Speaker of the House of Delegates."
2. Page 6, Section 10.B.1. and Page 8, Section 10.D.1. "non-voting" replaces "ex-officio".
3. Page 7, Section 10.B.3.f. delete proposed change and return to original by-law text.
4. Page 7, Section 10.B.3.h. redline "or establish the" to reflect words not original text and are included in proposed change.
5. Page 8, Section 10.C.2.c. delete proposed "interests and" so sentence reads "Ensure that member jurisdictions' issues are elevated to WMATA when appropriate."

6. Page 8, Section 10.C.3. delete proposed “monthly and at such additional times as may be...to coordinate” and add “as” and “to align” for sentence to read “Meetings: The WMATA committee shall meet as necessary to align with activities of and decisions coming before the WMATA Board of Directors.”
7. Page 8, Section 10.D.2.c. delete proposed “legislative staff and members at the” and replace with “appropriate” and delete proposed “level both during and outside of session” and replace with “entities as needed” for sentence to read “Meet with appropriate state and federal entities, as needed.”

Senator Wexton asked if some of the by-law changes are to memorialize practices and not the result of legislative changes. Ms. Mattice replied that some changes are the result of discussions at the Strategic Retreat about sharing leadership roles within the Commission and not having one person serve multiple leadership roles, as well as having geographical representation on committees.

Mr. Snyder suggested adding the following wording to Section 10.A.3 “All NVTC members may attend any and all committee meetings.” Ms. Cristol observed that language is already included in Section 10.A.4.

There were no objections to these changes. In response to a question from Ms. Bulova, Ms. Mattice stated the Commission will be asked to vote on the proposed by-law changes at the October Commission meeting.

Commonwealth Transportation Board Testimony

Ms. Mattice stated that the Commonwealth Transportation Board (CTB) will meet September 17-18, 2018 and will consider a prioritization process for allocating funds for state transit capital projects. The new approach was mandated by the omnibus transit funding bill (HB1539/SB856). A 45-day public comment period on DRPT’s proposed process begins on September 10th. She explained that DRPT’s proposed process, while reasonable given the legislative requirement, will create fiscal uncertainty for the Virginia Railway Express and Northern Virginia’s six local bus systems.

Ms. Mattice stated that NVTC’s testimony speaks to the Northern Virginia’s transit agencies’ need for predictable funding so that they can replace old buses, upgrade dated technology, and maintain a reliable fleet; notes that the proposed prioritization process is a significant break from the predictable flow of funding that transit agencies rely on to invest wisely; calls attention to the fact that transit agencies will be at a disadvantage to Virginia’s district highway offices, which have predictable funding for their road maintenance and state of good repair activities; and suggests that the most appropriate application of a prioritization process would be for major expansion projects.

In response to several questions from Senator Wexton, Ms. Mattice explained that the proposal calls for 80 percent of funding to be allocated to state of good repair projects with the remaining 20 percent for major enhancement projects. The prioritization process will be evaluated based on asset age and condition, as well as service impact. Ms.

Mitchell explained that the legislation requires a prioritization process be developed. DRPT's proposed process will provide predictability and ensure projects are funded at a level sufficient for them to move forward and be completed.

Ms. Bulova moved, with a second by Ms. Cristol, to authorize the executive director to present NVTC's testimony to the Commonwealth Transportation Board. The vote in favor was cast by Commissioners Bulova, Corcoran, Cristol, Dorsey, Ebbin, Foust, Garvey, Letourneau, Lovain, McKay, Meyer, Skiles, Smedberg, Snyder and Vargas. Senator Wexton abstained.

Office Lease Amendment

Chairman Smedberg stated that the Commission is being asked to approve Resolution #2366, which would authorize the executive director to sign a second amendment to NVTC's office lease for an additional 2,387 feet to accommodate current and anticipated staff needs. Ms. Mattice explained that since the Commission approved an amended lease in March 2018 for a larger space on the second floor of the Navy League Building, NVTC was given additional responsibilities as a result of HB1539/SB856 as well as the Commonwealth directing NVTC to establish a transit demand management/outreach program for the I-66 Commuter Choice program.

Ms. Mattice explained that staff explored ways to modify the current second-floor space plan to accommodate NVTC's additional staff and storage needs but determined it would not provide adequate space resulting in NVTC needing to lease satellite space to accommodate staff and storage needs in the near future. There will be no financial impact of this amendment on NVTC's General and Administrative budget until March 2020, since provision of the lease give NVTC a full year of free rent for the first year. After March 2020, the net annual impact of this amendment on NVTC's General and Administrative budget will be approximately \$82,000 plus 2.5 percent/year base rent escalation. This increase equates to 2.6 percent of NVTC's FY2019 approved G&A budget.

Mr. Letourneau asked if staff is confident that the amount of space will be sufficient for the term of the lease. Ms. Mattice replied yes since there is some surplus space that will allow for growth.

Mr. McKay moved, with a second by Mr. Corcoran, to approve Resolution #2366 (copy attached). The vote in favor was cast by Commissioners Bulova, Corcoran, Cristol, Dorsey, Ebbin, Foust, Garvey, Letourneau, Lovain, McKay, Meyer, Skiles, Smedberg, Snyder, Vargas and Wexton.

I-66 Commuter Choice Update

Patricia Happ, program manager, updated the Commission on the latest developments of the I-66 Commuter Choice program, in anticipation of several upcoming actions items at the October meeting, when the Commission will be asked to authorize the executive director to submit the NVTC I-66 Commuter Choice Program FY2018 Annual Report to the Commonwealth Transportation Board (CTB); presented with the results of the re-

examination of the I-66 Commuter Choice program prioritization and evaluation criteria; and asked to authorize the issuance of this year's I-66 Commuter Choice program Call for Projects.

Ms. Happ stated that the I-66 Commuter Choice Commissioner Working Group met prior to this meeting to provide feedback to staff on the prioritization process and evaluation criteria.

Northern Virginia Transit Response Coordination Program Update

Ms. Mattice introduced NVTC's new Program Analyst, Matt Cheng, who is managing the Northern Virginia Transit Response Coordination program. Mr. Cheng served as a transit fellow before becoming a permanent staff member.

Mr. Cheng provided a brief update on NVTC's Northern Virginia Transit Response Coordination program (formerly known as the Emergency Preparedness program). He explained that this program originated in 2003, when NVTC saw the need for a regional effort to bring together local transit operators, emergency personnel and other government agencies to coordinate emergency response for incidents at Metrorail stations. During 2003-2007, NVTC convened regular working group meetings, comprised of first responders and transit operators to help develop the first set of regional emergency coordination plans. In the years following, each agency updated their own set of emergency transit plans. WMATA, with assistance from NVTC jurisdictional staff, developed its Emergency Response Evacuation Plans (EREPs), which are detailed evacuation protocols for each Metrorail Station in the system.

Mr. Cheng explained that WMATA's EREPs and many prior NVTC emergency preparedness efforts were only focused on how to actually evacuate people from the station and did not possess enough detail about coordinating alternate transit service for riders between/away from stations once they were evacuated in the event of an emergency or station bypass. In 2015, NVTC's own Emergency Preparedness program was reconfigured to address this problem, to develop regional surface transit plans to complement the station evacuation protocols (EREPs) that were already in place. Since then, NVTC has been convening regular meetings of a regional transit coordination group to develop clear and consistent plans for bus bridge operation and alternate transit service between Metrorail stations in the event of service disruptions. At this same time, NVTC led another coordinating effort for the SafeTrack surges in which NVTC brought some of the same stakeholders from the Emergency Preparedness Group and the same regional transit operators together to plan mitigation efforts.

Mr. Cheng stated that NVTC staff saw tremendous value in bringing the right expertise to the table and these regular meetings helped set the early precedent and structure for regional cooperation for events like SafeTrack surges. The scope of the program was changed to better address the current service conditions and needs of local transit operators. Instead of planning only for emergency situations, where there is a physical incident, NVTC also served as a resource for facilitating planning sessions on scheduled service disruptions and major Metrorail capital work.

Mr. Cheng reported that over the past couple of months NVTC staff have been updating the original Northern Virginia Bus Bridge plans with WMATA and local transit agencies as well as updating efforts to coordinate operator response for future service disruptions. Staff have taken WMATA's proprietary turn by turn directions for its bus bridge operations, analyzed and translated them into map form and also discussed the operating logistics with local agencies to create a standardized framework for responding to disruptions at Metrorail stations, whether those disruptions be planned capital work or unplanned emergencies.

Mr. Cheng reported that NVTC has just about completed all the station bus bridge plans for Arlington Metrorail stations and will soon be moving on to finalizing Fairfax County and the City of Alexandria stations. NVTC has been preparing for services changes in the upcoming year by holding coordination calls with local jurisdictions and stakeholders to plan for upcoming service disruptions, this includes planning for the summer 2019 Yellow and Blue Line work, Metrorail capital work in the fall and spring, as well as the 2020 Silver Line Phase 2 opening.

In response to a question from Mr. Vargas, Mr. Cheng responded that each jurisdiction conducts its own table top exercises and WMATA conducts one every quarter. NVTC staff participates and makes sure all systems are on the same page. Ms. Mattice stated that because of all the work that has been done, it has been an easy pivot to begin to plan for next year's Metrorail service disruptions.

FY2018 4th Quarter Ridership Report

Mr. Daito reported that the FY2018 4th Quarter Ridership Report shows that ridership among Northern Virginia transit agencies increased one percent in the 4th quarter of FY2018 when compared to the same time period in FY2017. Ridership of Metrorail, VRE, and DASH increased by four percent, one percent, and two percent, respectively, while other systems experienced ridership decreases.

Department of Rail and Public Transportation

Ms. Mitchell referred Commissioners to her written report, which covers recent DRPT activities.

Virginia Railway Express

Chairman Smedberg stated there are no VRE actions items this month. He asked Mr. Allen to give his CEO Report.

Mr. Allen reported that VRE continues to be on schedule to meet the December 31, 2018 Positive Train Control (PTC) deadline. VRE is currently scheduling interoperability testing with the host railroads through November. VRE will submit paperwork to the Federal Railroad Administration for an extension just in case it is needed.

Mr. Allen reported on-time performance (OTP) was down to 77 percent for the month of July, primarily due to weather issues of flooding and high winds. VRE's L'Enfant Mid-Day Storage project has been completed, so VRE no longer needs to dead-head trains to Manassas during the day. He also noted that VRE submitted a BUILD grant application for final design of the L'Enfant Station improvements. If awarded, VRE will consider using Commuter Rail Operating and Capital (CROC) funds for the \$3 million required match.

Mr. Allen reported that VRE conducted its annual customer service survey back in May 2018 and the results of the survey are very positive. VRE achieved all-time high satisfaction ratings in several categories, including Responsiveness of VRE staff (94 percent), Overall Service Quality (93 percent), and Overall Crew Performance (95 percent).

Mr. Allen reported that the VRE Operations Board endorsed the site located north of the Broad Run Station and Norfolk Southern (NS) tracks as the preferred location for expanded station parking. Adding the north site location will provide access to the station from both sides of the tracks, as well as an alternate to the Piper Lane entrance.

In response to a question from Mr. Skiles, Mr. Allen stated that one of the biggest challenges facing the region is next year's anticipated shutdown of Metrorail service. VRE continues to look for options to provide more service during the service disruptions. VRE is continuing to coordinate with the host railroads. Ms. Cristol noted VRE retained riders during the past SafeTrack surges.

Executive Director Report

Ms. Mattice reported that it was a busy summer for staff as they worked on follow-ups from the Strategic Retreat. There were also important meetings, including the I-66 Commuter Choice Staff Working Group, the first Interim WMATA Committee meeting, and an Executive Committee meeting to review changes to NVTC By-Laws. She also met with multiple transportation directors of the jurisdictions to discuss transit issues of importance to those jurisdictions.

Ms. Mattice stated that the summer was also a busy time recruiting for new staff positions. Ms. Mattice announced that Allan Fye has accepted the position of director of programs and policy. Mr. Fye comes from the City of Alexandria where he served as the division chief of transit services. He will start September 17th. As was previously announced, Matt Cheng has also joined the staff as a program analyst. She introduced a new transit fellow, Joey de St. Aubin, who is a recent graduate of Georgia State University and will be supporting NVTC's communications activities.

Ms. Mattice reviewed several upcoming events. The Transit Service Delivery Advisory Committee (TSDAC) meets on September 7th. The next phase of TSDAC deliberation will focus on the allocation of state operating funds for transit. She will continue to work closely with jurisdictional staff to make sure all questions and concerns are addressed with this next round of deliberations. DRPT will present a recommended approach for state operating funds to the CTB by the end of this calendar year.

Ms. Mattice stated she has been asked to join the Strategy Advisory Panel (SAP) for the Bus Transformation Project, a regional effort to develop a unified vision, strategies, and an action plan to update the Washington region's business model for running a sustainable bus system. Dan Goldfarb is a member of the technical team. The first SAP meeting will occur at the Project Kickoff Summit on September 12, 2018.

Ms. Mattice announced the Joint NVTC-PRTC Legislative Briefing will be held on Monday, December 10th at the Embassy Suites in Springfield (new location).

In response to a question from Mr. Snyder, Ms. Mattice stated the Commission will be briefed later in the fall on NVTC's Transit Boardings Estimation and Simulation Tool (TBEST), which is part of NVTC's Regional Bus Agenda, and the Envision Route 7 Conceptual Engineering project.

Chairman Smedberg announced the Commission will have a closed session at the October meeting to discuss the VRE CEO's performance evaluation. Ms. Mattice's performance review will be discussed in closed session at the November meeting. Chairman Smedberg will be sending out executive director evaluation materials to Commissioners.

Adjournment

Without objection, Chairman Smedberg adjourned the meeting at 9:09 P.M.

Approved this 4th day of October 2018.

Paul C. Smedberg
Chairman

Katie Cristol
Secretary-Treasurer

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RESOLUTION #2365

SUBJECT: NVTC Support of CTB Policy and Guidelines for Implementation of Governance and Funding Reforms for the Washington Metropolitan Area Transit Authority (WMATA)

WHEREAS: The Commonwealth Transportation Board (CTB), the Northern Virginia Transportation Commission (NVTC), and the jurisdictions that comprise NVTC who provide local funding and receive transit service from the Washington Metropolitan Area Transit Authority (WMATA) are mutually interested in the success of the WMATA;

WHEREAS: WMATA was established pursuant to an interstate compact between Virginia, Maryland, and the District of Columbia to operate a regional mass transit system in the Washington, D.C. metropolitan area;

WHEREAS: NVTC was founded in part to represent the interests of the Commonwealth during the establishment of WMATA;

WHEREAS: NVTC's member jurisdictions – the cities of Alexandria, Falls Church, and Fairfax and the counties of Arlington and Fairfax – are the Compact funding partners, with Loudoun County becoming a funding partner in advance of the Silver Line Phase 2 becoming operational;

WHEREAS: Section 33.2-1936 of the *Code of Virginia* establishes that the Northern Virginia Transportation District has unique needs and that the operation of the rapid heavy rail mass transportation system and the bus mass transportation system by WMATA provides particular and substantial benefit to the persons living, traveling, commuting, and working in the localities embraced by NVTC;

WHEREAS: Section 33.2-3401 of the *Code of Virginia*, pursuant to Chapter 854 of the 2018 Virginia Acts of Assembly, establishes a WMATA Capital Fund to provide Virginia's agreed upon share of regional dedicated capital funding to WMATA;

WHEREAS: Section 33.2-1526.1 of the *Code of Virginia*, pursuant to Chapter 854 of the 2018 Virginia Acts of Assembly, restructures the Commonwealth Mass Transit Fund so that 53.5 percent of the funds shall be allocated to NVTC for distribution to WMATA on behalf of its local jurisdictions for capital purposes and operating assistance ("Commonwealth Mass Transit Fund WMATA Allocation"), as determined by the Commission;

WHEREAS: The enactment clauses of Chapter 854 of the 2018 Virginia Acts of Assembly requires the Commonwealth Transportation Board to withhold funding available to WMATA pursuant to Section 33.2-1526.1(C)(3) of the *Code of Virginia* Allocation under the following conditions:

- i. The seventh enactment requires the CTB shall withhold 20 percent of the funds available if (i) any alternate directors participate or take action at an official WMATA Board meeting or committee meeting as Board directors for a WMATA compact member when both directors appointed by that same WMATA Compact member are present at the WMATA Board meeting or committee meeting or (ii) the WMATA

RESOLUTION #2365 cont'd

Board of Directors has not adopted bylaws that would prohibit such participation by alternate directors.

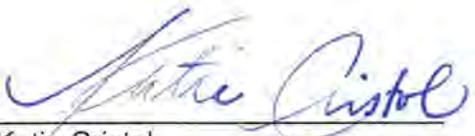
- ii. The eighth enactment requires that, beginning July 1, 2019, the CTB shall withhold 20 percent of the funds available each year unless (i) WMATA has adopted a detailed capital improvement program covering the current fiscal year and, at a minimum, the next five fiscal years, and at least one public hearing on such capital improvement program has been held in a locality embraced by the NVTC, and (ii) WMATA has adopted or updated a strategic plan within the preceding 36 months, and at least one public hearing on such plan or updated plan has been held in a locality embraced by the NVTC. The first strategic plan adopted to comply with such requirements shall include a plan to align services with demand and to satisfy the other recommendations included in the report submitted pursuant to Item 436 R of Chapter 836 of the Acts of Assembly of 2017.
- iii. The first enactment requires that, in any year that the total Virginia operating assistance in the approved WMATA budget increases by more than three percent from the total operating assistance in the prior year's approved WMATA budget, the Board shall withhold an amount equal to 35 percent of the funds available. The following items shall not be included in the calculation of any WMATA budget increase: (i) any service, equipment, or facility that is required by any applicable law, rule, or regulation; (ii) any capital project approved by the WMATA Board before or after the effective date of this provision; and (iii) any payments or obligations of any kind arising from or related to legal disputes or proceedings between or among WMATA and any other person or entity.

WHEREAS: The Department of Rail and Public Transportation actively engaged NVTC, its staff and its jurisdictions in the development of the proposed policy; and

WHEREAS: It is in the best interest of the CTB, NVTC, and the jurisdictions that are WMATA Compact funding partners to ensure that WMATA receives the full allocation of funding from the Commonwealth Mass Transit Fund that is distributed by the NVTC on behalf of its jurisdictions.

NOW, THEREFORE, BE IT RESOLVED that the Northern Virginia Transportation Commission hereby supports the attached policy and guidelines proposed for approval by CTB at its September 2018 meeting to guide in future CTB decisions related to the Governance and Funding Reforms for the Washington Metropolitan Area Transit Authority enacted by the General Assembly of Virginia in 2018.

Approved this 6th day of September 2018.



Katie Cristol
Secretary-Treasurer



Paul C. Smedberg
Chairman

Excerpt from the Commonwealth Transportation Board's Resolution: Approval of Policy and Guidelines for Implementation of Governance and Funding Reforms for the Washington Metropolitan Area Transit Authority (WMATA)

Participation by Alternate Directors of the WMATA Board (Enactment Clause 7 of Chapter 854 of the 2018 Virginia Acts of Assembly)

1. The CTB shall withhold funding if the WMATA Board of Directors has not adopted bylaws that prohibit the participation of alternate directors specified in clause (ii) of Enactment Clause 7.
2. When determining whether to withhold funding in response to an action taken by an alternate director that is prohibited by clause (i) of Enactment Clause 7, the CTB shall consider the following as prohibited activities by alternate directors at an official WMATA Board or committee meeting (unless the alternate director is acting in the absence of a Board director who serves on the committee): (i) participating in the discussion among Board directors; (ii) making or seconding a motion; (iii) voting on motions, resolutions or other Board actions; (iv) being counted toward the required quorum; (v) attendance or participation in any Executive Session of the WMATA Board or its committees; (vi) any action in violation of WMATA Bylaws in regards to the activities of alternate directors. Attendance by alternate directors at official WMATA Board or committee meetings, excluding Executive Sessions, shall not be a basis for withholding funding, nor shall the provision of information or reports to directors at a WMATA committee meeting in response to a request to do so by the director chairing the committee meeting.
3. WMATA shall provide a written notification to the CTB by July 1 of each year that it has adopted bylaws that prohibit the participation of alternate directors specified in clause (ii) of Enactment Clause 7 and that no violations of the bylaws by alternate directors have occurred during the previous year.
4. WMATA shall immediately notify the CTB in writing if a violation of its bylaws by an alternate director or some other action prohibited by this CTB policy occurs.

Adoption of a Detailed Capital Improvement Program (Enactment Clause 8(i) of Chapter 854 of the 2018 Virginia Acts of Assembly)

1. The CTB shall withhold funding if:
 - a. Beginning July 1, 2019, WMATA has not annually adopted or updated by July 1 of each year a detailed capital improvement program covering the current fiscal year and the next five fiscal years, including projections of funding sources and uses for the six-year period.
 - b. Beginning July 1, 2019, WMATA has not annually held by July 1 of each year at least one public hearing on such capital improvement program held in a locality embraced by the NVTC.

2. WMATA shall provide a written notification to the CTB by July 1 of each year that it has:
(i) adopted a capital improvement program that complies with the above requirements;
and (ii) held a public hearing on the capital improvement program in a locality embraced by the NVTC.

Adoption or Update of a Strategic Plan (Enactment Clause 8(ii) of Chapter 854 of the 2018 Virginia Acts of Assembly)

1. The CTB shall withhold funding if:
 - a. Beginning July 1, 2019, the WMATA Board has not adopted or updated a strategic plan within the preceding 36 months. After submission of the first strategic plan, WMATA must submit updated plans every 3 years thereafter.
 - b. Beginning July 1, 2019, WMATA has not held at least one public hearing on such strategic plan held in a locality embraced by the NVTC.
2. The first strategic plan adopted to comply with such requirements shall include a plan to align services with demand and to satisfy the other recommendations included in the report submitted pursuant to Item 436 R of Chapter 836 of the Acts of Assembly of 2017.
3. WMATA shall provide a written notification to the CTB by July 1 of the year of any strategic plan update that it has: (i) adopted or updated a strategic plan that complies with the above requirements; and (ii) held a public hearing on the strategic plan or strategic plan update in a locality embraced by the NVTC.

3% Cap on Growth in Total Virginia Operating Assistance (Enactment Clause 1 of Chapter 854 of the 2018 Virginia Acts of Assembly)

1. The CTB shall withhold funding if:
 - a. The total operating subsidy for Virginia in the current year approved WMATA budget increases (effective July 1) by more than 3 percent over the prior year approved WMATA budget (as of June 30).
2. The following items shall not be included in the calculation of any WMATA budget increase:
 - a. Any service, equipment, or facility that is required by any applicable law, rule, or regulation.
 - i. Includes, but is not limited to, compliance with any safety directives to WMATA issued by the Metrorail Safety Commission (MSC), the Federal Transit Administration (FTA), the National Transportation Safety Board (NTSB) or any other relevant safety oversight agency; actions taken to

comply with the Americans with Disabilities Act (ADA); and actions taken to comply with Title VI requirements.

- b. Any major capital project approved by the WMATA Board before or after the effective date of this provision.
 - i. Includes operating subsidy increases related to major capital projects that improve WMATA's state of good repair, support a major system expansion project (such as the planned Potomac Yard Metrorail Station in Alexandria and the Silver Line Metrorail Phase 2 project in Fairfax and Loudoun Counties), and respond to service disruptions caused by implementation of approved capital projects to address state of good repair needs or from emergency system shutdowns.
 - c. Any payments or obligations of any kind arising from or related to legal disputes or proceedings between or among WMATA and any other person or entity.
 - d. Operating subsidies for specific WMATA transit services that are funded in whole by one or more WMATA member jurisdictions and/or from other non-WMATA funding sources.
 - e. Regularly-scheduled adjustments of the inputs to the regional subsidy allocation formulas by WMATA.
3. WMATA shall provide a written notification to the CTB no later than July 1 of each year of the annual growth in total Virginia operating assistance, including a detailed description of the costs contributing to the increased operating subsidy and a year over year comparison of such costs. WMATA shall also provide a detailed description and justification of costs considered exempt from the calculation of the annual growth rate in operating subsidy. The written notification shall include sufficient documentation to allow the CTB to perform its own verification of the annual growth rate and amount of total Virginia operating assistance.
4. By July 1 of each year, WMATA shall notify the CTB if it is scheduled or plans to adjust the regional subsidy allocation formulas in the budget to be proposed for the next fiscal year.

Resolution of Withholding of Funds

1. The CTB will release any withheld funding upon approval or implementation of an approved mitigation action.
 - a. The CTB will determine what constitutes an approved mitigation action, except that approval by the WMATA Board of a budget amendment reducing the amount of annual operating assistance required by Virginia to no more than 3 percent greater than the prior year shall be considered an approved mitigation action for a violation of the restriction related to the 3% cap on growth in Virginia operating assistance.

2. The CTB shall retain as a penalty any funding withheld during a fiscal year in response to a violation for which there is no mitigation.

Additional Considerations

1. The CTB, the Virginia Department of Rail and Public Transportation (DRPT), WMATA, the NVTC, and NVTC's member jurisdictions shall proactively collaborate to avoid activities that would require the CTB to withhold funding.
2. WMATA shall submit the documents required to demonstrate compliance to DRPT by the deadlines specified. DRPT will analyze the information received from WMATA and present to the CTB, in September of each year (beginning in 2019), a recommendation on enforcement actions, if any, that are required to be taken by this policy.
3. DRPT will provide regular reports to the CTB on observations related to compliance with this policy throughout the year.
4. After November 1 of each year, the NVTC shall present to the CTB the findings included in its report on the performance and condition of WMATA required under Section 33.2-3403 of the *Code of Virginia*.
5. The CTB reserves the right to approve exceptions to this policy at any time in response to special or extraordinary circumstances.
6. Given that the condition of the WMATA system may change over time, the CTB will consider revisions and/or updates to these guidelines every two years.



RESOLUTION #2366

SUBJECT: Authorize the Executive Director to Amend NVTC's Office Lease

WHEREAS: The Northern Virginia Transportation Commission resolved to amend the current office lease at the Navy League Building, 2300 Wilson Blvd., Suite 620 in Arlington on March 1, 2018 for a larger suite to accommodate its present needs;

WHEREAS: Due to recent developments, including the enactment of HB1539/SB856 (2018), the addition of a I-66 Commuter Choice TDM/Outreach program directed by the Commonwealth, and desired staffing levels as discussed at the June 2018 Strategic Retreat, NVTC's office space requirements have increased;

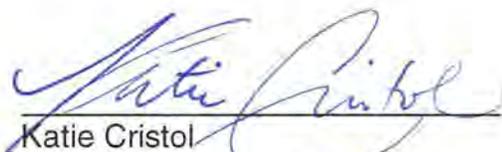
WHEREAS: NVTC is in a unique position where the new office suite under the first lease amendment is adjacent to vacant space, and the building management is willing to lease a portion of this space to NVTC;

WHEREAS: The additional space will accommodate NVTC's current and future needs; and

WHEREAS: The second lease amendment provides an additional 2,387 square feet under the same terms as the first amendment, with a provision for the additional space rent free for the first year, and six months of escalated rent abated over the next six years.

NOW, THEREFORE BE IT RESOLVED that the Northern Virginia Transportation Commission authorizes its executive director to execute the second lease amendment, subject to final review by legal counsel, and such further non-substantive modifications as may be approved by the executive director in consultation with legal counsel, with an effective date of March 1, 2019, for an 8,302 square foot suite at the present location, for a period equal to that of the first lease amendment.

Approved this 6th day of September 2018.


Katie Cristol
Secretary-Treasurer


Paul C. Smedberg
Chairman

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TO: Chairman Smedberg and NVTC Commissioners
FROM: Kate Mattice and Scott Kalkwarf
DATE: September 27, 2018
SUBJECT: Consent Agenda

ACTION ITEM: Approve the Consent Agenda

A. Authorize the Notice of Direct Contributions to Jurisdictions

The Commission is asked to authorize staff to provide notice of the FY2020 direct contributions to NVTC’s member jurisdictions for planning purposes. Each fall, NVTC staff proposes a preliminary General and Administrative (G&A) budget for the next fiscal year to be used by its member jurisdictions in planning their own budgets. The NVTC jurisdiction funding is provided to NVTC through direct payments from the member jurisdictions, as well as an amount taken off the top of state aid received by NVTC on behalf of its member jurisdictions. While the direct contributions are fixed in total, each jurisdiction is assigned a share based on its percentage of revenue received through NVTC during the previous year.

NORTHERN VIRGINIA TRANSPORTATION COMMISSION PRELIMINARY FY2019 DIRECT G&A JURISDICTION CONTRIBUTIONS				
	FY2018 Actual	Approved Budget FY2019	Preliminary Budget FY2020	FY2020-2019 Budget Increase (Decrease)
City of Alexandria	\$ 38,378	\$ 39,689	\$ 39,016	\$ (673)
Arlington County	55,451	57,815	61,616	3,801
City of Fairfax	4,841	4,660	4,966	306
Fairfax County	173,721	169,598	164,451	(5,147)
City of Falls Church	2,270	2,325	2,291	(34)
Loudoun County	9,586	10,160	11,907	1,747
TOTAL	\$ 284,247	\$ 284,247	\$ 284,247	\$ -

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TO: Chairman Smedberg and NVTC Commissioners

FROM: Kate Mattice and Andrew D’huyvetter

DATE: September 27, 2018

SUBJECT: Washington Metropolitan Area Transit Authority (WMATA)

At the October meeting the Commission will receive reports from the newly created Interim WMATA Committee and the Virginia WMATA Board members. The Interim WMATA Committee will introduce two requested action items: 1) authorization for the executive director to send the 2018 Report on the Performance and Condition of WMATA to the Governor and General Assembly and to send an Addendum in December 2018; and 2) authorization to send a letter to WMATA on parking pilots and other parking programs subject to additional review and refinement by the Interim WMATA Committee.

A. Report from the Interim WMATA Committee

Chairman Smedberg will brief the Commission on the proceedings of the second meeting of NVTC’s Interim WMATA Committee held on September 19, 2018 and present two action items for Commission consideration.

Following NVTC’s Strategic Retreat in June 2018, the Commission created the Interim WMATA Committee to allow the Commission to be immediately focused on responding to NVTC’s new WMATA oversight and reporting responsibilities as required under the [HB1539/SB856 \(2018\) \(Virginia Code §33.2-3402 §33.2-3403\)](#). The Commission will consider updates to its by-laws creating a permanent WMATA Committee in Agenda Item #6.

[HB1539/SB856 \(2018\)](#) made several changes to the statute to increase NVTC’s ability to seek increased accountability from WMATA in its financial and operational performance. In addition to NVTC’s responsibility for allocating funds from the Commonwealth Mass Transit Fund to WMATA (§33.2-1526.1), the legislation requires NVTC to certify the receipt of key WMATA financial and performance reports (§33.2-3402) and requires NVTC to report to the General Assembly and Governor by November 1st of each year on the financial and operational performance of WMATA (§33.2-3403).

The Interim WMATA Committee will serve as a venue for discussions of WMATA issues directly affecting the NVTC region including but not limited to WMATA budget decisions that affect jurisdictional subsidies, service changes that affect Virginia riders, and actions that affect Northern Virginia transit providers. The committee will provide NVTC-wide regional guidance to the Virginia appointees to the WMATA Board of Directors and a framework for sharing institutional knowledge. It will also serve as a forum to discuss member jurisdictional

interests and issues regarding WMATA. Finally, the committee will discuss and recommend to the Commission NVTC-wide regional positions on WMATA issues through consensus-based deliberations and provide leadership and support to NVTC staff in the development of WMATA related oversight objectives, policies, procedures, and agreements, including but not limited to NVTC's annual report to the General Assembly and Governor on the financial and operational performance of WMATA (§33.2-3403).

NVTC held an Interim WMATA Committee meeting on September 19th at 8:30 A.M. The [meeting agenda](#) included the following items:

1. Approval of the August 2, 2018 Interim WMATA Committee Meeting Summary
2. 2018 NVTC Report on the Performance and Condition of WMATA
3. Upcoming WMATA Committee and Board of Directors Items
 - a. September 2018 WMATA Board and Committee Agenda Items
 - b. WMATA Parking Pilots and Additional Parking Revenue
 - c. Public Comment Period on WMATA's Proposal to Eliminate the Use of Cash on Limited-Stop Metrobus Routes
 - d. Other Anticipated Items
4. Future NVTC WMATA Committee Schedule
5. Other Items of Jurisdictional Importance

NVTC intends to hold monthly meetings of the Interim WMATA Committee on the third Wednesday of the month at NVTC's offices. The next meeting of the Interim WMATA Committee is October 17th at 8:30 A.M. In order to align itself with the WMATA Board schedule which shifts meetings earlier in November due to the holidays, the Committee has rescheduled its November meeting to November 8th at 8:30 A.M.

- *2018 NVTC Report on the Performance and Condition of WMATA*

ACTION ITEM: Authorize the Executive Director to Send the 2018 Report on the Performance and Condition of WMATA to the Governor and the General Assembly and to Send an Addendum in December 2018

The Commission will be asked to authorize the executive director to send the [inaugural NVTC Report on the Performance and Condition of WMATA](#) to the Governor and the General Assembly in advance of the November 1, 2018 legislative deadline and authorize release of an addendum in December 2018. The report is part of NVTC's new responsibilities as part of the passage of [HB1539/SB856 \(2018\)](#). As directed in §33.2-3403, the report covers the following:

1. The safety and reliability of the rapid heavy rail mass transportation system and bus network.
2. The financial performance of WMATA related to the operations of the rapid heavy rail mass transportation system, including farebox recovery, service per rider, and cost per service hour.
3. The financial performance of WMATA related to the operations of the bus mass transportation system, including farebox recovery, service per rider, and cost per service hour.

4. Potential strategies to reduce the growth in such costs and to improve the efficiency of WMATA operations.
5. Use of the funds provided from the WMATA Capital Fund to improve the safety and condition of the rapid heavy rail mass transportation system.
6. Ridership of the rapid heavy rail mass transportation system and the bus mass transportation system.

On or around November 15th, more recent data on financial performance will be published. As such, staff recommend that under this action the Commission also approve the submission of an addendum with relevant updated data to the Governor and General Assembly in December 2018.

The report uses operational and financial performance data as reported to the [Federal Transit Administration's National Transit Database](#) and from [WMATA's Metro Performance Reports](#). The National Transit Database is a congressionally-mandated reporting system that has rigorous reporting standards and requires multi-step validation prior to its publication. WMATA's Metro Performance Reports are produced quarterly and are used by the organization to measure WMATA's progress in meeting its strategic goals.

This report also includes strategies that, if implemented, have the potential to reduce the growth in WMATA's operating costs and improve its operational efficiency. In addition to crosscutting strategies, the report presents strategies in six categories:

1. Rebuild Rail and Bus Ridership
2. Enhance Efficiency of Metrobus and Metrorail Operations
3. Control Cost Escalation for Labor and Contracted Services
4. Optimize Revenue Collection
5. Increase Non-Fare Revenues
6. Enhance Efficiency of the Workforce and Contractors

Following approval of this report, NVTC staff will present this report to the Commonwealth Transportation Board and expect to provide individual briefings to members of the General Assembly prior to the beginning of the 2019 legislative session.

- *WMATA Parking Pilots and Additional Parking Revenue*

ACTION ITEM: Authorize the Chairman to Send Comments on WMATA Parking Pilots and Other Parking Programs

The Commission will be asked to authorize the Chairman to [submit comments to WMATA on its proposed parking policy and pilot programs](#) during WMATA's public comment period, anticipated for late October 2018. The letter will be reviewed and refined by the Interim WMATA Committee at their October 17th meeting before it is submitted as public comment.

On September 19th NVTC's Interim WMATA Committee discussed the [parking programs update](#) that was provided to the WMATA Board at its July 12th meeting. The committee

discussed WMATA charging for weekend parking and voiced a need for additional research and analysis on weekend parking rates and their potential negative effects on fare revenue and ridership before making a policy recommendation.

Previously, the committee expressed general support to continuing WMATA's parking pilots to extend the weekday hours of revenue collection and the reduction of parking fees at stations with low utilization. The committee also shared concern with the implementation of a non-rider fee for stations where other public transportation services (i.e., local bus or commuter rail) are used by customers.

With a compact public hearing and public comment period anticipated in between the October and November Commission meetings, the October 4th NVTC meeting presents the timeliest opportunity to receive comments from the Commission. It is important to note that the exact contents of the compact public hearing will likely not be publicly available for the October Commission meeting, and NVTC staff anticipate that the public comment period will be closed by the November Commission meeting.

While the draft letter reflects currently available information and collaboration between NVTC and WMATA staff, there may be additional information provided in the compact public hearing docket that requires additional Commissioner engagement. As such, Chairman Smedberg is seeking authorization from the Commission to send the letter, contingent on further review and refinement by the Interim WMATA Committee at its October 17th meeting.

B. Report from the Virginia WMATA Board Members

WMATA Board members will provide an update on recent WMATA actions and activities.

1. WMATA Board Actions

- *2018 General Revenue Bond Resolution and Bond Issue*

On September 27th the WMATA Board is anticipated to take action on a [2018 General Revenues Bond Resolution and a Supplemental Bond Resolution](#) to issue bonds not to exceed \$262.7 million to support FY2019 capital projects. The 2018 General Revenues Bond Resolution replaces a 2003 resolution and excludes jurisdictional dedicated funding, joint development project revenues, and parking revenues from the General Revenue Pledge. This preserves the ability to issue future debt on the jurisdictional dedicated funding. With the Commonwealth's use of dedicated capital funding in FY2019, this 2018 Project Supplemental Bond Resolution issuance is only on behalf of the District of Columbia and the State of Maryland. The cities of Alexandria, Falls Church, and Fairfax and the counties of Arlington and Fairfax all chose to opt-out of this debt issuance.

- *Public Hearing on Peak Fares for Peak Service*

On September 27th the WMATA Board is anticipated to take action on [authorizing a compact public hearing on changes to Metrorail fares during regional events](#). The region hosts several regional events each year where WMATA incurs additional costs to support

extended peak-period service. WMATA proposes the use of peak-period fares to enable WMATA to recover extraordinary costs associated with regional events. This authorization would allow staff to conduct a joint compact public hearing on this proposal and related proposal on parking rates that were authorized in July 2018.

- *Huntington Metro Station Joint Development Solicitation*

On September 27th the WMATA Board is anticipated to take action on the authorization of a [Joint Development Solicitation for the Huntington Metro Station](#). Development on portions of the Metrorail station site provides the opportunity to increase transit ridership, improve pedestrian access to the station, and integrate Fairfax County's bus rapid transit terminus. Huntington Station contains three park and ride garages. The South Garage was closed in August 2018 because it was determined to be structurally unsafe. With the solicitation, WMATA anticipates engaging with a real estate developer to plan the entire site, including private development, the integration of transit facilities, and the replacement of parking facilities.

- *Approval of OPEIU Local 2 and ATU Local 689 Collective Bargaining Agreements*

On September 27th the WMATA Board is anticipated to take action on approving two collective bargaining agreements.

One agreement is a [negotiated agreement with Office and Professional Employees International Union \(OPEIU\) Local 2](#). This agreement includes wage increases, an increase in employee healthcare contributions, and other work rule modifications. The authorization also allows the General Manager/Chief Executive Officer (GM/CEO) and Chief Financial Officer (CFO) to seek additional funding from the local jurisdictions to cover the total estimated impact of \$5.8 million to the FY2018 and FY2019 budgets.

The second agreement is a [collective bargaining agreement based on the Interest Arbitration Award between WMATA and Amalgamated Transit Union \(ATU\) Local 689](#). This agreement includes wage increases, increases in employee healthcare contributions, and no changes to the existing retirement plan. The authorization allows the GM/CEO and CFO to seek additional funding from the local jurisdictions to cover the total estimated impact of \$48.2 million to the FY2018 and FY2019 budgets.

2. WMATA Committee Items

- *Acceptance of Inspector General's Reports*

On September 13th the WMATA Executive Committee [accepted three reports from the Inspector General](#). These reports included [Semiannual Report to the Board of Directors, No. 22](#), and two additional audit reports. The first concerns [WMATA's Security Over Publicly Accessible Web Applications](#) and found that opportunities exist to further strengthen security over publicly accessible web applications which would reduce the likelihood of data breaches. The second report concerns [WMATA's Separated Employees' Unearned Annual Leave Overpayments](#), which found that WMATA paid unearned leave overpayments totaling over \$1.9 million in a 24-month period. WMATA

has agreed to review the current policy and determine appropriate eligibility criteria for inclusion in the policy.

3. Other WMATA News

- *WMATA Announces Contracting Opportunity for Silver Line Extension*

On September 18th WMATA announced a [contracting opportunity for the Silver Line extension](#) in an effort to control future expense growth. The request for proposals seeks potential vendors for the operation and maintenance of new Silver Line trains, stations, and facilities, including the railcars assigned to the Silver Line, track and infrastructure, the Dulles Rail Yard, and all administrative functions necessary to support operations. The solicitation includes the option to operate Silver Line trains.

- *Preventative Maintenance and Major Capital Projects*

WMATA has announced a [revised schedule of major track work for 2018](#). The following major projects will affect Metrorail service in Virginia:

- *Blue and Yellow Lines (November 2 – November 5)*

WMATA will upgrade several switches outside the Ronald Reagan Washington National Airport Station and install new concrete pads beneath the rails along the aerial structure of the station. Ronald Reagan Washington National Airport and Crystal City stations will be closed.

- *Yellow Line (November 26 – December 9)*

In order to provide structural repairs and rail infrastructure improvements to the Yellow Line Bridge, the Yellow Line Bridge will be closed for 14 days. There will be no Yellow Line service between Virginia and D.C., as the Yellow Line will only run between Huntington and Ronald Reagan Washington National Airport stations.

WMATA has also scheduled additional [planned Metrorail track work](#) that includes single tracking and weekend shutdowns. Like during SafeTrack, WMATA staff has asked NVTC to again coordinate Northern Virginia jurisdictional response during times of system disruption.

- *Summer 2019 Blue and Yellow Line Shutdown*

As part of WMATA's station platform reconstruction capital project, WMATA is embarking on a [three-year station platform reconstruction project](#) to address structural deficiencies and improve passenger safety at 20 of WMATA's 45 outdoor stations. The rebuilding process will require shutting down Blue and Yellow Line stations in Alexandria (south of National Airport) from Memorial Day to Labor Day in 2019.

- Corrective Action Plan Monitoring and Tracking, Internal Reviews, and OIG Reports

WMATA updated its [Overview of Regulatory Compliance Actions](#) on September 14, 2018, and no new reports were added to WMATA's [Internal Reviews webpage](#).

4. Virginia Ridership and Parking Facility Utilization

The following tables show WMATA ridership by mode in Virginia for August 2018. When evaluating ridership statistics, it is important to note any major service disruptions due to planned capital projects. In order to rebuild track infrastructure, WMATA conducted [around the clock construction on a segment of the Orange, Blue and Silver Lines](#) through downtown D.C. Between August 11, 2018 to August 26, 2018, the Silver and Orange Lines were single-tracked and operated every 20 minutes at all times of the day. The Blue Line operated between Franconia-Springfield and Arlington Cemetery, with additional Yellow Line Trains operating between Franconia-Springfield and Greenbelt. For two weekends in August, there was a line segment shutdown between Farragut West and Metro Center.

WMATA Virginia Ridership August 2017 and 2018			
	August 2017	August 2018	Percent Change (2017-2018)
Metrorail			
Total ¹	7,856,143	7,347,266	-6%
Weekday Average ²	281,651	260,429	-8%
Saturday Average ²	106,934	96,221	-10%
Sunday Average ²	87,706	69,053	-21%
Metrobus			
Total ¹	1,600,464	1,527,283	-5%
Weekday Average ¹	61,233	58,393	-5%
MetroAccess¹			
Total	29,337	31,706	+8%

1: Unlinked Passenger Trips

2: Based on Station Entries and Exits

Source: WMATA

On February 5th WMATA instituted [new parking changes](#) that include expanding parking revenue collection hours, lowering parking fees at select stations, and charging higher fees for “non-riders” at additional stations. The following table shows weekday parking utilization. As of February 2018, utilization data includes the above parking changes. The new parking revenue collection periods are 7:30 A.M – 12:30 A.M. (Monday – Thursday) and 7:30 A.M. – 2:00 A.M. (Friday). In July, these changes were extended to December 2018.

WMATA Virginia Parking Facility Usage (Weekday) August 2017 and 2018				
Station/Lot	Aug 2017	Y-T-D FY18	Aug 2018	Y-T-D FY19
Huntington	68%	67%	69%	71%
West Falls Church	42%	44%	45%	51%
Dunn Loring*	69%	70%	39%	43%
Vienna	71%	71%	62%	68%
Franconia	55%	56%	50%	54%
Van Dorn	102%	103%	93%	100%
East Falls Church	113%	115%	106%	114%
Wiehle-Reston East	87%	89%	83%	91%
Northern Virginia Total	67%	67%	60%	65%

Source: WMATA

*The Dunn Loring garage capacity was updated in July 2018 after WMATA conducted a capacity verification: the capacity statistics changed from 1,326 in July 2017 to 1,963 in July 2018. Transactions at Dunn Loring have remained stable year over year, but the upward change in capacity caused a drop in the utilization rate.

2018 REPORT ON THE PERFORMANCE AND CONDITION OF WMATA

NORTHERN VIRGINIA
TRANSPORTATION
COMMISSION



Draft for Commission
Consideration

September 26, 2018



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Introduction

The Northern Virginia Transportation Commission (NVTC)¹ is charged with the funding and stewardship of the Washington Metropolitan Area Transit Authority (WMATA) on behalf of the jurisdictions of Arlington County, City of Alexandria, City of Falls Church, Fairfax County, City of Fairfax, and Loudoun County. Founded in 1964, in part to represent the interests of the Commonwealth during the creation of Metrorail, NVTC continues to serve as Virginia’s voice on the WMATA Board of Directors² through its appointments to the board. NVTC also manages more than \$154 million in state assistance to WMATA on behalf of its jurisdictions. Finally, NVTC conducts Northern Virginia’s regional transit response program, coordinates regional transit fare collection efforts, and engages in regional transportation planning, data analysis, and reporting that provide direct benefits to WMATA and the related Northern Virginia transit network.

Virginia’s 2018 Omnibus Transit Funding Bill (House Bill 1539/Senate Bill 856) § 33.2-3402 increases NVTC’s responsibilities regarding its role in WMATA oversight and reporting. It directs NVTC to report to the Governor and the General Assembly on the performance of WMATA, for both Metrorail and Metrobus, every year by November 1. This is the first report to respond to this new legislative requirement.

Per statute, the report addresses six elements:

1. The **safety** and **reliability** of the **rapid heavy rail** mass transportation system and **bus** network
2. The **financial performance** of WMATA related to the operations of the **rapid heavy rail** mass transportation system, including farebox recovery, service per rider, and cost per service hour

¹The Northern Virginia Transportation Commission (NVTC) was established to manage and control the functions, affairs, and property of the Northern Virginia Transportation District, which was created by the 1964 Acts of Assembly of the Commonwealth of Virginia, Chapter 630, and the Transportation District Act. The purpose of the Act is to facilitate “planning and developing a transportation system for Northern Virginia and for the safety, comfort and convenience of its citizens and for the economical utilization of public funds.” The duties and powers of the Commission are set in Sections 33.2-1900 through 33.2-1934 of the Virginia Code.

²The WMATA Board of Directors, established through an interstate compact between Virginia, Maryland and the District of Columbia, determines agency policy and provides oversight for funding, operations, and the expansion of transit facilities.

3. The **financial performance** of WMATA related to the operations of the **bus** mass transportation system, including farebox recovery, service per rider, and cost per service hour
4. **Potential strategies to reduce the growth in such costs and to improve the efficiency of WMATA operations**
5. **Use of the funds** authorized by the legislation to improve the safety and condition of the **rapid heavy rail** mass transportation system
6. **Ridership** of the **rapid heavy rail** mass transportation system and the **bus** mass transportation system

Much of the data used in this report is extracted from the National Transit Database (NTD) of the Federal Transit Administration (FTA). On an annual basis³ NTD publishes safety, operating and financial data for each transit agency in the country that receives federal transit grant funding. For legislative requirements for which NTD data is unavailable, such as system reliability, data is extracted from the Metro Performance Report (MPR) published by WMATA on a quarterly basis. Table 1 summarizes the data sources for each category of the report, as well as the latest full fiscal or calendar year for which data is available.

Table 1: Data Sources and Years Presented in this Report

Legislative Item No.	Report Category	Year for which Data is Publicly Available	Data Source
1	Safety	Calendar Year 2017	NTD
	Reliability	Fiscal Year 2017	MPR
2,3	Financial Performance	Fiscal Year 2016	NTD
4	Cost Reduction Strategies	Policy Decision – Not relying on specific data sources	
5	Use of Funds	Not applicable until capital funds accrue to WMATA for a full fiscal year	
6	Ridership	Fiscal Year 2017	NTD

³ Monthly for some data such as ridership.

For this report, data is generally provided for fiscal or calendar year 2017 (Note: NTD publishes safety data on a calendar year rather than a fiscal year basis⁴).

NTD publishes full fiscal year financial data each fall for the previous fiscal year (e.g., in the fall of 2018 NTD will publish data for fiscal year 2017). Due to the timing of this report's publication (November 1), the latest year for which detailed financial information is available from the NTD is fiscal year 2016. Therefore, this report uses fiscal year 2016 data for legislative requirements 2 and 3 (Financial Performance of Metrorail and Metrobus).

Since fiscal year 2016 ended more than 24 months prior to the publication of this report, the Commission will prepare an addendum by December 31, 2018 using updated NTD data for fiscal year 2017 for the financial performance of Metrorail and Metrobus. Fiscal year 2018 data for the financial performance of Metrorail and Metrobus will be available in November 2019, provided FTA retains its publication calendar.

This report includes six sections based on the six legislative requirements. Each section summarizes data in table format, with notes describing key information and definitions:

- Section 1: Safety and Reliability of Metrorail and Metrobus
- Section 2: Financial Performance of Metrorail
- Section 3: Financial Performance of Metrobus
- Section 4: Potential Strategies to Reduce Cost Growth and Improve Efficiency
- Section 5: The Use of Funds from the WMATA Capital Fund
- Section 6: Ridership of Metrorail and Metrobus
- Appendix: Definitions

⁴ There is a strong connection between operational and financial performance, which makes it important that the time periods of such data are aligned. Therefore, the fact that safety data is not synchronized with financial performance data does not impact the analysis presented in this report.

1. Safety & Reliability

Passenger and employee safety and security is the highest priority for WMATA and all transit operators. Transit operators seek to provide a safe and secure environment by minimizing the risk of death, injury, illness, and property damage. The American Public Transportation Association (APTA) reported that public transit is one of the safest modes of transportation. Fatalities of urban mass rail transit and buses are 0.33 and 0.2 per billion person-miles respectively, whereas that of cars and light trucks (drivers and passengers) is 6.53.⁵ The newly created Metro Safety Commission (MSC)⁶ will provide ongoing and independent safety oversight of WMATA, supporting both the WMATA Board of Directors' and General Manager's emphasis on system safety.

Transit operators also seek to provide reliable service to passengers. Reliability can be measured in terms of a transit service's on-time performance, which operators seek to maximize, as well as the frequency of equipment break downs, which operators seek to minimize.

1.1. Safety

Transit systems seek to minimize the frequency of all safety events. The National Transit Database (NTD) measures transit safety by summarizing the total occurrences of certain safety events for rail and bus operations:

1. Collision
2. Derailment
3. Fatality
4. Fire
5. Injury
6. Security event [e.g. "an occurrence of a bomb threat, bombing, arson, hijacking, sabotage, cyber security event, assault, robbery, rape, burglary, suicide, attempted

⁵ American Public Transportation Association. "The Hidden Traffic Safety Solution: Public Transportation." September 2016. <<https://www.apta.com/resources/reportsandpublications/Documents/APTA-Hidden-Traffic-Safety-Solution-Public-Transportation.pdf>>

⁶ Virginia Compacts § 33.2-3101. Washington Metrorail Safety Commission Interstate Compact. <<https://law.lis.virginia.gov/compacts/washington-metrorail-safety-commission-interstate-compact/>>

suicide (not involving a transit vehicle), larceny, theft, vandalism, homicide, CBR (chemical/biological/radiological) or nuclear release, or other event”⁷]

Table 2 summarizes the count of each type of Metrorail safety event in calendar year (CY) 2017. The NTD provides safety data on a calendar year basis, and not a fiscal year basis, unlike all other data presented in this report. The official NTD definition for each term is provided in the Appendix.

Table 2: Metrorail Safety (CY2017)

NTD Category	Safety Event	Frequency, CY2017
Events	Collision	2
	Derailment	5
	Security Event	45
	Fire	101
Fatalities	Fatality	2
Injuries	Injury	323

Source: WMATA NTD Report, Form S&S-40⁸

Table 3 summarizes the count of each Metrobus safety event in calendar year 2017.

Table 3: Metrobus Safety (CY2017)

NTD Categorization	Safety Event	Frequency, CY2017
Events	Collision	165
	Derailment	N/A
	Security Event	38
	Fire	8
Fatalities	Fatality	0
Injuries	Injury	505

Source: WMATA NTD, Form S&S-40⁹

⁷ Federal Transit Administration. “National Transit Database (NTD) Glossary.” April 12, 2018.

<<https://www.transit.dot.gov/ntd/national-transit-database-ntd-glossary>>

⁸ S&S-40 is the NTD Major Event Report Form. Reference “S&S-40, Major Event Report” in the Appendix.

⁹ Ibid

Additional Notes:

1. The fatality and injury counts presented are the totals of subcategories (passenger, employee, and others) for each respective category.

1.2. Reliability

The reliability of a transit system may be measured by its punctuality and equipment dependability. Reliability metrics include:

1. **On-time performance** is the rate at which a transit system carries passengers to their destination on time. Per the Metro Performance Report (MPR) published by WMATA, this metric is used to evaluate the timeliness of travel for both rail and bus operations.
2. **Mean distance between delays (MDBD)** is the average number of miles that are traveled between failures that delay rail service. MDBD indicates the reliability of the equipment used to transport passengers. Ideally, with no failures, the number of miles between a delay (MDBD) would be nearly infinite because the rail vehicles would never encounter a delay due to failure. On the other hand, if there are frequent failures, then MDBD would be low since trains are disrupted by delays every few miles. The higher the MDBD value, the more reliable the rail system.
3. **Mean distance between failures (MDBF)** is the average number of miles that are traveled before a mechanical breakdown causes the bus to be removed from service or results in delays from schedule. Similar to MDBD (see above), the higher the MDBF, the more reliable the bus system.

A highly reliable transit system has high on-time performance, a high MDBD, and a high MDBF.

Each of these reliability measures is presented below.

1.2.1. On-Time Performance

On-time performance is reported for fiscal year (FY) 2017. For Metrobus, on-time performance reports the number of bus vehicles arriving at a stop at or close to the scheduled arrival time, divided by the total number of vehicles arriving at stop, over a period (in this case, one year). For Metrorail, on-time performance measures the number of trains arriving at a station at or

close to a scheduled headway, divided by the total number of station stops over a period (in this case, one year). Reference Appendix for the standard WMATA definition.

Table 4 summarizes Metrorail and Metrobus on-time performance in FY2017 (Note: FY2017 on-time performance statistics are reported in the FY2018 Metro Performance Report).

Table 4: On-Time Performance by Mode (FY2017)

Transit Mode	Calculation	On-Time Performance, FY2017
Metrorail	$\frac{\text{Number of trains arriving at a station at or close to a scheduled headway}}{\text{Total number of station stops}}$	79%
Metrobus	$\frac{\text{Number of vehicles arriving at a stop at or close to the scheduled arrival time}}{\text{Total number of vehicles arriving at stops}}$	76%

Source: Fiscal Year 2018 WMATA MPR, pp. 28-31

Additional Notes:

1. Metrorail:
 - a. Metrorail on-time performance **includes**:
 - i. Planned shutdowns (of a line or a segment of a line)
 - ii. Unplanned shutdowns (of a line or a segment of a line)
 - iii. Single-tracking events
 - b. Metrorail on-time performance **excludes**:
 - i. Weekends
 - ii. Holidays (if holidays fall on weekdays, operations are based on a weekend schedule)
 - c. To calculate on-time performance, station stops are tracked system-wide, except for terminal and turn-back stations¹⁰. A train is said to be “on time” if it arrives at a station stop within two minutes of the scheduled headway¹¹ during peak hours (morning and evening) or 150 percent of the headway during non-peak hours (midday and night)¹².
2. Metrobus
 - a. Metrobus on-time performance **excludes**:

¹⁰ Turn-back stations include Grosvenor on the Red Line. Certain trains do not terminate at Shady Grove but complete shorter runs in the peak period.

¹¹ Headways are the duration of time that customers wait between trains.

¹² Per WMATA, peak periods are AM rush (approximately 6:00 a.m.-9:30 a.m.) and PM rush (approximately 3:15 p.m.-6:30 p.m.). Off-peak periods are midday (approximately 9:45 a.m.-3:00 p.m.) and night (approximately 6:45 p.m.-close).

- i. Trips that have not been delivered (missed trips)¹³
- ii. Buses that have deviated from the scheduled route pattern for a detour

1.2.2. Mean Distance between Delays/Failures

Mean distance between delays (MDBD) reported for FY2017 indicates the average number of miles traveled between failures that delay rail or bus service. Higher MDBD indicates greater reliability of Metro mechanical equipment (e.g. doors, generators, and engines). The Metro Performance Report (MPR) presents MDBD only for Metrorail. Therefore, the equivalent metric for Metrobus, mean distance between failures (MDBF), is presented for bus reliability.

Table 5 summarizes the Metrorail and Metrobus reliability figures for FY2017. When considering MDBD and MDBF for reliability, rail should have a substantially larger average number of miles than buses for two reasons: railcars travel substantially greater distances in a day relative to buses; and buses, like cars, may experience failure every few thousand miles.

Table 5: Equipment Reliability for Metrorail and Metrobus (FY2017)

Mode of Transit	Reliability Metric Used	Value of Reliability Metric, FY2017	Units
Metrorail	Mean Distance between Delays (MDBD)	79,656	miles
Metrobus	Mean Distance between Failures (MDBF)	8,283	miles

Source: Fiscal Year 2018 WMATA MPR, pp. 28-31

Additional Notes:

1. Metrorail: Mean distance between delays measures the effectiveness of Metro’s railcar maintenance and engineering program. Factors that influence railcar reliability are the age and design of the railcars, the distance the railcars have traveled, the frequency and quality of preventive maintenance, and the interaction between railcars and the track.¹⁴
2. Metrobus: Mean distance between failures is used to monitor trends in vehicle breakdowns that cause buses to go out of service and to plan corrective actions. Factors that influence bus fleet reliability include vehicle age, quality of maintenance program,

¹³ A missed trip is a scheduled trip that did not operate for a variety of reasons, including operator absence, vehicle failure, dispatch error, traffic, accident, or other unforeseen reason. American Public Transit Association. “Glossary of Transit Terminology.” 1994. <<https://www4.uwm.edu/cuts/utp/glossary.pdf>>

¹⁴ Washington Metropolitan Area Transit Authority. “Metro Performance Report.” Fiscal Year 2018. <<https://www.wmata.com/about/records/scorecard/upload/FY18-Metro-Performance-Report.pdf>>

original vehicle quality, and road conditions affected by inclement weather and road construction.

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2. Metrorail Financial Performance

Transit agencies, as a public service, aim to minimize cost and deliver service as efficiently as possible. The following Metrorail financial performance measures are required by HB1539/SB856 of 2018:

1. Farebox recovery
2. Metrorail service per rider
3. Cost per Metrorail service hour

The significance and meaning of these measures are summarized in each subsection below. NTD FY2016 data is reported for each measure, as FY2017 data has not yet been published.

2.1. Metrorail Farebox Recovery

Farebox recovery indicates how much of an agency's operating costs are recovered through passenger fare revenues. This measure is used to identify how effectively an agency funds its operating costs. A higher recovery ratio indicates that the transit agency recoups a larger share of its operating costs through passenger revenue. (Section 4 summarizes proposed strategies to reduce WMATA operating costs.)

Farebox recovery ratios differ across transit modes. Per the American Public Transportation Association (APTA) 2017 Public Transportation Fact Book¹⁵, rail services generally have higher farebox recovery rates than bus services in the United States. Because rail systems generally have higher fares and higher ridership than bus systems, farebox recovery tends to be higher for rail systems than for bus systems. Per Table 6, Metrorail farebox recovery was 57.3 percent in FY2016.

¹⁵ American Public Transportation Association. "2017 Public Transportation Fact Book." p. 30. March 2018.
<<https://www.apta.com/resources/statistics/Documents/FactBook/2017-APTA-Fact-Book.pdf>>

Table 6: Metrorail Farebox Recovery (FY2016)

Financial Performance Metric	Calculation	Performance, FY2016	Units
Farebox Recovery	$\frac{\text{Fare Revenue}}{\text{Operating Expenses}}$	57.3%	Revenue to Expense Ratio

Source: WMATA NTD, Form F-10 & F-30¹⁶

Additional Notes:

1. Farebox recovery is calculated by dividing the funds earned (fare revenue) by the total operating expenses (e.g. labor, services for operating and maintaining the transit system, general administration). Reference the Appendix for the official NTD definition.

2.2. Metrorail Service per Rider

Service per rider indicates the number of railcar service hours offered per 10,000 passenger trips. This figure summarizes how efficiently an agency is transporting passengers. Agencies strive to strike a balance between serving as many passengers as possible while providing service at a reasonable cost. A low service per rider number indicates that relatively few hours of service are required to serve 10,000 passengers, which indicates higher efficiency.

Per Table 7, Metrorail service per rider was 127.2 hours per 10,000 trips in FY2016.

Table 7: Metrorail Service per Rider (FY2016)

Financial Performance Metric	Calculation	Performance, FY2016	Units
Metrorail Service per Rider	$\frac{\text{Vehicle Revenue Hours}}{\text{Trips}} * 10,000$	127.2	Hours per 10,000 Trips

Source: WMATA NTD, Form S-10¹⁷

Additional Notes:

1. Vehicle revenue hours are the duration that a vehicle is traveling for revenue-generating service.
2. The factor of 10,000 in the calculation of service per rider is used for readability. Since service per rider is a relative metric, other scaling factors could be used.

¹⁶ Form F-10 is the NTD Sources of Funds — Funds Expended and Funds Earned form, Form S-30 is the NTD Operating Expenses form. <<https://www.transit.dot.gov/ntd/ntd-reporting-system-forms>>

¹⁷ Form S-10 is the NTD Service form. <<https://www.transit.dot.gov/ntd/ntd-reporting-system-forms>>

2.3. Cost per Metrorail Service Hour

The cost per Metrorail service hour is the average cost¹⁸ associated with the operation and maintenance of one railcar for each hour of passenger revenue service. A lower number indicates a lower hourly cost to operate each railcar.

Per the APTA 2017 Public Transportation Fact Book¹⁹, heavy rail services in the U.S. generally have a substantially higher cost per service hour than bus services. Per Table 8, the cost per Metrorail service hour was \$316.18 in FY2016.

Table 8: Cost per Metrorail Service Hour (FY2016)

Financial Performance Metric	Calculation	Performance, FY2016	Units
Cost per Metrorail Service Hour	$\frac{\text{Operating Expenses}}{\text{Vehicle Revenue Hours}}$	\$316.18	\$Expenses per Hour

Source: WMATA NTD, Form S-10 & F-30²⁰

Additional Notes:

1. Vehicle revenue hours are the duration that a vehicle is traveling for revenue-generating service.

¹⁸ The cost per Metrorail service hour factors in a fully loaded operating and maintenance cost. See the definition of Operating Expenses.

¹⁹ American Public Transportation Association. "2017 Public Transportation Fact Book." p. 30. March 2018.

<<https://www.apta.com/resources/statistics/Documents/FactBook/2017-APTA-Fact-Book.pdf>>

²⁰ Form S-10 is the NTD Service form, F-30 is the NTD Operating Expenses form. <<https://www.transit.dot.gov/ntd/ntd-reporting-system-forms>>

3. Metrobus Financial Performance

As with Metrorail, WMATA aims to minimize Metrobus costs and deliver service as efficiently as possible. The following Metrobus financial performance measures are required by HB1539/SB856 of 2018:

1. Farebox recovery
2. Metrobus service per rider
3. Cost per Metrobus service hour

The significance and meaning of these measures are summarized in each subsection below. NTD FY2016 data is reported for each measure, as FY2017 data has not yet been published.

3.1. Metrobus Farebox Recovery

Farebox recovery indicates how much of Metrobus operating costs are recovered through passenger fare revenues. This is an important financial measure to identify how effectively an agency funds its operating costs. A higher recovery ratio indicates that the transit agency recoups a larger share of its operating costs through passenger revenue. (Section 4 summarizes proposed strategies to reduce WMATA costs.)

Per Table 9, for FY2016, Metrobus farebox recovery was 23.9 percent.

Table 9: Metrobus Farebox Recovery (FY2016)

Financial Performance Metric	Calculation	Performance, FY2016	Units
Farebox Recovery	$\frac{\text{Fare Revenue}}{\text{Operating Expenses}}$	23.9%	Revenue to Expense Ratio

Source: WMATA NTD, Form F-10 & F-30²¹

²¹ Form F-10 is the NTD Sources of Funds — Funds Expended and Funds Earned form, Form S-30 is the NTD Operating Expenses form. <<https://www.transit.dot.gov/ntd/ntd-reporting-system-forms>>

Additional Notes:

1. Farebox recovery is calculated by dividing the funds earned (fare revenue) by the total operating expenses (e.g. labor, services for operating and maintaining the transit system, general administration). Reference the Appendix for the official NTD definition.

3.2. Metrobus Service per Rider

Service per rider indicates the number of bus service hours offered per 10,000 passenger trips. This figure summarizes how efficiently an agency is transporting passengers. A low service per rider number indicates that relatively few hours of service are required to serve 10,000 passengers, which indicates higher efficiency.

Per Table 10, Metrobus service per rider was 303.7 hours per 10,000 trips in FY2016.

Table 10: Metrobus Service per Rider (FY2016)

Financial Performance Metric	Calculation	Performance, FY2016	Units
Metrobus Service per Rider	$\frac{\text{Vehicle Revenue Hours}}{\text{Trips}} * 10,000$	303.7	Hours per 10,000 Trips

Source: WMATA NTD, Form S-10²²

Additional Notes:

1. Vehicle revenue hours are the duration that a vehicle is traveling for revenue-generating service.
2. The factor of 10,000 in the calculation of service per rider is used for readability. Since service per rider is a relative metric, other scaling factors could be used.

3.3. Cost per Metrobus Service Hour

The cost per Metrobus service hour is the approximate cost associated with the operation and maintenance of a vehicle for each hour of passenger revenue service. A lower number indicates a lower average hourly cost to operate each bus.

Per Table 11, the cost per Metrobus service hour was \$152.30 in FY2016.

²² Form S-10 is the NTD Service form. <<https://www.transit.dot.gov/ntd/ntd-reporting-system-forms>>

Table 11: Cost per Metrobus Service Hour (FY2016)

Financial Performance Metric	Calculation	Performance, FY2016	Units
Cost per Metrobus Service Hour	$\frac{\text{Operating Expenses}}{\text{Vehicle Revenue Hours}}$	\$152.30	\$Expenses per Hour

Source: WMATA NTD, Form S-10 & F-30²³

Additional Notes:

1. Vehicle revenue hours are the duration that a vehicle is traveling for revenue-generating service.

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²³ Form S-10 is the NTD Service form, F-30 is the NTD Operating Expenses form. <<https://www.transit.dot.gov/ntd/ntd-reporting-system-forms>>

4. Strategies to Reduce the Growth in Costs and Improve Operational Efficiency

Funding for the Washington Metropolitan Area Transit Authority (WMATA) comes from a number of sources, but Virginia’s financial obligation to WMATA rests primarily with the jurisdictions represented by the Northern Virginia Transportation Commission (NVTC). Although WMATA receives substantial operating and capital support from the Commonwealth of Virginia, the cities of Alexandria, Falls Church, and Fairfax and the counties of Arlington, Fairfax and, soon, Loudoun (just prior to the start of Silver Line Phase 2 operations) are legally obliged to fund WMATA capital and operating expenditures. These jurisdictions have a vested interest in limiting the growth in costs and improving the operational efficiency of WMATA.

Over the past several years – in resolutions, testimony, and newspaper op-eds – NVTC has urged WMATA to control its operating costs and improve the efficiency of its operations and offered strategies to accomplish both. In June of 2017, NVTC endorsed²⁴ the direction of the WMATA General Manager’s “Keeping Metro Safe, Reliable and Affordable” plan and supported the efforts of WMATA to operate both within fiscal parameters and under policies and practices that assure high levels of safety and efficiency. To date, several recommendations have been implemented, such as imposing a 3 percent cap on annual operating and capital subsidy growth and supporting competitive contracting of targeted functions where permitted.

NVTC has embraced the opportunity afforded by Virginia’s 2018 Omnibus Transit Funding Bill to share strategies that WMATA can use, building on current efforts underway, to reduce costs and make its operations more efficient.

Section Overview

NVTC has identified strategies that, if implemented, have the potential to reduce the growth in WMATA’s operating costs and improve its operational efficiency. In addition to crosscutting strategies, NVTC has organized these strategies in six categories:

²⁴ Northern Virginia Transportation Commission. “NVTC Principles for WMATA Reform.” September 7, 2018. <http://www.novatransit.org/uploads/LinkedDocs/2017/Resolution%202342%20NVTC%20Principles%20on%20WMATA%20Reform%20-%20As%20Amended%209-7-17.pdf>

1. Rebuild Rail and Bus Ridership
2. Enhance Efficiency of Metrobus and Metrorail Operations
3. Control Cost Escalation for Labor and Contracted Services
4. Optimize Revenue Collection
5. Increase Non-Fare Revenues
6. Enhance Efficiency of the Workforce and Contractors

These strategies, developed in coordination with jurisdictional and WMATA staff, include previously published NVTC priorities as well as efforts underway or planned for implementation under the WMATA General Manager’s “Keeping Metro Safe, Reliable and Affordable” plan and FY2019 budget. Short-term strategies are identified as opportunities that could be implemented in one to three years. Long-term strategies may require legal, structural or legislative changes that could yield results in three or more years. It should be noted that while the WMATA Board of Directors and the General Manager have the authority to implement some of these strategies, several are outside their purview and will require changes in federal legislation and/or coordination among and between jurisdictions and WMATA.

Crosscutting Strategies

Crosscutting Strategies
<ul style="list-style-type: none"> • Align WMATA’s business model to reflect shifts in urban/suburban mobility and define its role within the concept of mobility as a service • Encourage the development and use of innovation and technology within the WMATA workforce and contractor-provided services, in procurement actions, and operational processes

Changes in demographics and market conditions are influencing the role of public and private mobility providers. Nationwide, transit is in a period of transition, as ridership is declining or flat in many urban areas. Transit agencies are looking at innovative approaches, business models and uses of technology to adapt²⁵.

NVTC sees an opportunity to reexamine and better align WMATA’s business model to reflect shifts in urban/suburban mobility and define its role within the concept of mobility as a service. Through efforts like the Washington Area Bus Transformation Project, implementation of a new approach to fare collection, and other items noted below, WMATA has the opportunity to focus its operations to respond to changing travel behaviors.

²⁵ Washington Metropolitan Area Transit Authority. “Understanding Rail and Bus Ridership.” October 12, 2017. <https://www.wmata.com/about/board/meetings/board-pdfs/upload/3A-Understanding-Ridership-TO-POST.pdf>

NVTC also encourages the development and use of innovation and technology within the WMATA workforce and contractor-provided services, in procurement actions, and operational processes. New systems and processes – from workforce initiatives to targeted procurement efforts – may provide WMATA with the opportunity to improve efficiencies from within its operations.

4.1. Strategy 1: Rebuild Rail and Bus Ridership

Short-term	Long-term
<ul style="list-style-type: none"> • Implement new fare-pass products to promote more frequent rail and bus ridership and increase customer satisfaction* • Pursue partnerships with the business community to provide easier access to transit for employees and visitors* 	<ul style="list-style-type: none"> • Pursue capital investments that increase the reliability of the system*

*Efforts underway by WMATA

NVTC proposes that WMATA offer more flexible fare-payment options for Metrorail and Metrobus customers. A variety of fare payment options can ease the transit riding experience and help rebuild the ridership of Metrorail and Metrobus in the short-term. NVTC’s recent “Northern Virginia Regional Fare Collection Strategic Plan,”²⁶ developed with input from local transit systems, found broad agreement on the need for an upgraded and enhanced metropolitan Washington D.C. regional fare collection system, integrated with Metrorail and Metrobus, that can coexist with and be complemented by local solutions that meet each transit system’s needs. Such an arrangement would promote the development and adoption of alternative payment methods and new pass products.

An example of promising transit fare products is SelectPass²⁷, a customizable and unlimited monthly pass that WMATA adopted in 2016. SelectPass has been well received and demonstrated positive impacts on ridership and revenue. Expanding the marketing and adoption of SelectPass fare products would increase revenues and the efficiency of the rail and bus systems. WMATA has several pass products that provide diverse payment options, both on a pay-as-you-go and subscription-based model. There are opportunities for WMATA to respond to customer demand and increase ridership by implementing new types of fare pass products

²⁶ Northern Virginia Transportation Commission. “Northern Virginia Regional Fare Collection Strategic Plan.” May 2018. <http://www.novatransit.org/uploads/Projects/Fare/NVTC%20Fare%20Collection%20Strategic%20Plan%20FINAL%202018-05-30.pdf>

²⁷ Washington Metropolitan Area Transit Authority. “SelectPass: Pilot Performance and Tariff Update.” December 1, 2016. https://www.wmata.com/about/board/meetings/board-pdfs/upload/120116_3ASelectPassTOPOST.pdf

that address unmet customer market demand and reduce barriers to transfers between bus and rail.

In 2016, more than 22.8 million people visited Washington, D.C., and stayed for an average of 2.6 nights (domestic travelers) and 6 nights (international travelers)²⁸. There are more than 35,000 hotel rooms in Washington, D.C., alone, and the average daily rate for these hotels is more than \$200/night. With this large number of visitors who come to the Washington, D.C. region every year, WMATA should explore additional opportunities to partner with the hotel and convention industry to provide fare products directly to visitors as a part of hotel and/or convention registration.

NVTC also sees opportunities for WMATA and Northern Virginia partners to expand WMATA's University Pass (U-Pass) program²⁹, which provides students of participating higher education institutions unlimited rides on Metrobus and Metrorail at a discounted price. WMATA's University Pass program currently benefits several colleges and universities in the D.C. area, including Carnegie Mellon University Heinz College and more than 10,000 American University and Washington College of Law students. After a successful pilot program, the WMATA Board voted to formalize the program and expand to additional educational partners and interested regional transit providers³⁰.

In the long-term, NVTC proposes that WMATA pursue capital investments to increase the system's reliability. WMATA's Capital Needs Inventory (2016)³¹ found an unconstrained capital need of \$25 billion³². Historically low levels of capital funding have impacted safety, reliability and compliance efforts and contributed to service disruptions and delays in the system. WMATA's adopted FY2019 Capital Budget³³ calls for \$1.28 billion in capital investments, with safety and state of good repair as the largest segment. The recent adoption of \$500 million per year of dedicated capital funding by the District of Columbia, Maryland and Virginia provides WMATA with an invaluable tool to achieve these capital goals. WMATA's sustained commitment to capital investments that help achieve and maintain a state of good repair will increase the reliability of the system and yield long-term dividends by rebuilding ridership.

²⁸ Destination DC (formerly the Washington, DC Convention & Tourism Corporation, or WCTC). "Washington, DC Visitation and Impact (2017)." <https://washington-org.s3.amazonaws.com/s3fs-public/2017_dc_visitation_and_impact_fact_sheet.pdf>

²⁹ Washington Metropolitan Area Transit Authority. "U-Pass Program." <<https://www.wmata.com/fares/U-Pass/>>

³⁰ Washington Metropolitan Area Transit Authority. "University Pass (U-Pass) Pilot Program." April 20, 2018. <<https://www.wmata.com/about/board/meetings/board-pdfs/upload/11A-FIN-UPass-Adoption.pdf>>

³¹ Washington Metropolitan Area Transit Authority. "10-Year Capital Needs: Inventory and Prioritization CY 2017-2026 Needs." November 2016. <<https://www.wmata.com/initiatives/plans/upload/CNI-full-report-and-appendices.pdf>>

³² Washington Metropolitan Area Transit Authority. "Keeping Metro Safe, Reliable and Affordable." p. 6. September 14, 2017. <<https://www.wmata.com/about/board/meetings/board-pdfs/upload/3B-KMSRA-Final-09-13-TO-POST.pdf#page=6>>

³³ Washington Metropolitan Area Transit Authority. "FY2019 Approved Budget." July 1, 2018. <https://www.wmata.com/about/records/public_docs/upload/FY2019-Approved-BudgetFinal.pdf>

4.2. Strategy 2: Enhance Efficiency of Metrobus and Metrorail Operations

Short-term	Long-term
<ul style="list-style-type: none"> Engage with jurisdictions to implement and explore pilot programs and other efforts to increase the reliability and speed of Metrobus operations* Prioritize state of good repair investments that enhance Metrorail efficiency and reliability* Conduct a comprehensive analysis of WMATA’s bus network (Washington Area Bus Transformation Project) * 	<ul style="list-style-type: none"> Develop a fare system that can enable the region to implement an interoperable off-vehicle fare collection system on high capacity bus routes Where appropriate, implement recommendations from the Washington Area Bus Transformation Project Study

*Efforts underway by WMATA

The Washington, D.C. region relies on an integrated transportation network that includes a network of bus systems, including Metrobus. Metrobus provides more than 400,000 trips each weekday serving 11,500 bus stops in D.C., Maryland and Virginia. Metrobus is the sixth busiest bus service in the U.S., with a fleet of more than 1,500 buses operating on 325 routes.³⁴

In the short-term, NVTC sees the potential for WMATA to increase the speed and reliability of bus operations, which would increase ridership and reduce operating costs. WMATA’s 2018 cash-free pilot³⁵ on its MetroExtra Route 79 will provide data to help evaluate whether cash-free service should be extended to other limited stop routes, including three in Virginia. Loading cash onto a SmarTrip® fare card or paying with cash on the bus takes at least 10 seconds per person, which significantly slows progress. WMATA is exploring whether to make the cash-free pilot permanent and extend it to additional limited-stop Metrobus routes.³⁶

Metrorail is a vital mobility option and supports economic growth and development across the entire region. In recent years, WMATA has modified Metrorail service to provide additional time for track and system maintenance and has prioritized state of good repair investments that directly impact the efficiency of rail service.

³⁴ Washington Metropolitan Area Transit Authority. “About Metrobus.” <https://www.wmata.com/service/bus/>

³⁵ Washington Metropolitan Area Transit Authority. “Cash Free Bus Pilot.” May 24, 2018. <https://www.wmata.com/about/board/meetings/board-pdfs/upload/10B-SSD-Cash-Free-Bus-Pilot-FINALIZED.pdf>

³⁶ Washington Metropolitan Area Transit Authority. “Metro Considers Expanding Cash-Free Boarding on Limited-Stop Routes, Seeks Public Input.” September 6, 2018. <https://www.wmata.com/about/news/Metro-considers-expanding-cash-free-boarding-on-limited-stop-routes.cfm>

Both the General Manager’s plan – “Keeping Metro Safe, Reliable, and Affordable”³⁷— and the 2017 report by former U.S. Secretary of Transportation Ray LaHood³⁸ identified recommendations to reexamine or rethink the region’s approach to Metrobus. WMATA recently initiated an effort to develop a regional bus strategy and roadmap. The Washington Area Bus Transformation Project³⁹ seeks to identify how to improve service, provide a better customer experience for bus riders, identify the best role for bus service amid rapidly changing technologies and travel preferences, and increase efficiency to provide better results for customers despite limited resources.

Over a year-long effort, the Washington Area Bus Transformation Project team will engage with stakeholders from the public and private sectors across the Washington, D.C. region to explore all factors that influence the quality of bus service, including costs, advancing technology, governance structures, regional coordination and communication, service operations, funding sources, and the role of different providers.

The project will develop a set of draft strategies with recommendations and an implementation plan by 2019. NVTC staff are engaged in two of the project’s stakeholder committees and will be involved throughout the life of the project. NVTC will examine the resulting strategies for consideration in future reports to the General Assembly and Governor.

NVTC also supports the development and implementation of a regional interoperable off-vehicle fare collection system on high-capacity bus routes as a long-term strategy. WMATA operates SmarTrip®, a regional system that supports fare payment on buses. In 2018, WMATA announced a modernization initiative⁴⁰ that includes the development of an application that would enable mobile phones to function as SmarTrip® cards. As articulated in NVTC’s “Northern Virginia Regional Fare Collection Strategic Plan,”⁴¹ a new system should support off-vehicle fare payment and onboard ticket inspection and provide solutions for all-door boarding for transit systems to minimize the time passengers spend getting on the bus. Speeding up the boarding process can shorten passenger travel time, increase ridership, and reduce operating costs⁴².

³⁷ Washington Metropolitan Area Transit Authority. “Keeping Metro Safe, Reliable and Affordable.” April 19, 2017. <<https://www.wmata.com/initiatives/budget/keeping-metro.cfm>>

³⁸ Department of Rail and Public Transportation. “Review of Operating, Governance and Financial Conditions at the Washington Metropolitan Area Transit Authority.” 2017. <<http://www.drpt.virginia.gov/media/2320/full-report.pdf>>

³⁹ Washington Area Bus Transformation Project. “About.” Accessed on September 11, 2018. <<https://bustransformationproject.com/about/#description>>

⁴⁰ Washington Metropolitan Area Transit Authority. “Fare Collection Modernization Program Update.” April 12, 2018. <<https://www.wmata.com/about/board/meetings/board-pdfs/upload/4A-Fare-Collection-Modernization-Update.pdf>>

⁴¹ Northern Virginia Transportation Commission. “Northern Virginia Regional Fare Collection Strategic Plan.” May 2018. <<http://www.novatransit.org/uploads/Projects/Fare/NVTC%20Fare%20Collection%20Strategic%20Plan%20FINAL%202018-05-30.pdf>>

⁴² Washington Metropolitan Area Transit Authority. “Cash Free Bus Pilot.” May 24, 2018. <<https://www.wmata.com/about/board/meetings/board-pdfs/upload/10B-SSD-Cash-Free-Bus-Pilot-FINALIZED.pdf>>

4.3. Strategy 3: Control Cost Escalation for Labor and Contracted Services

Short-term	Long-term
<ul style="list-style-type: none"> Provide greater authority to the WMATA General Manager and Board of Directors to make operational decisions that improve the system’s cost effectiveness, without jeopardizing safety. This should include tools such as competitive contracting of targeted functions* 	<ul style="list-style-type: none"> Include the 3 percent cap on annual operating subsidies as a mandatory factor in establishing labor costs through collective bargaining of subsequent arbitration Amend the federal Wolf Act to require arbitrators in WMATA contract mediations to consider these fiscal restrictions in all cases Identify and evaluate options to address unfunded OPEB liabilities

*Efforts underway by WMATA

Labor expenses comprise about 70 percent of WMATA’s total operating expenses. According to WMATA’s General Manager, labor and benefit costs are growing at 1.5 and 2.5 times the rate of revenue⁴³, respectively. WMATA will need to address its \$1.01 billion unfunded pension liability⁴⁴ and \$1.8 billion unfunded Other Post-Employment Benefits (OPEB) liability⁴⁵, which includes non-pension costs for retiree medical and prescription drug coverage, and life insurance.

A recent U.S. Government Accountability Office (GAO) study found that, “The Washington Metropolitan Area Transit Authority’s (WMATA) workforce costs—including wages, salaries, and benefits for employees and retirees—increased on average by about 3 percent annually from fiscal years 2006 through 2017. This increase was largely driven by the cost of employee and retiree benefits. Specifically, the amount WMATA was required to contribute to its pension plans increased by an annual average of about 19 percent during this period. Due to their relative size, proportion of retirees compared to active members, and investment decisions, these pension plans pose significant risk to WMATA’s financial operations, yet WMATA has not fully assessed the risks.”⁴⁶

⁴³ Washington Metropolitan Area Transit Authority. “Keeping Metro Safe, Reliable and Affordable.” April 19, 2017. <<https://www.wmata.com/initiatives/budget/keeping-metro.cfm>>

⁴⁴ Washington Metropolitan Area Transit Authority. “Review Plan Actuarial Reports and Performance.” November 2, 2017. <<https://www.wmata.com/about/board/meetings/board-pdfs/upload/3A-Pension-Plan-Performance-Reports-Corr.pdf>>

⁴⁵ Washington Metropolitan Area Transit Authority. “Other Post-Employment Benefits (OPEB) Update.” April 12, 2018. <<https://www.wmata.com/about/board/meetings/board-pdfs/upload/4A-OPEB-Update.pdf>>

⁴⁶ Government Accountability Office. “Washington Metropolitan Area Transit Authority | Assessing Fiscal Risks and Improving Workforce Management Would Help Achieve Strategic Goals.” September 2018. <<https://www.gao.gov/assets/700/694418.pdf>>

WMATA has provided the GAO with a recently completed, comprehensive assessment of financial risks posed by its pension plans. WMATA also noted that additional work is needed with the board and jurisdictions to achieve a long-term solution. In addition, two of WMATA's unions (Local 639 and Local 2) and non-represented staff have already moved to defined contribution retirement plans for new employees. In March 2017, the WMATA Board established an OPEB Trust that will be funded with savings achieved through successful controls on absenteeism, overtime and workers' compensation, and other sources as available.

Given the Virginia jurisdictions' responsibility to meet their share of these financial obligations, NVTC is keenly interested in identifying ways to control labor costs. As such, NVTC adopted its Principles for WMATA Reform⁴⁷ in September 2017 that included specific strategies for WMATA to control labor costs. NVTC's principles included:

- In labor negotiations, the WMATA General Manager and Board of Directors should have greater authority to make operational decisions that improve the system's cost effectiveness without jeopardizing safety, including the use of tools such as competitive contracting of targeted functions.
- WMATA's annual operational cost increases should adhere to the 3 percent annual cap recommended by the General Manager in his April 2017 "Keeping Metro Safe, Reliable and Affordable" plan. The ability to maintain such funding discipline should be a mandatory factor in establishing labor costs through collective bargaining or subsequent arbitration.
- NVTC endorses an amendment to the federal Wolf Act (National Capital Area Interest Arbitration Standards Act of 1995, Pub L. 104-50) recommended by the General Manager in his "Keeping Metro Safe, Reliable and Affordable" plan that would require arbitrators in WMATA contract mediations to consider these fiscal restrictions in all cases.
- NVTC calls upon the WMATA General Manager and Board of Directors to identify a specific plan to address the agency's unfunded pension liability and other post-employment benefits.

NVTC supports WMATA's initiatives to improve cost effectiveness without jeopardizing safety. Such measures include WMATA's contract for the maintenance and operation of buses from its new Cinder Bed Road bus facility⁴⁸ in Lorton, Virginia, which is expected to limit cost growth while delivering quality service and preserving current employees' jobs, as well as WMATA's

⁴⁷Northern Virginia Transportation Commission. "NVTC Principles for WMATA Reform." September 7, 2017.

<http://www.novatransit.org/uploads/LinkedDocs/2017/Resolution%202342%20NVTC%20Principles%20on%20WMATA%20Reform%20-%20As%20Amended%209-7-17.pdf>

⁴⁸Washington Metropolitan Area Transit Authority. "In Move to Control Costs, Metro Awards Contract for New Bus Facility in Virginia." August 2, 2018. <https://www.wmata.com/about/news/cinder-bed-contract.cfm>

contracting opportunity for Silver Line Phase 2⁴⁹. Both initiatives are central to WMATA’s strategy to manage long-term pension costs.

4.4. Strategy 4: Optimize Revenue Collection

Short-term	Long-term
<ul style="list-style-type: none"> Implement efforts on bus and rail to decrease fare evasion* 	<ul style="list-style-type: none"> Develop the next generation of fare collection technology

*Efforts underway by WMATA

Fare evasion creates safety and customer service concern as well as a direct and indirect loss of revenue, the latter by impacting federal funding formulas. In the Metrorail system, the use of swing gates is the primary way that riders avoid paying fares. In 2017, WMATA conducted a pilot at Fort Totten and Gallery Place Metrorail stations to test new swing gate configurations that stop their use except in the event of an emergency. Results of the pilot found that at the affected stations there was a 2.3 percent net increase in weekday ridership. Using lessons learned from the pilot, WMATA began the installation of secure swing gates in all Metrorail stations in the summer of 2018⁵⁰.

Major elements of WMATA’s fare collection technology have reached or exceeded their useful life. As articulated in NVTC’s “Northern Virginia Regional Fare Collection Strategic Plan,”⁵¹ there is a need for a long-term plan for a regional system that can enhance the customer experience and transit system efficiencies. A next generation system would allow greater innovation and flexibility in payment types and platforms, regional interoperability, fare products, and payment across modes. This would reduce costs and improve efficiency by optimizing revenue collection, reducing the need for physical in-station fare collection infrastructure and removing barriers related to fare collection that can attract new riders.

⁴⁹ Washington Metropolitan Area Transit Authority. “Metro Announces Contracting Opportunity for Silver Line Extension in Effort to Control Future Expense Growth.” September 18, 2018. <<https://www.wmata.com/about/news/Silver-Line-Contracting-Opportunity-Release.cfm>>

⁵⁰ Washington Metropolitan Area Transit Authority. “Fair Share Initiative Update.” April 12, 2018. <<https://www.wmata.com/about/board/meetings/board-pdfs/upload/3A-Fair-Share-Update.pdf>>

⁵¹Northern Virginia Transportation Commission. “Northern Virginia Regional Fare Collection Strategic Plan.” May 2018. <<http://www.novatransit.org/uploads/Projects/Fare/NVTC%20Fare%20Collection%20Strategic%20Plan%20FINAL%202018-05-30.pdf>>

4.5. Strategy 5: Increase Non-Fare Revenues

Short-term	Long-term
<ul style="list-style-type: none"> Leverage value for assets WMATA owns by maximizing advertising revenues and optimizing parking revenues* Explore non-traditional revenue streams to optimize value of Metrorail facilities* 	<ul style="list-style-type: none"> Pursue joint development opportunities on underutilized assets* Pursue a real estate strategy that generates operating efficiencies*

*Efforts underway by WMATA

NVTC supports initiatives and efforts by WMATA to increase and optimize its non-fare revenues. In its FY2019 Operating Budget⁵², WMATA included advertising revenues totaling \$26 million or 1.4 percent of operating revenues. In 2015, WMATA initiated the use of digital advertising in stations and expanded it in 2016 and 2017. By replacing static displays with digital panes, multiple advertisers can purchase time on a single display, increasing the revenue potential from advertising in the stations⁵³. Train wraps and station domination, where an advertiser blankets the advertising in one station, are recent advertising initiatives WMATA is pursuing to generate revenue.

With its 28 garages, 30 surface parking lots and 44 kiss-and-ride lots, totaling over 61,000 parking spaces, parking is a key component of WMATA’s ability to attract automobile drivers to use Metrorail. NVTC supports initiatives to optimize parking revenue through policies that increase parking utilization and generate revenues from nonriders while increasing transit ridership. In 2017, WMATA authorized parking pilot programs.⁵⁴ Other changes were implemented in 2018. These pilot programs are being evaluated and considered for permanent adoption⁵⁵.

Joint development, where private real estate developments co-locate with transit services, increases demand for transit and generates additional non-fare revenue for WMATA. WMATA has an active joint development program and more than 30 joint development projects have

⁵² Washington Metropolitan Area Transit Authority. “FY2019 Approved Budget.” p. 26. July 1, 2018.

<https://www.wmata.com/about/records/public_docs/upload/FY2019-Approved-BudgetFinal.pdf#page=36>

⁵³ Washington Metropolitan Area Transit Authority. “Revenue Opportunities: Digital Advertising and Station Naming Rights.” July 13, 2017. <<https://www.wmata.com/about/board/meetings/board-pdfs/upload/4C-Revenue-Opportunities-Digital-Ads-Station-Names.pdf>>

⁵⁴ Washington Metropolitan Area Transit Authority. “Parking Revenue Enhancements.” July 13, 2017.

<<https://www.wmata.com/about/board/meetings/board-pdfs/upload/3B-Parking-Rev-Enancements-Rev-07-11-v2-TO-POST.pdf>>

⁵⁵ Washington Metropolitan Area Transit Authority. “Approval of Parking Pilot Title VI Analysis and Authorization of Public Hearing for Parking Programs.” July 12, 2018. <<https://www.wmata.com/about/board/meetings/board-pdfs/upload/9B-Parking-Programs-FINALIZED.pdf>>

been completed since 1975. Its recently updated joint development guidelines⁵⁶ provide more flexibility in program management. NVTC sees continued long-term opportunities for WMATA to increase non-fare revenues by pursuing joint development on underutilized assets.

WMATA owns real estate across the region in urban, suburban and industrial locations. Given the recent passage of dedicated capital funding and a 3 percent cap on operating subsidy increases, NVTC sees opportunities for strategically placing the locations of WMATA facilities in a manner that will enhance land use value and reduce operating costs. WMATA is currently implementing an office consolidation strategy that will reduce the number of facilities it leases or owns from 10 to seven⁵⁷.

4.6. Strategy 6: Enhance Efficiency of the Workforce and Contractors

Short-term	Long-term
<ul style="list-style-type: none"> Adequately fund WMATA’s Office of the Inspector General Improve productivity through strengthened management of employee absenteeism and overtime* Improve management of use of workers’ compensation* 	<ul style="list-style-type: none"> Continue to enhance workforce productivity through human resource policies* Incentivize the workforce and contractors to deliver innovative solutions

*Efforts underway by WMATA

NVTC supports efforts to adequately fund WMATA’s Office of the Inspector General (OIG) to ensure it is sufficiently resourced to conduct its mission. The OIG, an office reporting directly to the WMATA Board of Directors, conducts independent and objective audits, evaluations, investigations and reviews of WMATA programs and operations to promote efficiency and effectiveness while preventing fraud, waste and abuse⁵⁸. The Inspector General advises the WMATA Board of Directors and the General Manager in order to achieve the highest levels of program and operational performance.

⁵⁶ Washington Metropolitan Area Transit Authority. “Update to Metro’s Joint Development Policies.” April 12, 2018.

<<https://www.wmata.com/about/board/meetings/board-pdfs/upload/3A-Joint-Development-Policies.pdf>>

⁵⁷ Washington Metropolitan Area Transit Authority. “Office Consolidation.” July 12, 2018.

<<https://www.wmata.com/about/board/meetings/board-pdfs/upload/9C-Office-Consolidation-FINALIZED.pdf>>

⁵⁸ Washington Metropolitan Area Transit Authority. “FY2019 Approved Budget.” p. 53. July 1, 2018.

<https://www.wmata.com/about/records/public_docs/upload/FY2019-Approved-BudgetFinal.pdf#page=63>

NVTC supports WMATA's initiatives to minimize absenteeism and the use of overtime. In 2017 the WMATA General Manager introduced new controls on absenteeism⁵⁹ to improve productivity and reduce the use of overtime. These efforts targeted excessive absenteeism through rigorous monitoring and compliance with existing policies and agreements. These controls included tighter management of unexcused absences and sick leave, improvements in reviews of time and payroll verifications, and improved management of use of worker compensation. Between January and April 2018, savings from absenteeism, worker's compensation, and overtime controls resulted in over \$3 million in savings⁶⁰. Through savings from these controls, WMATA has established an "Other Post-Employment Benefit (OPEB)" Trust to pre-fund OPEB liabilities.

The Government Accountability Office (GAO) recently published a study that reviewed WMATA's workforce management with a focus on the sustainability of costs and performance management practices. Specifically, the GAO found that "WMATA has implemented two employee performance management systems that cover all employees, but these systems lack some key elements of an effectively designed and implemented performance management system."⁶¹ The GAO recommends that WMATA "develop comprehensive policies and procedures for its employee performance management systems, and controls to ensure supervisors complete required performance evaluations." WMATA notified GAO that it has initiated procurement of consultant support to evaluate and redesign, as needed, WMATA's current performance management program for all employee groups to develop guidance on best practices, policies and procedures, and to examine the use of technology. WMATA's goal is to begin consultant supported work in July 2019.

In realigning WMATA's business model and enhancing employee performance management, NVTC sees a long-term potential to reduce the growth in costs and improve operational efficiency. Supporting innovation, the strategic use of technology within the workforce and contracted services and incentivizing the workforce will yield innovative solutions.

⁵⁹ Washington Metropolitan Area Transit Authority. "Metro GM Further Increases Accountability with New Controls on Absenteeism." February 17, 2017. <<https://www.wmata.com/about/news/gm-absenteeism-policy.cfm>>

⁶⁰ Washington Metropolitan Area Transit Authority. "Other Post-Employment Benefits (OPEB) Update." April 12, 2018. <<https://www.wmata.com/about/board/meetings/board-pdfs/upload/4A-OPEB-Update.pdf>>

⁶¹ Government Accountability Office. "Washington Metropolitan Area Transit Authority | Assessing Fiscal Risks and Improving Workforce Management Would Help Achieve Strategic Goals." September 2018. <<https://www.gao.gov/assets/700/694418.pdf>>

5. Use of Dedicated Capital Funds

Chapter 854, 2018 Virginia Acts of Assembly authorized the Washington Metropolitan Area Transit Authority Capital Fund (WMATA Capital Fund) to fund Virginia's portion of WMATA's dedicated capital funding. The legislation concurrently required that, in each year that revenues are deposited into the fund, NVTC shall include in this report the use of funds from the WMATA Capital Fund during the prior year.

The Virginia legislation became effective on July 1, 2018 and the Commonwealth authorized the use of \$121.3 million in revenues to be disbursed to WMATA in FY2019 from the WMATA Capital Fund⁶². Because of the timing of this initial report, no expenditures were incurred during this reporting period. NVTC will provide information on the use of these funds in the future.

The Commonwealth's WMATA Capital Fund will support WMATA's investments in safety, system preservation, and state of good repair of its rail transportation system and bus network. WMATA's FY2019-2024 Capital Improvement Plan (CIP), part of the agency's FY2019 budget, provides details on the sources and uses of funds. Safety and state of good repair comprise the largest section of the capital budget. They include recurring annual investments in the replacement, rehabilitation and maintenance of existing assets to ensure the safety of WMATA's core infrastructure and to promote a state of good repair. In the future, WMATA will provide NVTC with the information necessary to report on the use of funds from the Commonwealth's WMATA Capital Fund.

⁶²The Department of Rail and Public Transportation sent a letter on June 7, 2018 informing WMATA of the Commonwealth of Virginia's authorization of the use of funds from the "Washington Metropolitan Area Transit Authority Capital Fund."

6. Metrorail & Metrobus Ridership

Because public transit services exist to transport passengers, transit systems seek to maximize patronage, measured in passengers. This section summarizes Metrorail and Metrobus ridership, which is measured by the NTD using:

1. Unlinked Passenger Trips (UPT)
2. Passenger Miles Traveled (PMT)

The meaning and significance of these two ridership measures are clarified in Sections 5 and 6.2. Data is reported for FY2017.

6.1. Unlinked Passenger Trips

Unlinked passenger trips (UPT) indicates the number of passengers boarding vehicles. UPT demonstrates the overall number of passengers passing through the overall Metro system. A higher UPT reflects greater use of transit services. This section provides FY2017 UPT data for Metrorail and Metrobus.

6.1.1. Metrorail Unlinked Passenger Trips

In FY2017, total ridership for Metrorail was 227,053,037 unlinked passenger trips, as shown in Table 12. The official NTD definition for this ridership metric is included in the appendix.

Table 12: Metrorail Ridership, UPT (FY2017)

Ridership Metric	Total Trips, FY2017	Units
Unlinked Passenger Trips	227,053,037	Trips ⁶³

Source: WMATA NTD, Form S-10⁶⁴

Additional Notes:

1. NTD reports ridership using the UPT metric, which reflects the number of passenger boardings. The trip of a passenger who boards two separate Metro trains, transferring from one Metrorail line onto a different line, would be counted as two UPTs.

⁶³ See 'Unlinked Passenger Trips' in 8.1 Definitions.

⁶⁴ Form S-10 is the NTD Service form. <<https://www.transit.dot.gov/ntd/ntd-reporting-system-forms>>

2. Metrorail directly records and publishes linked passenger trips, which are adjusted to UPT using a statistical method based on a passenger survey⁶⁵. A linked passenger trip may include boarding two or more trains. This statistical adjustment from linked passenger trips to unlinked passenger trips implies that NTD Metrorail ridership figures for FY2017 will not match those in the Metro Performance Report (MPR).

6.1.2. Metrobus Unlinked Passenger Trips

In FY2017, total ridership for Metrobus was 123,124,352 unlinked trips, as shown in Table 13.

Table 13: Metrobus Ridership, UPT (FY2017)

Ridership Metric	Total Trips, FY2017	Units
Unlinked Passenger Trips	123,124,352	Trips ⁶⁶

Source: NTD, Form S-10⁶⁷

Additional Notes:

1. The NTD reports unlinked passenger trips (UPT), which is the number of passenger boardings. Metrobus directly records bus passenger boardings.

6.2. Passenger Miles Traveled

Passenger miles traveled (PMT) indicates the total sum of miles traveled by all passengers aboard the transit service. A single passenger traveling 10 miles by bus would count as 10 passenger miles traveled. As with UPT, a higher PMT figure indicates greater patronage of transit services, providing insight into both UPT and distances traveled by passengers.

6.2.1. Metrorail Passenger Miles Traveled

In FY2017, the total passenger miles traveled for Metrorail was 1,326,262,650, as shown in Table 14.

⁶⁵ National Transit Database, "National Transit Database Sampling Manual." March 31, 2009.

<https://www.transit.dot.gov/sites/fta.dot.gov/files/docs/The_NTD_Sampling_Manual.pdf>

⁶⁶ See 'Unlinked Passenger Trips' in 8.1 Definitions.

⁶⁷ Form S-10 is the NTD Service form. <<https://www.transit.dot.gov/ntd/ntd-reporting-system-forms>>

Table 14: Metrorail Ridership, PMT (FY2017)

Ridership Metric	Total Miles, FY2017	Units
Passenger Miles Traveled	1,326,262,650	Miles

Source: WMATA NTD, Form S-10⁶⁸

6.2.2. Metrobus Passenger Miles Traveled

In FY2017, the total passenger miles traveled for Metrobus was 369,020,804, as shown in Table 15.

Table 15: Metrobus Ridership, PMT (FY2017)

Ridership Metric	Total Miles, FY2017	Units
Passenger Miles Traveled	369,020,804	Miles

Source: WMATA NTD, Form S-10⁶⁹

⁶⁸ Ibid

⁶⁹ Ibid

7. Conclusion

This report summarizes safety, operating, financial and ridership information on the state of WMATA's rail and bus systems, responding to the mandate of HB1539/SB856 of 2018.

In addition, this report summarizes cost control and operational improvement strategies proposed by NVTC to improve the efficiency of WMATA's rail and bus systems.

In the future, WMATA will provide NVTC with the information necessary to report on the use of funds from the Commonwealth's WMATA Capital Fund.

This report will be accompanied by an addendum to reflect data that will become available in November 2018. The addendum will be submitted to the General Assembly and the Governor by December 31, 2018.

DRAFT

8. Appendix

This appendix includes definitions and sources for the terminology used throughout the report.

8.1. Definitions

To provide a holistic picture of WMATA's safety, reliability, financial and ridership performance, the definitions below have been aggregated from the following sources as indicated in the footnotes:

1. When not indicated otherwise, definitions are taken directly from the NTD Glossary⁷⁰.
2. For metrics without a NTD definition, a definition is taken from WMATA's FY2018 Metro Performance Report (MPR)⁷¹. MPR definitions also include an explanation of what each metric mean[s] and why it is important to [their] strategy. These explanations are included along with the definitions.
3. To build a complete understanding of each MPR definition, WMATA provided NVTC with clarifications, which are denoted with the footnote "Provided by WMATA."

C

Collision

A vehicle/vessel accident in which there is an impact of a transit vehicle/vessel with: another transit vehicle, a non-transit vehicle, a fixed object, a person(s) (suicide/attempted suicide included), an animal, a rail vehicle, a vessel, or a dock.

Cost per Service Hour⁷²

The average cost to operate one vehicle/passenger car for one hour of passenger service.

⁷⁰ Federal Transit Administration. "National Transit Database (NTD) Glossary." April 12, 2018.

<<https://www.transit.dot.gov/ntd/national-transit-database-ntd-glossary>>

⁷¹ Washington Metropolitan Area Transit Authority. "Metro Performance Report." Fiscal Year 2018.

<<https://www.wmata.com/about/records/scorecard/upload/FY18-Metro-Performance-Report.pdf>>

⁷² Federal Transit Administration. "2015 Metrics." <<https://www.transit.dot.gov/ntd/data-product/2015-metrics>>

D

Deadhead

The miles and hours that a vehicle travels when out of revenue service. Deadhead includes:

1. Leaving or returning to the garage or yard facility
2. Changing routes
3. When there is no expectation of carrying revenue passengers

Deadhead does not include:

1. Charter service
2. School bus service
3. Operator training
4. Maintenance training

Derailments

A non-collision incident in which one or more wheels of a transit vehicle unintentionally leaves the rails.

F

Farebox Recovery Ratio⁷³

The portion of operating expenses that are paid for by fare revenues. This metric is calculated as: *Fare Revenue ÷ Operating Expenses*.

Fare Revenue

All income directly earned from carrying passengers, paid either in cash or through pre-paid tickets, passes, etc. It includes donations from those passengers who donate money on the vehicle, reduced fares paid by passengers in a user-side subsidy arrangement, or payments made through an agreement to provide fare-free service for a certain group, e.g. payments from a university to provide free service to students. It also includes base fare, zone or distance premiums, express service premiums, extra cost transfers, and special transit fares.

⁷³ Instead of farebox recovery ratio, the Federal Transit Administration (FTA) uses the term 'recovery ratio' per the FTA 2015 Metrics: <https://www.transit.dot.gov/ntd/data-product/2015-metrics>. This definition is adapted from the FTA Metrics list.

Fatality

A death or suicide confirmed within 30 days of a reported incident. Does not include deaths in or on transit property that are a result of illness or other natural causes.

Fire

Uncontrolled combustion made evident by flame that requires suppression by equipment or personnel.

Failure, Metrobus⁷⁴

WMATA counts as failures those buses with interrupted trips due to mechanical problems that resulted in lost trips. Therefore, only bus maintenance chargeables (BMCs) are counted.

- Major failures are BMCs that may leave the bus stranded on the street or result in grossly unsafe operation. Examples: brakes, door interlock, generator, smoke/fire, large fluid leaks, engine or transmission shutdown, broken wipers on rainy days. (“Accidents” caused by mechanical failure (i.e. brakes not engaging) are counted as major.)
- Minor failures are BMCs that may be deemed unsafe by the operator, manufacturer, or engineers to protect the bus from irreparable damage. Examples: engine/transmission malfunction indicators, windshield, mirrors, unsafe interior or exterior body issues

Failure, Metrorail⁷⁵

WMATA defines a railcar failure as a mechanical failure that requires corrective maintenance. Failures related to operator error or customer behavior, e.g. doors that fail because they were held open by customers, are not counted. Not all failures prevent vehicles from completing scheduled revenue trips or starting the next scheduled revenue trips. In some cases, corrective maintenance can be conducted after the scheduled trips are completed.

Fringe Benefits

The payments or accruals to others (insurance companies, governments, etc.) on behalf of an employee and payments and accruals directly to an employee arising from something other than a piece of work. These payments are transit agency costs over and above labor costs, but still arising from the employment relationship. It does not include other post-employment benefits (OPEB) recorded under GASB-45.

⁷⁴ Provided by WMATA.

⁷⁵ Provided by WMATA.

H

Headway

The time interval between vehicles moving in the same direction on a route.

I

Injury

Any damage or harm to persons as a result of an event that requires immediate medical attention away from the scene.

L

Linked Passenger Trips⁷⁶

A linked passenger trip is counted when a customer enters through a faregate. In an example where a customer transfers between two trains to complete their travel one trip is counted. Metrorail reports linked passenger trips.

Labor (Cost)⁷⁷

The pay and allowances due employees in exchange for the labor they provide on behalf of the transit agency. The labor allowances include payments made directly to the employee arising from the performance of a piece of work.

M

Major Event Report (S&S-40)⁷⁸

The Major Event Report (S&S-40) captures detailed information on severe safety and security events that occur within a transit environment. Agencies must complete one S&S-40 per reportable event, regardless of how many thresholds an event meets.

⁷⁶ Washington Metropolitan Area Transit Authority. "Metro Performance Report." Fiscal Year 2018. <<https://www.wmata.com/about/records/scorecard/upload/FY18-Metro-Performance-Report.pdf>>

⁷⁷ The NTD uses 'labor' as the metric for labor cost.

⁷⁸ Adapted from: National Transit Database. "NTD Safety & Security Reporting Manual." pp. 21-35. 2018. <<https://www.transit.dot.gov/sites/fta.dot.gov/files/docs/ntd/69096/2018-safety-and-security-policy-manual.pdf>>

A reportable event is one that meets any NTD reporting threshold (detailed below) and occurs:

- On transit right-of-way or infrastructure;
- At a transit revenue facility;
- At a maintenance facility or rail yard;
- During a transit-related maintenance activity, or
- Involves a transit revenue vehicle.

Mean Distance between Delays⁷⁹

The average number of miles traveled before a railcar experiences a failure that leads to a delay of four or more minutes⁸⁰. This is equivalently expressed as: *Total railcar revenue miles ÷ Number of failures during revenue service resulting in delays of four or more minutes.*

Some car failures result in inconvenience or discomfort but do not always result in a delay of service, such as hot cars. Mean distance between delays includes those failures that had an impact on customer on-time performance.

Mean Distance between Failures⁸¹

The average number of miles traveled before a mechanical breakdown requiring the bus to be removed from service or deviate from the schedule. This can also be expressed as: *Total revenue miles ÷ Total number of failures⁸².*

Mean distance between failures is used to monitor trends in vehicle breakdowns that cause buses to go out of service and to plan corrective actions. Factors that influence fleet reliability include vehicle age, quality of maintenance program, original vehicle quality, and road conditions affected by inclement weather and road construction.

⁷⁹ Washington Metropolitan Area Transit Authority. "Metro Performance Report." p. 44. Fiscal Year 2018. <<https://www.wmata.com/about/records/scorecard/upload/FY18-Metro-Performance-Report.pdf>>

⁸⁰ See 'Failure, Metrorail' in 8.1 Definitions.

⁸¹ Washington Metropolitan Area Transit Authority. "Metro Performance Report." p. 44. Fiscal Year 2018. <<https://www.wmata.com/about/records/scorecard/upload/FY18-Metro-Performance-Report.pdf>>

⁸² See 'Failure, Metrobus' in 8.1 Definitions.

N

Non-Labor Costs

The costs associated with operating expenses less labor cost⁸³, including:

1. Fuel/Lube
2. Tires/Tubes
3. Other Materials/Supplies
4. Utilities
5. Casualty/Liability Costs
6. Taxes

O

On-Time Performance (Metrobus), “adherence to schedule”⁸⁴

On-time performance is calculated through: *Number of time points⁸⁵ that arrived on time by route based on a window of 2 minutes early and 7 minutes late ÷ Total number of time points delivered (by route).*

This indicator summarizes how closely Metrobus adheres to published route schedules on a system-wide basis. Factors that influence on-time performance are traffic congestion, inclement weather, scheduling, vehicle reliability, and operational behavior.

On-Time Performance (Metrorail)⁸⁶

On-time performance is calculated differently for peak and off-peak:

- Peak: *Number of station stops delivered within the scheduled headway plus two minutes during rush (AM/PM) service ÷ Total station stops delivered*
- Off-peak: *Number of station stops delivered up to 150 percent of the scheduled headway during non-rush (midday and evening) ÷ Total station stops delivered*

⁸³ Categories under Operating Expenses are based on NTD Definition. Federal Transit Administration. “National Transit Database: Policy Manual.” January 2017. <https://www.transit.dot.gov/sites/fta.dot.gov/files/docs/ntd/57981/2017-ntd-policy-manual_2.pdf>

⁸⁴ WMATA uses ‘adherence to schedule’ to describe On-Time Performance: Washington Metropolitan Area Transit Authority. Washington Metropolitan Area Transit Authority. “Metro Performance Report.” p. 19. Fiscal Year 2018. <<https://www.wmata.com/about/records/scorecard/upload/FY18-Metro-Performance-Report.pdf>>

⁸⁵ See ‘Time Point’ in 8.1 Definitions.

⁸⁶ Washington Metropolitan Area Transit Authority. “Metro Performance Report.” p. 18. Fiscal Year 2018. <<https://www.wmata.com/about/records/scorecard/upload/FY18-Metro-Performance-Report.pdf>>

The calculation combining both time periods⁸⁷ is calculated as:

(Number of peak station stops delivered on-time + Number of off-peak station stops delivered on-time) ÷ (Total number of station stops)

The peak and off-peak hours are:

1. **Peak periods:** AM rush (approximately 6-9:30 a.m.) and PM rush (approximately 3:15-6:30 p.m.)
2. **Off-peak periods:** Midday (approximately 9:45 a.m.-3 p.m.) and Night (approximately 6:45 p.m. to close)

Station stops are tracked system-wide, except for terminal and turn-back stations. The train is said to be “on time” if it arrives at the station stop within the headway + two minutes’ time window during rush (AM/PM) or 150 percent of the headway during the non-rush (Midday/Night).

The exact times vary by station and align with the time when scheduled headways even out. On-time performance is not measured during ramp up and ramp down periods, when Metro transitions between rush and non-rush service periods, due to variable headways. Train on-time performance measures the adherence to weekday headways or the time customers wait between trains. Factors that can influence on-time performance include: infrastructure conditions, missed dispatches, railcar delays, e.g. doors, or delays caused by sick passengers. Station stops are tracked system-wide, with the exception of terminal and turn-back stations.

Operating Expenses

These expenses include labor and non-labor costs, and services for operating and maintaining the mode, including general administration costs. Labor costs are fully loaded, meaning they include fringe benefit costs (directly paid to employees as well as indirectly, e.g. payments to pension funds) in addition to wages and salary costs.⁸⁸

⁸⁷ Provided by WMATA.

⁸⁸ National Transit Database. “TS2.1 - Service Data and Operating Expenses Time-Series by Mode.” 2016.

<https://www.transit.dot.gov/ntd/data-product/ts21-service-data-and-operating-expenses-time-series-mode-0>

P

Passenger Miles Traveled (PMT)⁸⁹

The cumulative sum of the distances ridden by each passenger.

R

Revenue Service (Hours)

The time when a vehicle is available to the public and there is an expectation of carrying passengers. These passengers either:

1. Directly pay fares
2. Are subsidized by public policy
3. Provide payment through some contractual arrangement

Vehicles operated in fare-free service are considered in revenue service. Revenue service includes:

1. Layover/recovery time

Revenue service excludes:

1. Deadhead⁹⁰
2. Vehicle maintenance testing
3. School bus service
4. Charter Service

S

Security Event

An occurrence of a bomb threat, bombing, arson, hijacking, sabotage, cyber security event, assault, robbery, rape, burglary, suicide, attempted suicide (not involving a transit vehicle), larceny, theft, vandalism, homicide, CBR (chemical/biological/radiological) or nuclear release, or other event.

⁸⁹ The NTD refers to Passenger Miles Traveled as 'Passenger Miles.'

⁹⁰ See 'Deadhead' in 8.1 Definitions.

Service per Rider⁹¹

A performance metric that measures the ratio of vehicle revenue hours to unlinked passenger trips. Note that in this report, this ratio is scaled by a factor of 10,000 for readability.

T

Time Point

A time point is an exact “point in time” at which Metro service is provided. Time points can be anywhere along the route, including an intersection. Adherence to schedule is measured as the bus leaves each time point except the last for each run. Time point is used in the definition of on-time performance for Metrobus.

U

Unlinked Passenger Trips (UPT)

The number of passengers who board public transportation vehicles. Passengers are counted each time they board vehicles no matter how many vehicles they use to travel from their origin to their destination. Metrobus reports unlinked passenger boardings.

V

Vehicle Revenue Hours

The hours that a vehicle actually travels from the time it pulls out of its garage to enter passenger service to the time it returns. Vehicle revenue hours are often called platform time.

⁹¹ Department of Rail and Public Transportation. “Review of WMATA Operating, Governance and Financial Conditions.” March 2018. <<http://www.drpt.virginia.gov/media/2320/full-report.pdf>>



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October XX, 2018

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Executive Director
Katherine A. Mattice

Mr. Paul Wiedefeld
General Manager and Chief Executive Officer
Washington Metropolitan Area Transit Authority (WMATA)
600 Fifth Street, NW
Washington, D.C. 20001

Re: Comments on Parking Programs

Dear Mr. Wiedefeld:

I submit this letter to you as part of WMATA's public comment period on parking programs. The Northern Virginia Transportation Commission appreciates WMATA's efforts to optimize revenue sources in order to keep operating subsidy increases within the 3 percent cap as required by recently-passed transit funding legislation. At meetings of our newly created Interim WMATA Committee and our Commission, we have reviewed publicly available material provided by WMATA on the Parking Programs and wish to convey our comments.

NVTC supports WMATA's general efforts to generate revenue through paid parking, including additional weekday hours of revenue collection. While the Commission has concerns about charging for weekend parking, we support the application of weekend parking fees for special events.

NVTC also supports the concept of lowering weekday parking fees at stations with low ridership and parking utilization. However, the Commission recognizes that this may draw away existing transit riders rather than attract new riders and we acknowledge the need for additional analysis to illustrate the potential revenue and ridership tradeoffs.

NVTC recognizes that there are ongoing revenue and budgetary implications related to WMATA's parking programs. We question whether charging fees for parking on weekends, in light of existing weekend rail service and parking fees, would negatively impact fare and parking-fee revenues due to a potential loss in ridership. We support additional research and analysis before any policy decisions are made.

Through additional consultation with our jurisdictions, NVTC has identified the potential for disparate parking policies along existing and planned Silver Line Metrorail stations with parking facilities. At the Wiehle-Reston East Station, the Fairfax County Board of Supervisors has the authority to set parking policies. For planned stations to the west, the Loudoun County and Fairfax County boards of supervisors will have the authority to set parking policies at stations in their jurisdictions. To avoid any unintended consequences, NVTC encourages WMATA to coordinate parking policy decisions with Loudoun and Fairfax counties.

Non-Rider Fee

While not part of the compact public hearing docket, NVTC has additional comments regarding the non-rider fee that were generated while discussing the parking programs. The Commission recognizes the non-rider fee is a tool to generate additional parking revenue while prioritizing transit riders as users of the facilities. At present, Metrorail riders pay the regular parking fee, while other transit riders, with the exception of recently exempted VRE and MARC riders, pay the higher non-rider fee.

It is our understanding that WMATA has agreed to exempt Metrobus riders from the non-rider fee so that those riders would pay the regular fee should they park at a WMATA parking facility and ride Metrobus. Given the diversity of transit service providers in Northern Virginia, NVTC supports this direction and asks WMATA to extend this exemption to relevant local transit providers that utilize SmarTrip. NVTC is willing to engage with WMATA and local transit providers to further explore this concept.

NVTC would like to express its gratitude for finding a solution where VRE riders can pay the regular parking fee and park at the Franconia-Springfield station. Over the last 30 years, transit options in Northern Virginia have grown in diversity and complexity, and the Commission appreciates the resolution of the unintended consequences borne by VRE riders that resulted from the extension of the non-rider fee at this station.

Lastly, noting our concerns with implementation of the non-rider fee and in accordance with NVTC's regional goal of improving access and mobility throughout Northern Virginia by connecting the regional and local transit systems, we ask that you coordinate with us before considering extending the non-rider fee to additional stations in Northern Virginia to avoid any additional unintended consequences.

Thank you for the opportunity to comment. We look forward to a WMATA Board decision on parking programs in the fall so that WMATA can provide riders and funding partners with stability and certainty regarding parking policies and their relevant impacts.

Best regards,

Paul C. Smedberg
Chairman

TO: Chairman Smedberg and NVTC Commissioners

FROM: Kate Mattice

DATE: September 27, 2018

SUBJECT: Follow-Up from the Strategic Retreat

At the October meeting the Commission will be asked to take action on two items as follow-up from the June Strategic Retreat: 1) approve the proposed changes to the NVTC By-Laws; and 2) approve the NVTC Policy for Appointing NVTC Members to the WMATA Board of Directors.

A. ACTION ITEM: Approve the Proposed Changes to the NVTC By-Laws

The Commission will be asked to approve the proposed changes to the NVTC By-Laws. The current by-laws require that proposed changes with explanations of the proposed changes be presented at one meeting followed by action at the following or a subsequent meeting. At the September meeting the Commission was presented with proposed changes to the NVTC By-Laws reflecting 2018 General Assembly action and the discussion and actions taken at the June 22nd Strategic Retreat, as well as changes recommended by the Executive Committee. The following changes are recommended:

1. Revise language in Section 2.C. regarding NVTC's four members representing the House of Delegates to align with the General Assembly budget amendment passed during the 2018 Session which amended Virginia Code Section §33.2-1904 to allow the Speaker of the House to appoint non-House members to NVTC.
2. Revise language in Section 5.B(1) regarding NVTC Officers, adding "The chairman shall not also be an appointee to the WMATA Board of Directors as a principal member."
3. Add new and revised language in Section 10 regarding NVTC's Committees to:
 - a. Articulate general provisions for all committees;
 - b. Revise the membership and provide technical clarification to the charge of the Executive Committee; and
 - c. Establish standing committees for WMATA, Legislative and Policy, and Program Advisory, with language on membership, charge and structure for each committee.
4. General technical and conforming edits.

B. ACTION ITEM: Approve the NVTC Policy for Appointing NVTC Members to the WMATA Board of Directors

The Commission will be asked to approve the NVTC Policy for Appointing NVTC Members to the WMATA Board of Directors. The Executive Committee spent several months discussing the proposed policy, which reflects the discussion at the Strategic Retreat and subsequent discussions on how NVTC members should be appointed to the WMATA Board in light of new legislation (HB1539/SB856 2018).

The proposed policy will guide NVTC to provide the strongest NVTC representation on the WMATA Board; strive to appoint members based on a rotation schedule that will allow a member from the four largest NVTC jurisdictions to serve within a 12-year period; consider timing for opportunities to serve in WMATA leadership roles; and acknowledge the need for flexibility to ensure all NVTC jurisdictions have effective representation. The second page of the policy memorializes the background of NVTC as the appointing body for Virginia representation on the WMATA Board and the history of legislative changes affecting WMATA Board appointments.



NVTC BY-LAWS

NORTHERN VIRGINIA TRANSPORTATION COMMISSION

BY-LAWS

Adopted 3 Mar. 66
Revised 4 Aug. 66
Revised 9 Jan. 69
Revised 5 Jun. 75
Revised 6 May 81
Revised 11 Jul. 85
Revised 3 Oct. 85
Revised 3 Jan. 90
Revised 1 Mar. 90
Revised 1 Jul. 04
Revised 5 April 12
Revised 7 July 16
Proposed edits 09-06-18

1. PURPOSE

The Northern Virginia Transportation Commission (NVTC) was created by the Virginia General Assembly in 1964. NVTC's mission is to serve the public by providing a forum for elected officials, focusing primarily on public transit; ~~to~~ develop strategies; identify funding sources; advocate for additional funding; prioritize funding allocations; oversee transit systems such as [the Virginia Railway Express \(VRE\)](#) and [the Washington Metropolitan Area Transit Authority \(-WMATA\)](#); and pursue new transit programs and innovations. NVTC works to improve mobility, safety, and transit customer service; reduce traffic congestion; protect the environment; and stimulate the regional economy; all by increasing the use of transit and ridesharing. The duties and powers of the Commission are set forth in the Transportation District Act of 1964, Sections 33.2-1900 through 33.2-1935 of the Virginia Code¹.

2. PARTICIPATING GOVERNMENTS

A. The following local governments comprising the Northern Virginia Transportation District (Section 33.2-1904 of the Virginia Code) are eligible to participate in the Northern Virginia Transportation Commission, with representatives from their respective governing bodies as noted:

- | | | |
|-----|-----------------------------|----------------------------|
| (1) | Fairfax County | --Five members |
| (2) | Arlington County | --Three members |
| (3) | City of Alexandria | --Two members |
| (4) | City of Fairfax | --One member |
| (5) | City of Falls Church | --One member |
| (6) | Loudoun County ² | --Two members ³ |

¹ Previously located in Sections 15.2-4500 through 15.2-4534 of the Virginia Code.

² Loudoun County's membership is governed by the terms of an agreement dated December 14, 1989 between NVTC and the county.

³ Chapter 117 of the 2016 Acts of Assembly amended Section 33.1-1904 of the Virginia Code to add a second Loudoun County member to NVTC.

- B. In addition, the chairman of the Commonwealth Transportation Board or his designee shall serve as an ex officio member of the Commission.
- C. The General Assembly of Virginia is represented by two senators, appointed by the Senate Committee on Rules, and four delegates or as otherwise designated by the Speaker of the House of Delegates⁴.
- D. Additional contiguous counties and cities may be added to the transportation district by agreement and shall appoint one representative.
- E. Local governments may appoint alternates from their respective governing bodies to vote in the absence of their principal members ~~from their respective governing bodies~~.

3. MEETINGS

A. Regular Public Meetings

Regular public meetings will be held on the first Thursday night of each month unless two thirds of the members ~~shall~~ consent to an alternate date. If the meeting night occurs on a holiday, the Commission shall designate a substitute night as a matter of business during a prior meeting.

B. Quorum and Action by Commission

Section 33.2-1912 of the Virginia Code stipulates the requirements of a quorum and action by the Commission. A quorum requires ~~eleven-11~~ members including at least one member from each of four jurisdictions. The chairman of the Commonwealth Transportation Board or his designee shall be included for the purposes of constituting a quorum. However, while the General Assembly is in session, NVTC's General Assembly members shall not be counted in determining a quorum. General Assembly members on the Commission represent the Commonwealth of Virginia and not the jurisdictions from which they are elected. The presence of a quorum and a vote of the majority of the members necessary to constitute a quorum of all the members appointed to the Commission, including an affirmative vote from a majority of the members, shall be necessary to take any action.

Notwithstanding the provisions of Sections 2.2-3708 and 3708.1, members of the General Assembly may participate in the meetings of the Commission through electronic communications while the General Assembly is in session.

4. RULES OF PROCEDURE

Robert's Rules, as amended, shall apply.

⁴ General Assembly budget amendment passed 2018 Session amended Section 33.2-1904 of the Virginia Code to allow the Speaker of House to appoint non-House members to NVTC.

5. OFFICERS

- A. The officers of the Commission shall be elected from the membership of the Commission and shall serve terms of one year, or until their successors are elected, and may succeed themselves.
- B. The officers and their duties shall be as follows:
- (1) Chairman: The chairman presides at meetings of the Commission, represents the Commission before the United States Congress, the Virginia General Assembly, and other commissions, and is the Commission's spokesman in matters of policy. The chairman shall not also be an appointee to the WMATA Board of Directors as a principal member.
 - (2) Vice Chairman: The vice chairman shall, in the absence or disability of the chairman, perform the duties and exercise the powers of the chairman.
 - (3) Secretary-Treasurer: The secretary-treasurer shall monitor the financial administration of the Commission including the investment of funds and securities of the Commission and monitor financial records and the issuance of such reports as required by law, i.e., annual audit and other financial statements as determined by the Commission. He or sheThe secretary-treasurer shall direct staff to present monthly reports of fn the financial condition of the Commission, giving the status and basis for all investments and of all money and other valuable effects in the name or in the credit of the Commission.
- C. Election of the officers shall take place annually at the January meeting of the Commission, and the officers shall serve until their successors are duly elected. Notice of meeting must state that election of officers will be a matter of business at the meeting.

6. EMPLOYEES

- A. The Commission shall employ an executive director who shall hire and direct such other employees as may be necessary to perform the functions of the Commission.
- B. The duties, qualifications, terms, compensation and related benefits of employees shall be prescribed in NVTC's Administrative Regulations as adopted and amended from time to time by the Commission and/or executive director.

7. ACCOUNTS AND RECORDS

- A. The Virginia Code stipulates the types of records to be maintained by the Commission.
- B. The annual financial report of the Commission shall be for the fiscal year period.
- C. The official minutes of the Commission shall be in the custody of the executive director of the Commission who shall certify copies and abstracts of the minutes when required.

8. BONDING OF COMMISSIONERS AND EMPLOYEES

A. The Commission shall secure a public official bond for the faithful performance of duties in the amount of:

- (1) \$5,000 for each member of the Commission except the secretary-treasurer:
- (2) \$25,000 for the secretary-treasurer.

The bonds shall be filed with and preserved by the Comptroller of the Commonwealth.

B. The Commission shall secure a fidelity bond for the faithful performance of duties in the amount of:

- (1) \$1,000,000 for the executive director; and
- (2) As directed, for other members of the Commission staff and officers ~~as~~ where appropriate.

The executive director's and staff bonds will be held by the Commission.

9. FINANCES

A. Fiscal Year

The fiscal year shall begin the first day of July in each year.

B. Budget

- (1) The executive director shall submit a proposed budget for the succeeding fiscal year to the Executive Committee for approval prior to the month of January.
- (2) The budget approved by the Executive Committee shall be submitted to the Commission by its January meeting. The notice of this meeting must state that the budget for the coming fiscal year is to be a matter of business at the meeting.
- (3) The administrative expenses of the Commission, to the extent funds for such expenses are not provided from other sources, shall be allocated among the component governments on the basis of the relative shares of state and federal transit aids allocated by the Commission among its component governments, as stated in the Virginia Code (Section 33.2-1915E).

C. Audit

The books of the Commission shall be audited by a certified public accountant or accountants, and the audit report shall be included in the annual financial report.

10. COMMITTEES

A. General Provisions

- (1) The Commission shall, at its January annual organizational meeting, or thereafter, establish such committees as it deems appropriate. Such committees shall continue throughout the calendar year unless dissolved. The Commission shall designate the chairman and membership of each such committee unless expressly provided for elsewhere in these By-Laws.
- (2) Excluding the Executive Committee, the Commission chairman shall not also serve as the chairman of a committee unless determined otherwise by an affirmative vote that includes (a) not less than two-thirds of the Commission members present and voting and (b) Commission members from not less than two thirds of the member jurisdictions.
- ~~(4)~~(3) To encourage participation by all member jurisdictions, the Commission shall strive to distribute Commission leadership and committee leadership and membership among all members from the member jurisdictions.
- (4) All committees shall adhere to all open meeting requirements contained in the Virginia Code including those pertaining to notice, minutes, and public attendance. All members of NVTC are eligible to attend meetings of all NVTC's committees and subcommittees, and in the case of including closed meetings, to attend and observe but only committee members shall be eligible to vote at committee meetings.

AB. Executive Committee

- (1) Membership: There shall be an Executive Committee consisting of the chairman, who shall chair the Executive Committee; the immediate past chairman, if still a member of the Commission; the vice chairman; the secretary-treasurer; ~~the Commission's members of the WMATA Board, the chairman of the Fairfax County Board of Supervisors (if serving on NVTC) the chairs of the WMATA Committee, the Legislative and Policy Committee, and the Program Advisory Committee;~~ and one member of the General Assembly. The Chairman of the Commonwealth Transportation Board⁵ or his designee appointed by the Commission as a principal member to the WMATA Board of Directors and the principal member appointed by the Commission to the WMATA Board of Directors shall serve as non-voting members of the Executive Committee.
- (2) The General Assembly member on the Executive Committee shall be nominated by the Executive Committee and be approved by the Commission as a part of the annual nomination process.
- ~~(1) appointed by the senior member of the General Assembly members on the commission based on length of service in the General Assembly.~~
- ~~(2)~~(3) Duties Charge: The Executive Committee shall:

⁵ By statute, the Secretary of Transportation serves as the Chairman of the Commonwealth Transportation Board.

- (a) Review and approve the proposed annual budget and the work program of the Commission and advise, oversee and provide direction to the executive director on activities within policies set by the Commission.
- (b) Identify and present to the Commission policy issues related to transportation improvements and the administration of NVTC.
- (c) Review the current administration of the Commission including the expenditure and investment of Commission funds.
- (d) Consider and make recommendations to the Commission on the substantive program areas for Commission activity and for the establishment and disestablishment of committees and subcommittees required for each activity.
- (e) Regularly report its deliberations to the Commission.
- ~~(f)~~ Regularly review the performance of the executive director at least annually, including establishing performance goals and recommending any changes in compensation to the full Commission.
- ~~(f)~~(g) Function as an audit committee by reviewing periodic financial reports, responding to recommendations from NVTC's the Commission's auditors and meeting with those auditors as needed.
- ~~(g)~~(h) Serve as or establish the nominating committee for the Commission officers, board appointments, and all Commission committee chairs and members, unless expressly provided for elsewhere in these By-Laws.

~~(4)~~ (3) — Meetings: The Executive Committee shall meet immediately prior to each monthly meeting of the Commission and at such other times as the committee shall determine or the Commission directs.

- ~~(a)~~ — Each January the Commission shall establish a meeting schedule for the executive committee.
- ~~(b)~~ — Quorums, notices, minutes and other open meeting requirements contained in the Virginia Code shall be adhered to.

~~B.~~ Other Committees

~~— The Commission shall, at its January annual organizational meeting, or thereafter, establish such committees as it deems appropriate. Such committees shall continue throughout the calendar year unless dissolved. The chairman of the Commission shall designate the chairman and membership of each such committee.~~

C. WMATA Committee

(1) Membership: There shall be a WMATA Committee consisting of the two alternate members appointed by the Commission to the WMATA Board of Directors, one of whom shall be the WMATA eCommittee chair; the Chairman of the Commonwealth Transportation Board or his designee appointed by the Commission as a principal member to the WMATA Board of Directors; the principal member appointed by the

Commission to the WMATA Board of Directors; and Commission members drawn from other member jurisdictions not already represented by the foregoing members.

(2) Charge: The WMATA Committee shall:

(a) Provide NVTC-wide regional guidance to the Virginia appointees to the WMATA Board of Directors and a framework for sharing institutional knowledge.

(b) Serve as a venue for discussion of WMATA issues directly affecting the NVTC region including but not limited to WMATA budget decisions that affect jurisdictional subsidies, service changes that affect Virginia riders, and actions that affect Northern Virginia transit providers.

(c) Ensure that member jurisdictions' issues are elevated to WMATA when appropriate.

(d) Discuss and recommend to the Commission NVTC-wide regional positions on WMATA issues through consensus-based deliberations.

(e) Provide leadership and support to NVTC staff in the development of WMATA-related oversight objectives, policies, procedures, and agreements, including but not limited to NVTC's annual report to the General Assembly and Governor on the financial and operational performance of WMATA (§33.2-3403).

(3) Meetings: The WMATA Committee shall meet as necessary to align with activities of and decisions coming before the WMATA Board of Directors.

D. Legislative and Policy Committee

(1) Membership: There shall be a Legislative and Policy Committee consisting of a chairman and Commission members drawn from member jurisdictions in a representative manner. One Commission member from the General Assembly shall serve as a non-voting member of the Legislative and Policy Committee.

(2) Charge: The Legislative and Policy Committee shall:

(a) Develop the Commission's annual legislative and policy agenda.

(b) Serve as a venue for discussion of legislative and policy matters that directly affect the NVTC region and transit in Northern Virginia.

(c) Meet with appropriate state and federal entities, as needed.

(3) Meetings: The Legislative and Policy Committee shall meet regularly from October through March and as necessary in other months, and shall be available to meet on short notice during the state and federal legislative sessions.

E. Program Advisory Committee

(1) Membership: There shall be a Program Advisory Committee consisting of a chairman and Commission members drawn from member jurisdictions in a representative manner.

(2) Charge: The Program Advisory Committee shall:

(a) Provide leadership and guidance in the development and implementation of Commission-administered programs including but not limited to the Commuter Choice program.

(b) Discuss and recommend to the Commission policies and the annual program for projects under the Commission's discretionary programs such as I-66 Commuter Choice and I-395/I-95 Commuter Choice.

(3) Meetings: The Program Advisory Committee shall meet as necessary to align with the processes and decisions associated with the various policy and programs it oversees and Commission decisions related to them.

11. AMENDMENT TO BY-LAWS

A. The By-Laws may be altered or amended by the presentation of such proposed alterations or amendments at one meeting with explanations of the proposed changes. Action on the proposed changes shall be taken at the following or subsequent meetings. Notice of proposed action to amend the By-Laws shall be included in the meeting notice.

B. The enactment of a change of the By-Laws requires a majority vote of the full Commission.

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Final Draft 09-20-18

**NVTC Policy for
Appointing NVTC Members to the WMATA Board of Directors**

1. NVTC shall appoint its members to the WMATA Board in a manner that provides for the strongest Northern Virginia Transportation Commission District representation on the WMATA Board.
2. NVTC shall strive to appoint its representative principal and alternate directors based on a rotation schedule that will allow a member from the four largest NVTC jurisdictions to serve as a principal director for at least one term within a 12-year period of time with consideration given for the scale of jurisdictional financial subsidy to WMATA.
3. NVTC's approach and timing in its WMATA Board member appointments shall take into consideration opportunities for NVTC's appointee to serve in leadership roles on the WMATA Board. Therefore, NVTC shall appoint members to a term of at least two years with the ability to be extended by the Commission.
4. NVTC recognizes the need to be flexible in the selection of its WMATA Board appointees to ensure that those NVTC members deemed the most effective representative of all NVTC jurisdictions serve in that capacity.
5. The NVTC WMATA Committee, as established in NVTC's By-Laws, will serve as the primary venue for NVTC jurisdictions to discuss issues with the appointed NVTC WMATA Board members.
6. The Virginia Secretary of Transportation or his/her designee is required by statute to be one of NVTC's principal appointees to the WMATA Board. As such, NVTC requests that the Secretary consult with NVTC in naming a designee.

Adopted the 4th day of October 2018.

Background

Since the inception of the Washington Metropolitan Area Transit Authority (WMATA) and as provided in the WMATA Compact¹, the Northern Virginia Transportation Commission (NVTC) has served as the appointing body² for the Virginia representation on the WMATA Board. Representation on the WMATA Board includes two principal directors and two alternate directors.

The Virginia Code already included considerations for technical expertise and experience with the WMATA system. Specifically, Virginia's appointees to the WMATA Board of Directors must have experience in transit, transportation, or land use planning; transit, transportation, or other public-sector management; engineering; finance; public safety; homeland security; human resources; or the law and who are familiar with the WMATA system.³ In addition, Virginia's WMATA Board members must be regular patrons of the services provided by WMATA.⁴

Most recently updated in 2012, the Virginia Code designates the NVTC appointments to the WMATA Board as the Secretary or his/her designee and any appointed member of the NVTC. In appointing members to the WMATA Board of Directors, NVTC "shall include the Secretary or his [her] designee as a principal member."⁵

All WMATA directors – principals and alternates – have played active roles on the WMATA Board. Both principal and alternates served on WMATA Board committees and participated in WMATA Board meetings. Alternates have been voting members of WMATA Board committees but non-voting members of the full Board.

In 2018, the General Assembly passed HB1539/SB856 which, among its provisions, authorized dedicated capital funding for WMATA (§33.2-1526.1.C.3) and established a set percentage of the Commonwealth Mass Transit Fund for WMATA purposes (§33.2-33.2-3401).

In this legislation, release of funds for WMATA under the Commonwealth Mass Transit Fund are contingent on a number of conditions, one of which is the elimination of participation by alternates on the WMATA Board when both principal directors are present. Specifically, the legislation states that "the Commonwealth Transportation Board shall withhold 20 percent of [Commonwealth Mass Transit Funds available to WMATA] if, i) any alternate directors participate or take action at an official WMATA Board or committee meeting when both principle members are present or ii) WMATA Board has not adopted bylaws that would prohibit the limited participation of alternate members."⁶

In June 2018, the WMATA Board adopted bylaws to include limitations on the formal role of alternates, as follows: "An Alternate Director may participate in, be counted towards a quorum, and vote at a Board meeting only in the absence of the Director for whom he/she has been appointed an alternate, except that either Alternate Director may be an alternate for either Director selected by the District of Columbia. An Alternate Director may participate in an executive session of the Board or an executive session of a Committee only in the absence of the Director for whom he/she has been appointed an alternate, except that either Alternate Director may be an alternate for either Director selected by the District of Columbia."⁷

As a result of these changes, NVTC sets forth the above policy to guide the appointing of NVTC members to the WMATA Board of Directors.

¹ Washington Metropolitan Area Transit Authority Compact as Amended Through August 2009, also found in 2009 Acts of Assembly of Virginia, Ch. 77

² In 2012, § 33.2-1907 was amended to replace one of NVTC's two principal directors on the WMATA Board with the Secretary of Transportation or his designee.

³ See Enactment Clause 13 from HB1539/SB856 (2018) and Virginia Code §33.2-1907.B

⁴ See Virginia Code §33.2-1907.B

⁵ See Virginia Code §33.2-1907.B

⁶ See Enactment Clause 7 from HB1539/SB856 (2018)

⁷ Bylaws of the Washington Metropolitan Area Transit Authority, adopted June 28, 2018, Article II, Section 11.

TO: Chairman Smedberg and NVTC Commissioners

FROM: Kate Mattice and Patricia Happ

DATE: September 27, 2018

SUBJECT: I-66 Commuter Choice Program

At the October meeting the Commission will be asked to authorize the executive director to submit the [NVTC I-66 Commuter Choice Program FY2018 Annual Report to the Commonwealth Transportation Board \(CTB\)](#). NVTC staff will also provide a brief update to the Commission on the latest developments of the [I-66 Commuter Choice program, including](#) two items which will be brought before the Commission for approval at the November meeting. These are: 1) results of the re-examination of the I-66 Commuter Choice program Prioritization Process and Evaluation Criteria; and 2) the issuance of this year's I-66 Commuter Choice program Call for Projects.

Background

The [I-66 Commuter Choice program](#) invests toll revenues in projects to expand transportation capacity in the I-66 corridor inside the Beltway. In January 2017, the Commonwealth Transportation Board (CTB), the Virginia Department of Transportation (VDOT), and the Northern Virginia Transportation Commission (NVTC) signed a 40-year [Amended Memorandum of Agreement \(MOA\) for the Transform 66: Inside the Beltway Project](#) allowing NVTC to use toll revenues from I-66 inside the Beltway to fund multimodal projects. The I-66 Commuter Choice program is designed to benefit toll payers by easing travel through the congested I-66 inside the Beltway corridor.

The principal objective of the I-66 Commuter Choice program is to select projects that meet improvement goals identified in the MOA, which are to move more people, enhance transportation connectivity, improve transit service, reduce roadway congestion, and increase travel options. Eligible applicants include all jurisdictions and other public transportation providers in Virginia Planning District 8. Examples of projects eligible for funding include park-and-ride lots, bike share stations, express bus service and transit information screens.

A. ACTION ITEM: Authorize the Executive Director to Submit the NVTC I-66 Commuter Choice Program FY2018 Annual Report to the Commonwealth Transportation Board (CTB)

At the October meeting, the Commission will be asked to authorize the executive director to submit the [NVTC I-66 Commuter Choice Program FY2018 Annual Report to the CTB](#). According to the MOA (II.B.4.), NVTC shall provide an annual report to the CTB within 120 days of the end of NVTC's fiscal year. For the first five years of the program, the

report provides a description of the projects selected for funding, and the benefits that were the basis for evaluation and selection of each project.

B. Re-Examination of the I-66 Commuter Choice Program Project Prioritization Process and Evaluation Criteria

At the October meeting staff will present results of the re-examination of the I-66 Commuter Choice program [Prioritization Process and Evaluation Criteria](#) requested by the Commission at its May 2018 meeting. The Commission will be asked to approve the new criteria at its November meeting.

The MOA requires NVTC to develop and implement a prioritization process to evaluate projects submitted by eligible applicants. The current measures were approved by NVTC in March 2016. The approved measures were derived from the Improvement Goals articulated in the MOA, giving the greatest weight to those projects which improve travel in the corridor as measured by person throughput, improved connectivity across types of travel, travel time, and access to jobs.

The re-examination process involved input and engagement of technical staff and consultants, the I-66 Commuter Choice Staff Working Group, and the I-66 Commuter Choice Commissioner Working Group. The [Project Prioritization Process and Evaluation Criteria](#) were deconstructed, re-examined, and reconstructed in different scenarios for review and discussion at the Staff Working Group meeting on August 28, 2018. On September 6, 2018 NVTC staff presented the Staff Working Group recommendation to the I-66 Commuter Choice Commissioner Working Group members John Foust, Libby Garvey, David Meyer, and David Snyder. Member Ron Meyer was unable to attend. At the meeting, the Commissioner Working Group made suggestions for further refinement. NVTC staff subsequently made adjustments and presented the refinement to the Staff Working Group on September 20th and will meet with each Commissioner Working Group member for final feedback. Staff will bring the updated project Prioritization Process and Evaluation Criteria, which will incorporate the results of the re-examination, to the Commission for approval at the November meeting.

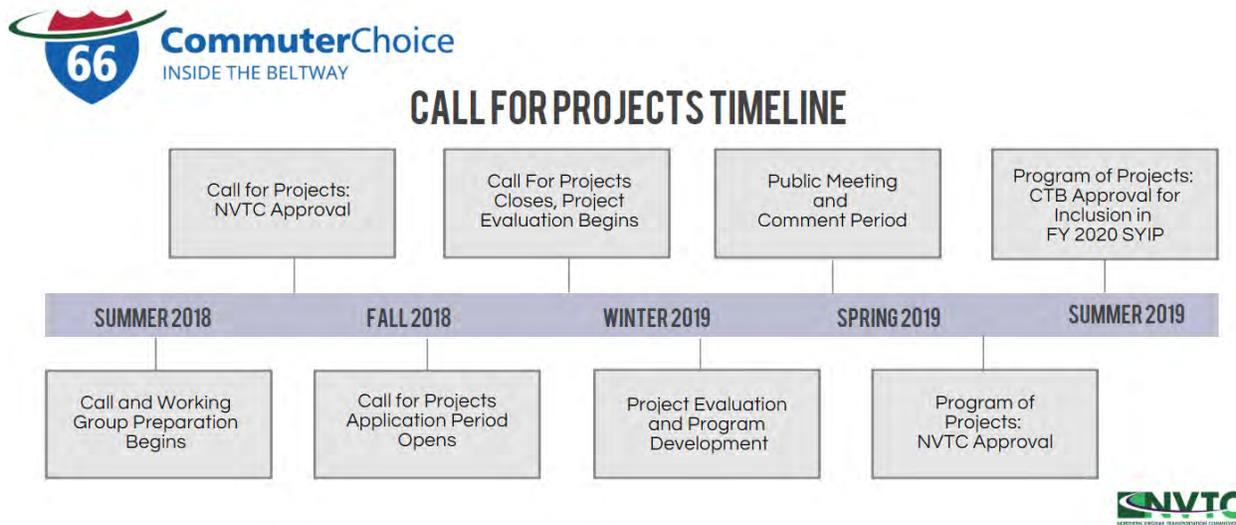
C. FY2020 I-66 Commuter Choice Program Call for Projects

Pursuant to [Section II.B.2\(a\) of the MOA](#), the Commission will be asked at the November meeting to authorize a I-66 Commuter Choice program Call for Projects to be funded under the [I-66 Commuter Choice program](#) for inclusion into the FY2020 Six Year Improvement Program. Originally planned for October, the Call for Projects was moved to November to allow additional time for refining the Project Prioritization Process and Evaluation Criteria. The I-66 Commuter Choice program follows the selection process prescribed in the MOA, whereby eligible projects are evaluated, prioritized, selected and then submitted by NVTC to the CTB for approval.

The Call for Projects will detail the purpose and funding mechanisms of the program, criteria for funding eligibility, program priorities, and application requirements and

procedures for obtaining funding as part of the project, as established by the MOA, and agreed to by the MOA parties. As part of the re-evaluation process, it was determined that annual program priorities should be established prior to the application period to allow jurisdictions and agencies to select projects to apply for based on the yearly program priorities. The following priorities for the FY2020 program were established by the Staff Working Group at its September 20, 2018 meeting: moving more people, reduction of single-occupancy vehicles, network connectivity, cost-effectiveness, and maximizing transit operating. These priorities will be included in the Call for Projects for approval at the November Commission meeting.

The Call for Projects will be issued following approval by the Commission and online applications will be accepted via the NVTC website from November 1, 2018 until January 16, 2019. The project milestones for the new Call for Projects are outlined in the timeline below:



In preparation for the upcoming Call for Projects, NVTC staff have been holding applicant briefing meetings with staff from each eligible jurisdiction and agency to explain the program in detail, and to discuss plans for applications to fund projects to provide strong benefits to the toll payers of I-66 inside the Beltway.

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I-66 Commuter Choice

ANNUAL REPORT

Fiscal Year 2018





OVERVIEW

Annual Report – Fiscal Year 2018

Designed to improve the reliability and efficiency of commuting along what former Virginia Governor Terry McAuliffe called one of the nation's most congested interstate corridors, the I-66 Commuter Choice program is moving more people, increasing opportunities to connect from one mode of travel to another, improving transit service, reducing roadway congestion, and increasing travel options.

The I-66 Commuter Choice program is the result of a 40-year Memorandum of Agreement (MOA) between the Northern Virginia Transportation Commission (NVTC) and the Commonwealth of Virginia authorizing NVTC to use revenues from I-66 inside the Beltway to fund multimodal transportation projects that benefit the interstate's toll payers.

The first project funded through I-66 Commuter Choice began operating in December 2016. Others soon followed. In September 2017, Gov. McAuliffe and then Virginia Transportation Secretary Aubrey Layne joined NVTC and a host of dignitaries to celebrate the launch of the I-66 Commuter Choice program. Flanked by buses, bike share and a transit information display, the Governor spoke to the importance of the partnership between the Commonwealth and NVTC in improving the commutes of tens of thousands of Northern Virginians.

While new and enhanced bus service has been key to alleviating congestion, other I-66 Commuter Choice projects – which include a new park-and-ride lot, transit information

screens, and transportation demand management initiatives – play a pivotal role in improving travel in the corridor. I-66 Commuter Choice funds are available to all Virginia Planning District 8 jurisdictions and public transportation providers.

The I-66 Commuter Choice program's first round of projects, approved by the Commonwealth Transportation Board (CTB) in July 2016, resulted in the funding of 10 projects, totaling \$9.8 million. These projects are highlighted in this report. A second round of projects, which the CTB approved in June 2018, resulted in the funding of 13 projects, along with programmatic support, totaling \$12 million. These projects are listed in this report. NVTC reviewed and approved all projects and the programmatic support prior to CTB consideration.

The MOA requires that NVTC provide an annual report to the CTB. In keeping with the requirement, NVTC offers this accounting of projects funded through I-66 Commuter Choice.



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ARLINGTON COUNTY
Expanded TDM Outreach to the I-66 Corridor



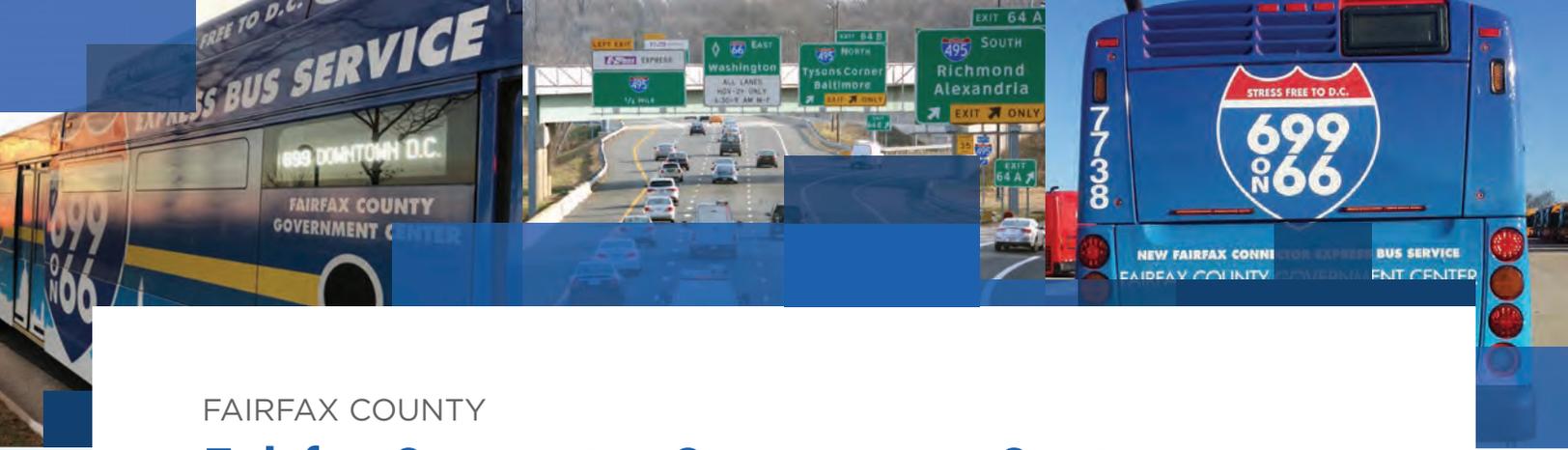
ARLINGTON COUNTY
Multimodal Real-Time Transportation Information Screens



NVTC I-66 COMMUTER CHOICE
Projects Funded in Fiscal Year 2019



NVTC I-66 COMMUTER CHOICE
Eligible Applicants



FAIRFAX COUNTY

Fairfax Connector Government Center – Downtown DC, Route 699



**Funding Through
I-66 Commuter Choice**
\$3,336,836

*Began operating on
December 4, 2017*

Route 699 provides express bus service from the Fairfax County Government Center, where free parking is available, to major regional employment and educational centers – including The George Washington University campus, U.S. Department of State, and World Bank – in Washington, D.C. This Fairfax Connector bus service provides 10 morning rush-hour inbound trips and 10 afternoon rush-hour outbound trips, with departures roughly every 20 minutes.

Project Support

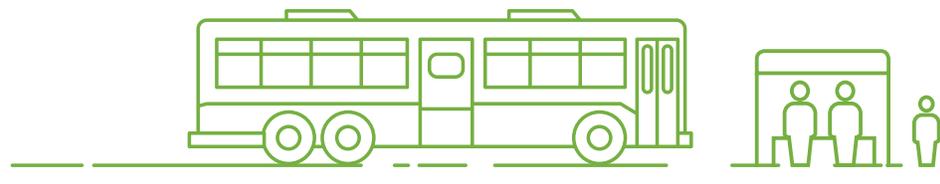
Funds from I-66 Commuter Choice support both the purchase of four new buses and two years of operating costs.

Toll Payer Benefits

By moving more people more efficiently along the interstate, this service is decreasing demand on I-66 inside the Beltway and ensuring consistent travel speeds for toll payers.

Project Status

Route 699 is seeing strong ridership in its first year. Branded buses, featuring an oversize graphic announcing 699 on 66, catch the attention of drivers on the interstate. Social media and marketing initiatives have been effective in attracting new riders.





LOUDOUN COUNTY

Stone Ridge Enhanced Transit



**Funding Through
I-66 Commuter Choice**
\$1,940,939

*Began operating on
July 10, 2017*

This 300-space park-and-ride lot serves commuters in and around Aldie, which is among the fastest growing suburbs in the Washington, D.C. region. The new lot triples the capacity of the original Stone Ridge lot. Amenities such as bike lockers help resolve first- and last-mile issues, which occur when homes are too far away for commuters to comfortably walk to a transit stop. Each of the two new Motor Coach Industries buses, which run between Aldie and downtown D.C., provides one morning inbound trip and one afternoon outbound trip.

Project Support

Funds from I-66 Commuter Choice support the construction of the lot, purchase of two buses, and two years of operating costs.

Toll Payer Benefits

Improved access to commuter buses and increased bus service combine to reduce the number of single-occupancy vehicles on I-66 inside the Beltway, ensuring more consistent travel speeds for toll payers.

Project Status

The Stone Ridge park-and-ride lot nears capacity on a regular basis. The new bus service is being utilized and has attracted new riders. The amenities are well used.





ARLINGTON COUNTY

Peak Period Service Expansion to Metrobus Route 2A, Washington Blvd.-Dunn Loring



**Funding Through
I-66 Commuter Choice**

\$1,000,000

*Began operating on
June 25, 2017*

Increased bus frequency and shorter route run times are designed to make the Metrobus 2A route more attractive to commuters. Currently half of commuters in the 2A service area are destined for jobs in Washington, D.C., according to the Metropolitan Washington Council of Governments Household Travel Survey. The 2A operates on US 29 and Washington Boulevard, adjacent to I-66, and connects three jurisdictions with three Metrorail stations. The 2A now runs every 10 minutes, as opposed to 15, during the morning and afternoon rush hours.

Project Support

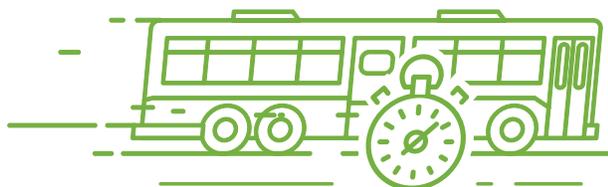
Funds from I-66 Commuter Choice support two years of operating costs for the expanded bus service.

Toll Payer Benefits

Additional rush-hour bus service and reduced travel times on corridors that parallel I-66 inside the Beltway provide passengers with more commuting options and predictability, thereby increasing ridership and removing cars from both the interstate and adjacent roads. A decrease in single-occupancy vehicles on I-66 will allow for more consistent travel speeds for toll payers.

Project Status

Metrobus 2A's expanded service is being utilized by commuters. The 2A will benefit from the completion of Arlington's bus stop consolidation and shelter improvements, also funded through I-66 Commuter Choice, which will increase bus speed along the route.





PRTC/OMNIRIDE

Gainesville to Pentagon Commuter Service



**Funding Through
I-66 Commuter Choice**

\$887,900

*Began operating on
December 12, 2016*

This express bus service connects the rapidly growing community of Gainesville with the Pentagon. The popular service began with eight daily trips, four inbound during morning rush hour and four outbound during afternoon rush hour. After a year, an additional inbound and outbound trip were added. In May 2018, as construction ramped up on I-66 express lanes outside the Beltway, fares on the Gainesville to Pentagon buses were cut in half with funding from the Virginia Department of Transportation.

Project Support

Funds from I-66 Commuter Choice support two-and-a-half years of operating costs, route marketing, communication, and the leasing of additional park-and-ride facility spaces.

Toll Payer Benefits

The shifting of single-occupant vehicle trips to transit trips reduces congestion on I-66. This service is decreasing demand on I-66 inside the Beltway and ensuring consistent travel speeds for toll payers.

Project Status

The Gainesville to Pentagon commuter bus service is among OmniRide's most successful. The route has experienced steady ridership growth since its inception. Ridership received a bump when half-price fares took effect. The service is also attracting new riders, many of whom have become regulars.

Gainesville

Pentagon





LOUDOUN COUNTY

Transportation Demand Management



**Funding Through
I-66 Commuter Choice**
\$623,000

*Began implementation
in late 2017*

This expansion of a successful transportation demand management (TDM) program targets commuters bound for locations along the I-66 corridor inside the Beltway and in Washington, D.C. Currently 83 percent of Loudoun commuters using transit, vanpools or carpools are destined for those locations, according to Metropolitan Washington Council of Governments Household Travel Survey. The TDM program, called I SHARE 66, provides incentives – such as reduced fares on express buses into D.C. or to Orange and Silver Line Metrorail stations, a SmarTrip® card promotion for new Metrorail riders, and financial rewards for new carpools and vanpools – to get commuters out of their single-occupant vehicles.

Project Support

Funds from I-66 Commuter Choice support program marketing and commuter incentives.

Toll Payer Benefits

By creating incentives to use transit, this program reduces the number of single-occupant vehicles on I-66 inside the Beltway and alleviates congestion, ensuring more consistent travel times for toll payers.

Project Status

I SHARE 66's Metro Connection bus subsidy program – which offered free rides to the Wiehle-Reston East Metrorail station from April 16 to June 2, 2018 – saw ridership climb. Newspaper ads and social media alerted residents to the free ride program. I SHARE 66 has helped establish new carpools, rewarding drivers and passengers with gasoline gift cards. The TDM program has distributed SmarTrip® cards to new Loudoun County Transit bus riders, many of whom continue to take transit. Its newly launched website provides transit information and resources to commuters.



ARLINGTON COUNTY

Bus Stop Consolidation and Accessibility Improvements, Lee Hwy. and Washington Blvd.



Funding Through
I-66 Commuter Choice

\$462,000

Implementation
underway

The consolidation of underutilized and closely spaced bus stops along the Lee Highway and Washington Boulevard corridors is designed to reduce travel times and attract new bus riders. Up to 30 bus stops are being retrofitted with bus stop pads and pedestrian facilities – such as sidewalks, curb ramps, and crosswalks – that are compliant with the Americans with Disabilities Act, and enhanced passenger amenities, including shelters, benches and lighting.

Project Support

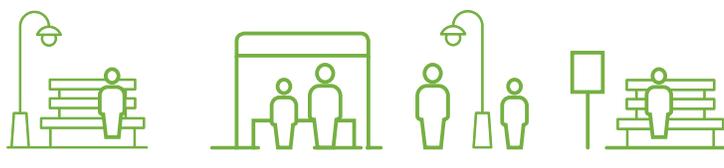
Funds from I-66 Commuter Choice will cover all capital costs.

Toll Payer Benefits

Streamlined bus service, which reduces both the amount of time a bus sits at a stop and the number of stops it makes, will increase bus speed through the corridor, making transit a more attractive commuting option. More accessible bus stops will encourage those with disabilities to use transit. The result will be a reduction in cars on I-66 and parallel roadways.

Project Status

When the project is fully implemented, riders on the Arlington Transit 55 and Metrobus 2A, 3Y, 15L, 38B, 42 and 77 routes will see improvement in bus run times, which will allow them to reach their destinations sooner and the bus routes to increase ridership.





CITY OF FALLS CHURCH

Expanded Transit Access, Bike Share



**Funding Through
I-66 Commuter Choice**

\$462,000

*Implementation
underway*

The addition of up to 16 bike share stations, several adjacent to Metrorail stations, will help solve first- and last-mile issues, which occur when homes and offices are too far away for commuters to comfortably walk to a transit stop, and feed new riders into existing transit services. These bike share docks, designed to fill a gap in the regional bike share network, will expand the distance that commuters will travel to reach a transit station, increase travel options, and reduce pressure on the regional highway system.

Project Support

Funds from I-66 Commuter Choice support five years of operating assistance and maintenance for bike share stations along N Washington and S Washington streets (Route 29), W Broad Street (Route 7), and the W&OD Trail in the City of Falls Church.

Toll Payer Benefits

By providing a new option for accessing Metrorail stations, commuters will have an alternative to driving alone. The result will be decreased demand on I-66 inside the Beltway, which will ensure more consistent travel speeds for toll payers.

Project Status

An extensive stakeholder outreach effort – which included meetings, pop-up events, and crowdsource mapping – was used to identify Capital Bikeshare locations in the City of Falls Church. Procurement of bikes and docks is underway.





ARLINGTON COUNTY

Peak Period Service Expansion to ART Bus Route 55



Funding Through I-66 Commuter Choice

\$450,000

Began operating on June 25, 2017

Adding buses to Arlington Transit's 55 route during the morning and afternoon rush hours provides an extra 3.5 round trips daily. The improved frequency is designed to attract new riders, roughly half of whom are destined for jobs in Washington, D.C., according to the Metropolitan Washington Council of Governments Household Travel Survey. The route, which runs along Lee Highway, connects commuters to the East Falls Church and Rosslyn Metrorail stations.

Project Support

Funds from I-66 Commuter Choice cover the rehabilitation of a bus and operating costs for two years.

Toll Payer Benefit

Additional rush-hour bus service on roadways that parallel I-66 inside the Beltway will encourage commuters to use transit, thereby removing cars from both the interstate and adjacent roads. A decrease in single-occupancy vehicles will allow for more consistent travel speeds for toll payers.

Project Status

Buses providing the additional daily round trips are attracting riders heading to both the East Falls Church and Rosslyn Metrorail stations and points in between.





ARLINGTON COUNTY

Expanded TDM Outreach to the I-66 Corridor



**Funding Through
I-66 Commuter Choice**
\$350,000

*Began implementation
in late 2017*

This expansion of a successful transportation demand management (TDM) program, now called Commute66, targets commuters bound for locations along the I-66 corridor inside the Beltway and Washington, D.C. Robust employer and residential outreach, which explain transit options and incentive programs, are designed to reduce single-occupant car trips through the corridor. These initiatives provide convenient connections to existing transit, helping to resolve first- and last-mile issues, which occur when homes and offices are too far away to comfortably walk to a transit stop, and feeding new riders into existing transit services.

Project Support

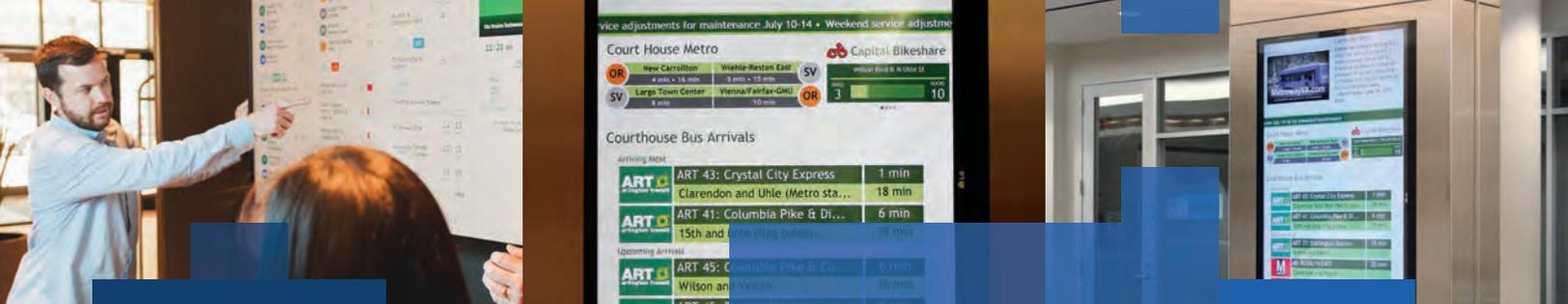
Funds from I-66 Commuter Choice support part-time marketing staff and incentives. Arlington Transportation Partners provides, in kind, a .25 full-time equivalent residential outreach person to complement the grant-funded contract staff.

Toll Payer Benefits

By working with employers and building management firms to create incentives, this project will reduce the number of single-occupancy vehicles on I-66 inside the Beltway, Commute 66 helps alleviate congestion, ensuring more consistent travel times for toll payers.

Project Status

A baseline survey, done in coordination with the Metropolitan Washington Council of Governments Commuter Connections, identified both current commuting patterns and the types of amenities and programs that would entice commuters out of their cars. Survey responses have allowed Commute66 to target its efforts on initiatives and incentives that will drive results. Through its partnership with Commuter Connections, Commute66 and Arlington County have become engaged in a larger, regional program. Commute66's new website serves as a commuter resource.



ARLINGTON COUNTY

Multimodal Real-Time Transportation Information Screens



**Funding Through
I-66 Commuter Choice**
\$250,000

*Implementation
underway*

Real-time information on transit arrivals, Capital Bikeshare and Zipcar availability, and I-66 travel times and toll rates complements Arlington County's successful transportation demand management program. Multimodal real-time transportation screens, which provide dynamic information, are planned for Metrorail stations, high-utilization bus stops, and residential and office buildings in the Rosslyn-Ballston corridor.

Project Support

Funds from I-66 Commuter Choice support the purchase of up to 30 screens and one year of annual costs.

Toll Payer Benefits

Comprehensive, up-to-the minute information allows commuters to make informed travel choices, increasing transit use. By reducing the number of single-occupant vehicles on I-66 inside the Beltway, this project helps alleviate congestion, ensuring more consistent travel times for toll payers.

Project Status

To date, screens have been installed at the Ballston Commuter Store and Arlington Central Library. A Memorandum of Agreement (MOA) that will allow the installation of a screen has been signed with a condominium in the corridor and other MOAs are pending. Arlington County is working with the Metropolitan Washington Council of Governments Commuter Connections program to monitor the impact the screens have on travel behavior in the corridor and reduce the use of single-occupant vehicles for commuting.



Projects Funded in Fiscal Year 2019

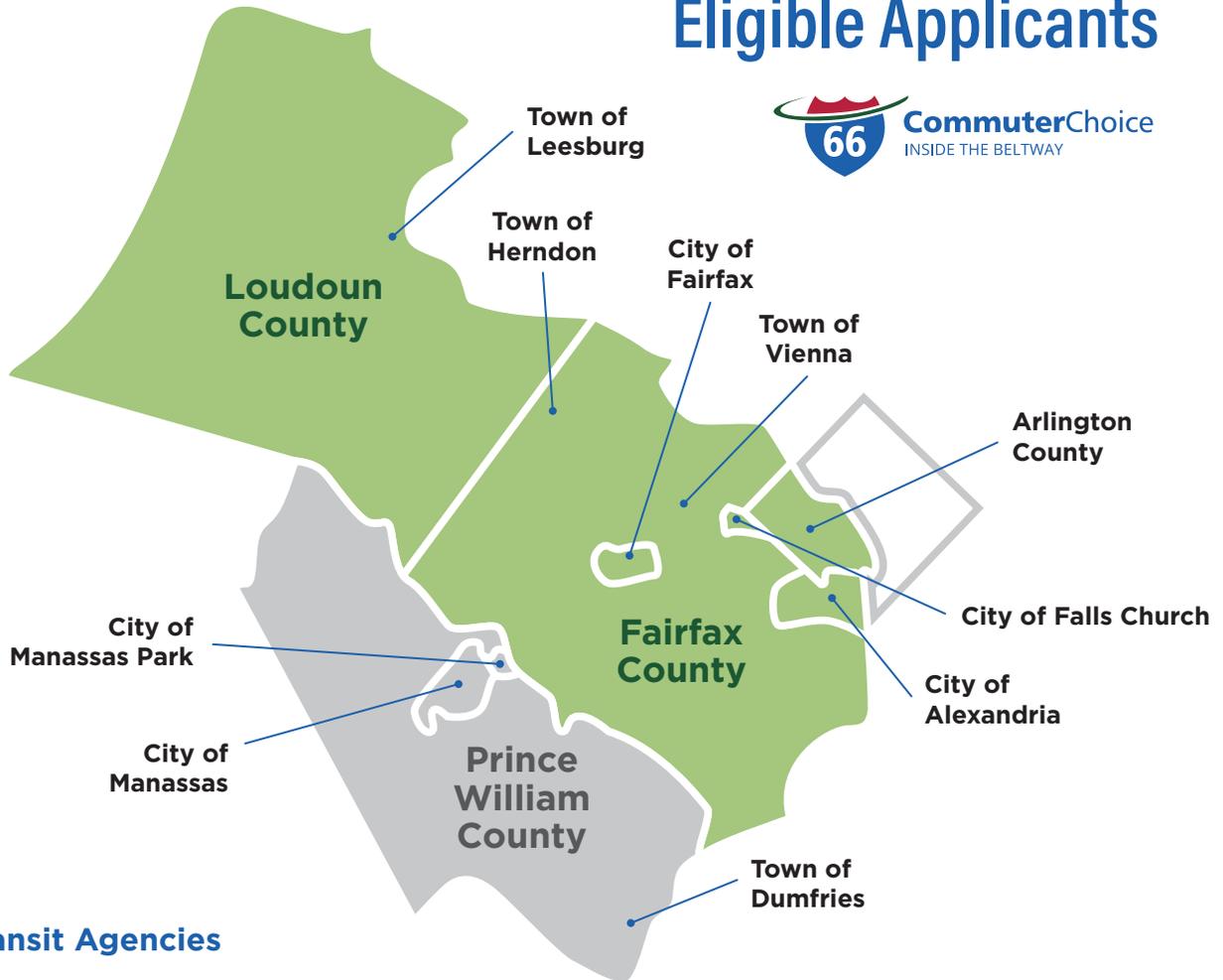
Project	Funding*	Overview	Toll Payer Benefits
FAIRFAX COUNTY Fairfax Connector Express Bus Service Between Vienna/Fairfax-GMU and Pentagon Metrorail Stations	\$3,452,618 (93%)	Links the Vienna/Fairfax-GMU Metrorail station to the Pentagon Transit Center via express bus service. Four new buses will provide eight inbound and eight outbound trips.	Providing an alternative to single-occupant vehicles will help reduce peak period congestion on I-66 inside the Beltway, resulting in lower tolls.
LOUDOUN COUNTY Loudoun County Transit Metro Connection Route 88X Extension to Dulles South	\$1,706,040 (100%)	Extends Loudoun County Transit's 88X service to a new western terminus in the Dulles South area. Two new buses will be added to continue the existing level of service.	Providing an alternative to single-occupant vehicles will help reduce peak period congestion on I-66 inside the Beltway, resulting in lower tolls.
PRTC/OMNIRIDE On-Demand Commuter Lot Shuttles in Prince William County	\$1,087,796 (100%)	Links Gainesville/Haymarket neighborhoods to nearby commuter lots via free, on-demand shuttles. Funding will cover the purchase of vehicles, on-board vehicle hardware, transit operation, and promotion.	Linking neighborhoods with area commuter lots will encourage and reinforce rush hour ridesharing by removing single-occupant vehicles from I-66 inside the Beltway during rush hour.
LOUDOUN COUNTY Transit Metro Connection from New Purcellville Park and Ride	\$1,065,960 (100%)	Links the Town of Purcellville and Wiehle-Reston East Metrorail station via new bus service. Includes the leasing of at least 80 commuter parking spaces and operation of three buses providing nine morning and afternoon trips.	Providing an alternative to single-occupant vehicles will help reduce peak period congestion on I-66 inside the Beltway, resulting in lower tolls.
CITY OF FAIRFAX CUE Access and Technology Improvements	\$965,000 (100%)	Improves access and comfort at CUE bus stops through the installation of shelters, benches, signage, and real-time transit information displays. A marketing campaign will increase awareness of CUE.	Improving access to Metrorail via CUE will encourage more people to ride transit, thereby removing cars from I-66 and the parallel commuting routes.
CITY OF FALLS CHURCH Metrobus Route 3T Extension and Service Expansion	\$845,754 (100%)	Restores direct Metrobus service between West Falls Church-VT/UVA and East Falls Church Metrorail stations. The expanded 3T route will feature bi-directional, peak-period service with 24-minute headways.	Restoring direct bus service between two Metrorail stations will make transit more attractive. This service will encourage residents and workers to use transit, rather than driving, thereby helping to reduce tolls on I-66.
FAIRFAX COUNTY I-66 Corridor Vienna/Merrifield Bike Share Expansion	\$497,100 (100%)	Adds 10 new bike share stations, connecting residents to the Vienna/Fairfax-GMU and Dunn Loring-Merrifield Metrorail stations and regional trails.	Providing easy and low-cost access to mass transit will decrease the number of single-occupant vehicles both inside and outside the Beltway, thereby reducing congestion for toll payers.

**Amount funded through I-66 Commuter Choice (% of total project funded through I-66 Commuter Choice)*

Project	Funding*	Overview	Toll Payer Benefits
ARLINGTON COUNTY I-66 Corridor Intelligent Transportation System Enhancements	\$400,000 <i>(100%)</i>	Improves Arlington County's real-time traffic monitoring system so the county can better respond to special events and incidents in the corridor.	Collecting and sharing traffic data will help improve incident management and response in the corridor, reducing congestion and lowering tolls.
ARLINGTON COUNTY Traffic Management Center	\$400,000 <i>(100%)</i>	Upgrades to Arlington County's Traffic Management Center will allow the county to maximize its new intelligent transportation system capabilities and respond to incidents as observed in real time.	Increasing resources for the Traffic Management Center will improve operations throughout the I-66 corridor and aid with incident management. The result will be reduced congestion and lower toll prices.
ARLINGTON COUNTY Expanded TDM Outreach to the I-66 Corridor	\$350,000 <i>(100%)</i>	Expands Arlington County's transportation demand management program, which provides transit incentives to commuters. Funding would cover the hiring of two staff.	Providing information, incentives and encouragement will allow solo drivers to choose from other commuting options, removing vehicles from the I-66 corridor and lowering tolls.
PRTC/OMNIRIDE Flexible Vanpool Program	\$317,600 <i>(100%)</i>	Develops and provides rostering and fare payment software to allow riders registered with one vanpool to ride with another and unregistered riders to catch a one-time ride.	Increasing rush hour ridership would help remove single-occupant vehicles from the corridor during rush hour and lower tolls on I-66 inside the Beltway.
PRTC/OMNIRIDE OmniRide Linton Hall Metro Direct Bus Service Enhancement	\$134,200 <i>(100%)</i>	Adds one morning and afternoon trip between Linton Hall and the Tysons Corner Metrorail station to serve more riders during I-66 construction and support transit and transportation demand management plans.	Increasing rush hour ridership would help remove single-occupant vehicles from the corridor during rush hour and lower tolls on I-66 inside the Beltway.
CITY OF MANASSAS Bicycle Parking Improvements at Manassas VRE Station	\$55,000 <i>(100%)</i>	Adds new sheltered bike racks, up to 10 bicycle lockers, and a bicycle repair stand to provide safe and convenient long-term bicycle parking, making bikes more attractive as a first- and last-mile option for Virginia Railway Express and Amtrak riders.	Providing safe and convenient long-term bicycle parking will improve access to VRE's Manassas Line, thereby encouraging I-66 commuters to take the train. The result would be reduced congestion and lower tolls on the interstate.
NORTHERN VIRGINIA TRANSPORTATION COMMISSION I-66 Commuter Choice Marketing and Outreach	\$400,000 <i>(100%)</i>	Adds a dedicated manager to allow NVTC to coordinate I-66 Commuter Choice outreach and marketing efforts across jurisdictions.	Coordinating marketing and outreach will allow NVTC and its jurisdictions to reach additional audiences with information about transportation alternatives in the corridor, helping to reduce the number of single occupant vehicles in the I-66 corridor.
NORTHERN VIRGINIA TRANSPORTATION COMMISSION I-66 Commuter Choice Program Administration, Evaluation, and Oversight	\$400,000 <i>(100%)</i>	Adds a dedicated program manager to allow NVTC to assume the administration, evaluation and oversight efforts necessary to ensure the success of the I-66 Commuter Choice program.	Increasing evaluation and oversight will ensure that funded projects meet their goals, helping to move more people more efficiently through the I-66 corridor.



Eligible Applicants



Transit Agencies

- Virginia Railway Express
- PRTC/OmniRide
- Washington Metropolitan Area Transit Authority (Metrobus/Metrorail)

- NVTC Jurisdiction
- Non-NVTC Jurisdiction
- Non-Eligible Jurisdiction



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TO: Chairman Smedberg and NVTC Commissioners
FROM: Kate Mattice
DATE: September 27, 2018
SUBJECT: Department of Rail and Public Transportation (DRPT)

A. DRPT Report

At the October meeting DRPT Director Jennifer Mitchell will give her report. The monthly [Department of Rail and Public Transportation \(DRPT\) Report](#) is attached.

B. Commonwealth Transportation Board

The Commonwealth Transportation Board held its workshop and meeting on September 17-18 in Winchester, Virginia. At the September 17th workshop, DRPT's Chief of Public Transportation Jennifer DeBruhl gave a [presentation to the CTB](#) on [DRPT's proposed policy and guidelines for transit capital prioritization and urban transit agency strategic plans](#). The CTB is expected to take action on the resolution on the [Policy for the Implementation of State Transit Capital Prioritization](#) at its October 30th meeting. The new approach is mandated by the omnibus transit funding bill (HB1539/SB856 2018). A 45-day public comment period on DRPT's proposed policy and guidelines began on September 10th. NVTC's Executive Director provided testimony, which was approved by the Commission at its September meeting, to the CTB on September 18th.

At the September CTB meeting, the board also adopted a final resolution to approve the [Policy and Guidelines for Implementation of Governance and Funding Reforms for the Washington Metropolitan Area Transit Authority](#). At the request of DRPT, NVTC approved [its resolution of support](#) for the CTB policy and guidelines at the last Commission meeting.

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COMMONWEALTH of VIRGINIA

Jennifer L. Mitchell
Director

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600 E. Main Street, Suite 2102
Richmond, VA 23219

Ph: 804-786-4440
Fax: 804-225-3752
Virginia Relay Center
800-828-1120 (TDD)

TO: Chairman Smedberg and NVTC Commissioners

FROM: Jennifer Mitchell, Director

DATE: September 26, 2018

SUBJECT: Virginia Department of Rail and Public Transportation (DRPT) Update

General Update

At its meeting on September 18, the CTB approved the policy and guidelines for implementation of governance and funding reforms for WMATA. The NVTC Board approved a resolution of support for the policy on September 6. DRPT worked with NVTC to jointly develop this policy and guidelines for the CTB to use in the future when reviewing compliance by WMATA and NVTC with the requirements of HB 1539, specifically regarding triggers for the withholding of state funding for instances of non-compliance. The CTB policy is effective immediately.

At the CTB workshop on September 17, DRPT briefed the CTB on the proposed policy related to the implementation of state transit capital prioritization and proposed guidelines for urban transit agency strategic plans, both of which will be action items at the CTB's meeting on October 30. Both of these items are requirements of HB 1539 from the 2018 General Assembly session. DRPT worked with the Transit Service Delivery Advisory Committee (TSDAC) to develop both items.

The October 2018 CTB Workshop and Meeting are scheduled to be held in Norfolk on October 29 & 30. The 2018 Governor's Transportation Conference and Innovation Summit will begin on the afternoon of October 30 after the CTB meeting and will end on November 2. Both the CTB meetings and the conference will be held at The Main (Norfolk Hilton) hotel. Information on the 2018 Governor's Transportation Conference and Innovation Summit can be found at: <http://www.cvent.com/events/governor-s-transportation-conference-2018-innovation-summit/custom-17-df40e9f30c414c3d9734a4fba74fe693.aspx>

DRPT.Virginia.gov

Improving the mobility of people and goods while expanding transportation choices.

The next meeting of the Transit Service Delivery and Advisory Committee (TSDAC) is scheduled for 10:00 a.m. on Wednesday, October 3, 2018 at the DRPT Office at 600 East Main Street in Richmond (21st floor). The TSDAC will continue to discuss the revision of the state transit operating assistance allocation formula to a 100% performance based allocation formula. The revised state transit operating assistance formula will be presented to the CTB for consideration at its workshop on December 4 with approval scheduled for the CTB meeting on January 15, 2019.

The CTB will hold its Fall 2018 Transportation Public Meeting in Northern Virginia on the evening of November 29 at the VDOT District Office at 4975 Alliance Drive in Fairfax. Additional details will be communicated as they become available.

DRPT will host an FY 20 Grant Application Workshop on November 7 at the VDOT District Office in Fairfax. Additional details on the workshop will be communicated to grants management staff at the local jurisdictions.

The Commonwealth received seven applications requesting approximately \$206 million in SMART SCALE funding from four Northern Virginia jurisdictions for which transit is the primary or only improvement by the August 8, 2018 application submission deadline. Several other applications were received for which transit would be a secondary beneficiary if those projects receive funding. Validation and final screening of applications is continuing and evaluation and scoring will commence after application validation is complete. SMART SCALE application scores will be made available to the public on January 15, 2019. SMART SCALE awards will be incorporated into the FY 20-25 SYIP, which will be approved by the CTB in June 2019.

DRPT continues to work on moving various planning and pre-construction elements of the Atlantic Gateway Program forward, which will improve freight and passenger rail service in Northern Virginia, DC, and points south. This includes a third track project from Occoquan to Franconia, a fourth track in Alexandria and Arlington, and improvements to the Long Bridge, which will double train capacity over the Potomac. DRPT will provide updates on these projects as they become available.

DRPT continues to support the establishment of the Metro Safety Commission (MSC). The MSC is now meeting regularly at the MWCOG offices in Washington, DC. The MSC is working to submit all required certification documentation to the FTA by September 30, 2018 to allow for certification by the April 15, 2019 deadline. The MSC Chair and some MSC Board members met with the WMATA Board on September 27 to discuss expectations and their working relationship going forward.

TO: Chairman Smedberg and NVTC Commissioners

FROM: Kate Mattice

DATE: September 27, 2018

SUBJECT: Virginia Railway Express (VRE)

At the October meeting the Commission will be asked to approve two VRE action items: 1) authorize the referral of the Preliminary FY2020 VRE Operating and Capital Budget to the jurisdictions; and 2) authorize the executive director to execute the Agreement between NVTC and PRTC for Distribution and Allocation of the Commuter Rail Operating and Capital Fund (CROC).

A. VRE CEO Report and Minutes

At the October meeting VRE CEO Doug Allen will update the Commission on VRE activities, including an update on VRE's implementation of Positive Train Control (PTC). The [Minutes of the September 21st VRE Operations Board Meeting](#) and the [VRE CEO Report for September 2018](#) are attached.

B. ACTION ITEM: Resolution #2367: Authorize the Referral of the Preliminary FY2020 VRE Operating and Capital Budget to the Jurisdictions

The VRE Operations Board recommends the Commissions authorize the referral of the Preliminary FY2020 VRE Operating and Capital Budget to the jurisdictions for review and comment. The preliminary FY2020 budget proposes a three percent average fare increase effective the first week of July 2019 with the start of the FY2020 budget. In accordance with VRE's Public Participation Policy, VRE must hold public hearings to solicit comments from riders and the general public on the proposed fare increase. A [VRE memorandum providing more information on the budget](#), a [summary of the FY2020 proposed budget](#), and a [list of location and dates for VRE's public hearings on the proposed fare increase](#) are attached.

VRE's preliminary FY2020 operating budget totals \$90.6 million, which includes operations, maintenance, and existing debt service. This is an increase of \$2.0 million or 2.3 percent over the approved FY2019 operating budget. The preliminary operating budget includes a proposed three percent average fare increase and no change in the jurisdictional subsidy. The preliminary operating budget has a current net unfunded amount of \$1.9 million.

VRE's preliminary FY2020 capital budget includes commitments of \$64.7 million from federal, state, regional, and local funding sources towards the Capital Improvement Program (CIP). The preliminary budget does not yet include formal recommendations for the programming of VRE's funds from the newly created Commuter Rail Operating and Capital Fund (CROC). These recommendations will be developed in coordination with the Operations Board and the Commissions in the coming months and included in the final FY2020 budget.

As in prior years, VRE will submit a balanced budget in December for the Operations Board's consideration and referral to the Commissions for final approval in January 2019. Projections of both revenue and expenses are still under review by VRE staff and may change over the next few months.

C. ACTION ITEM: Resolution #2368: Authorize the Executive Director to Execute the Agreement Between NVTC and PRTC for Distribution and Allocation of the Commuter Rail Operating and Capital Fund (CROC)

The VRE Operations Board recommends the Commissions authorize their respective executive directors to sign the Agreement Between NVTC and PRTC for Distribution and Allocation of the Commuter Rail Operating and Capital Fund. NVTC and PRTC staff have reached agreement on how funds from the newly created CROC Fund will be disbursed to them, as well as the process by which the Commissions, as part of the annual VRE budget process, will determine the purposes for which CROC funding will be expended. The execution of the proposed agreement will create the necessary framework for receiving, investing, programming, and expending the CROC funds, which totals \$15 million annually.

The proposed agreement between PRTC and NVTC will direct the manner in which funds from the CROC Fund are disbursed to the Commissions as well as the process for determining how to expend the CROC funds, including how that project selection process will be integrated into the broader annual budget process for VRE. The key points of the proposed agreement include:

- NVTC will serve on behalf of both Commissions as the recipient of all funds from the CROC Fund. This follows the existing practice of having PRTC receive and manage VRE's federal funds and NVTC receive and manage VRE's state and regional funds. NVTC will establish a depository for the CROC funds and invest the funds in accordance with Virginia statutory requirements.
- At the start of each year's VRE budget process, the VRE Operations Board will recommend to the Commissions a process and criteria to be used in determining what operating and/or capital projects are to be funded (in whole or in part) with CROC funds during the upcoming fiscal year. This process and criteria will then be used to develop a list of recommended CROC-funded projects for consideration and final action by the Commissions along with the approval of the recommended VRE budget.

- NVTC will provide quarterly reports to the Commissions regarding the receipt, investment, and expenditure of CROC funds, and the VRE CEO will provide an annual report to the Operations Board and the Commissions on the status of all CROC-funded projects.

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MINUTES

VRE Operations Board Meeting PRTC Headquarters - Prince William County, Virginia September 21, 2018



**Virginia Railway
Express**

Martin E. Nohe
Chairman

Katie Cristol
Vice-Chairman

Maureen Caddigan
Secretary

John C. Cook
Treasurer

Sharon Bulova
Mark Dudenhefer
John D. Jenkins
Matt Kelly
Wendy Maurer
Jennifer Mitchell
Suhas Naddoni
Pamela Sebesky
Gary Skinner
Paul C. Smedberg

Alternates

Ruth Anderson
Pete Candland
Jack Cavalier
Hector Cendejas
Libby Garvey
Jason Graham
Todd Horsley
Jeanine Lawson
Tim Lovain
Jeff McKay
Michael McLaughlin
Cindy Shelton
Paul Trampe
Mark Wolfe

Doug Allen
Chief Executive Officer

1500 King Street, Suite 202
Alexandria, VA 22314-2730

Members Present	Jurisdiction
Sharon Bulova (NVTC) *	Fairfax County
Maureen Caddigan (PRTC)	Prince William County
Katie Cristol (NVTC)	Arlington County
John D. Jenkins (PRTC)	Prince William County
Matt Kelly (PRTC)	City of Fredericksburg
Wendy Maurer (PRTC)	Stafford County
Martin E. Nohe (PRTC)	Prince William County
Pamela Sebesky (PRTC)	City of Manassas
Gary Skinner (PRTC)	Spotsylvania County
Paul Smedberg (NVTC)	City of Alexandria

Members Absent	Jurisdiction
John Cook (NVTC)	Fairfax County
Mark Dudenhefer (PRTC)	Stafford
Jennifer Mitchell	DRPT
Suhas Naddoni (PRTC)	City of Manassas Park

Alternates Present	Jurisdiction
Todd Horsley	DRPT
Mike McLaughlin	DRPT

Alternates Absent	Jurisdiction
Ruth Anderson (PRTC)	Prince William County
Pete Candland (PRTC)	Prince William County
Jack Cavalier (PRTC)	Stafford County
Hector Cendejas (PRTC)	City of Manassas Park
Libby Garvey (NVTC)	Arlington County
Jason Graham (PRTC)	City of Fredericksburg
Jeanine Lawson (PRTC)	Prince William County
Tim Lovain (NVTC)	City of Alexandria
Jeff McKay (NVTC)	Fairfax County
Cindy Shelton (PRTC)	Stafford County
Paul Trampe (PRTC)	Spotsylvania County
Mark Wolfe (PRTC)	City of Manassas

Staff and General Public	
Khadra Abdulle - VRE	John Kerins - Keolis
Doug Allen - VRE	Cindy King - VRE
Nydia Blake - Prince William County	Mike Lake - Fairfax County DOT
Alexander Buchanan - VRE	Lezlie Lamb - VRE
Rich Dalton - VRE	Bob Leibbrandt - Prince William County
Andrew D'huyvetter - NVTC	Steve MacIsaac - VRE Legal Counsel
John Duque - VRE	Jim Maslanka - City of Alexandria
Julie Elliott - Stafford County	Renee Rosales - Stafford County
Lucy Gaddis - VRE	Mark Schofield - VRE
Xavier Haimong - DRPT	Aimee Perron Seibert - The Hillbridge Group
Chris Henry - VRE	Sonali Soneji - VRE
Pierre Holloman - Arlington County	Joe Swartz - VRE
Todd Johnson - First Transit	Ann Warner - Ann Warner, LLC
Amy Keady - VRE	Ciara Williams - DRPT

*Delineates arrival following the commencement of the Board meeting. Notation of exact arrival time is included in the body of the minutes.

Chairman Nohe called the meeting to order at 9:07 A.M. Following the Pledge of Allegiance, Roll Call was taken.

Approval of the Agenda – 3

Ms. Caddigan moved, with a second by Mr. Smedberg to approve the Agenda. The vote in favor was cast by Board Members Caddigan, Cristol, Jenkins, Kelly, Maurer, McLaughlin, Nohe, Sebesky, Skinner and Smedberg.

Approval of the Minutes of the July 20, 2018 Operations Board Meeting – 4

Ms. Maurer moved, with a second by Mr. Skinner, to approve the Minutes. The vote in favor was cast by Board Members Caddigan, Cristol, Jenkins, Kelly, Maurer, McLaughlin, Nohe, Sebesky, Skinner and Smedberg.

Chairman’s Comments –5

Chairman Nohe reminded the Operations Board that in July they endorsed a preferred option for the Broad Run Expansion Project. He announced there will be an Open House at the station on September 26, 2018 between 4:00 p.m. and 8:30 p.m. for the public to find out more about VRE’s plans to expand the station.

Chairman Nohe stated VRE’s 2019 Legislative Agenda will be presented as an Information Item in October and the Board is scheduled to vote on the proposed agenda at the November Operations Board Meeting, with the Commissions acting on it in December. He went on to outline the timeline for the Audit Committee and the appointment of a Nominating Committee for the 2019 Officers.

Chief Executive Officer’s Report –6

Mr. Allen reviewed recent VRE safety and security initiatives. In addition to attending the NTSB hearing and investigative summit on passenger rail safety; staff worked in coordination with Norfolk-Southern and the Operations Superintendent of NOVA Parks to complete installation of trail signs advising hikers to stay off the Manassas Line railroad tracks and bridge that travel through Hemlock Overlook Regional Park in Fairfax County and cross the Bull Run River between Fairfax and Prince William Counties.

[Ms. Bulova arrived at 9:12 am]

Mr. Allen asked Mr. Dalton to brief the Operations Board on VRE’s progress toward Positive Train Control (PTC) implementation. Mr. Dalton announced that VRE is on schedule to meet the December 31, 2018 deadline for PTC implementation. Currently, VRE is conducting complete system integration testing, focused primarily on communications and expects to begin dynamic interoperability testing with host railroads by the end of October. VRE has met all milestones as required by statute to submit for an “alternative schedule” waiver and is filing for the waiver should additional time be needed. Mr. Dalton reiterated that VRE is optimistic about meeting the implementation deadline.

Mr. Allen stated that during the months of July and August VRE experienced challenges in On-time Performance and wanted the Board Members to have a good understanding of the factors contributing to VRE's performance issues. Mr. Chris Henry presented a summary of events impacting VRE's operations.

Mr. Henry stressed that VRE is always going to have some level of minor delays under normal operating conditions. He went on to outline unusual factors contributing to delays over the summer; many of which were due to severe weather events such as flooding that caused signal issues, flash-flood warnings and high-wind warnings in addition to heat restrictions and track maintenance. Mr. Henry also detailed an Amtrak train derailment on August 2nd that closed both tunnels out of Union Station and prevented VRE trains from getting out of Union Station. Compounding these issues is the loss of the third track just south of Alexandria. Mr. Henry reminded the Operations Board there had been a major freight train derailment last May that destroyed a bridge and took a segment of the third track out of service. The loss of this track impacts the railroad's ability to recover from other train interference delays and it is not expected to be restored until the end of the year.

Mr. Allen recognized Rhonda Gilchrest of NVTC for her assistance with taking minutes and record keeping for the VRE Operations Board. Mr. Allen stated that Ms. Gilchrest is moving on from her role with the VRE Operations Board as she takes on expanded duties at NVTC.

VRE Riders' and Public Comment – 7

There were no rider comments.

Recommend Authorization to Execute an Agreement for Distribution and Allocation of Commuter Rail Operating and Capital Fund – 8A

Mr. Allen stated the Operations Board is being asked to recommend the Commissions authorize the Executive Directors to execute the Agreement for Distribution and Allocation of funding provided through the Commuter Rail Operating Capital (CROC) fund.

Ms. Bulova moved, with a second by Smedberg, to approve Resolution #8A-09-2018. The vote in favor was cast by Board Members Bulova, Caddigan, Cristol, Jenkins, Kelly, Maurer, McLaughlin, Nohe, Sebesky, Skinner and Smedberg.

Referral of the Preliminary FY 2020 VRE Operating and Capital Budget to the Commissions and Authorization to Hold Public Hearings on the Proposed FY 2020 Fare Increase – 8B

Mr. Allen stated the Operations Board is being asked to refer the Preliminary FY 2020 VRE Operating and Capital Budget to the Commissions and member jurisdictions for review and comment. He stated the Operations Board is also asked to authorize him to hold Public Hearings on the proposed FY 2020 fare increase.

VRE Chief Financial Officer, Mark Schofield outlined a summary of the budget process and the current assumptions for the Preliminary FY 2020 Operating and Capital Budget.

Mr. Schofield reported an Operating budget of \$90.6 million, including debt service and funding commitments of \$64.7 million toward the Capital Improvement Program.

Mr. Schofield stated the Preliminary Budget includes a 3% average fare increase and no subsidy increase. He reminded the Board Members of significant changes to state operating and capital funding programs and stated the budget does not yet include programming of CROC funds. Currently, the preliminary operating budget gap is \$1.9 million; staff will return a balanced budget to the Operations Board by December.

In response to a question from Mr. Smedberg regarding impacts of the planned Summer 2019 Metro shutdown, Mr. Allen explained that staff is still examining VRE's potential role during the shutdown. He further explained it is uncertain whether VRE would be able to provide additional service to help mitigate the displacement of Metro riders from the Franconia/Springfield and Alexandria stations or what financial impact it would have on the FY 2020 budget.

Mr. Kelly moved, with a second by Ms. Maurer, to approve Resolution #8B-09-2018. The vote in favor was cast by Board Members Bulova, Caddigan, Cristol, Jenkins, Kelly, Maurer, McLaughlin, Nohe, Sebesky, Skinner and Smedberg.

Authorization to Execute a Contract for the Purchase of Railcar End Body Door Diaphragm Kits – 8C

Mr. Allen stated the Operations Board is being asked to authorize him to execute a contract to purchase Railcar End Body Door Diaphragm Kits.

Ms. Maurer moved, with a second by Mr. Kelly, to approve Resolution #8C-09-2018. The vote in favor was cast by Board Members Bulova, Caddigan, Cristol, Jenkins, Kelly, Maurer, McLaughlin, Nohe, Sebesky, Skinner and Smedberg.

Authorization to Execute a Contract for the Purchase of Automated Electric Motor Parking Brake Systems – 8D

Mr. Allen stated the Operations Board is being asked to authorize him to execute a contract to purchase Automated Electric Motor Parking Brake Systems.

Mr. Kelly moved, with a second by Ms. Sebesky, to approve Resolution #8D-09-2018. The vote in favor was cast by Board Members Bulova, Caddigan, Cristol, Jenkins, Kelly, Maurer, McLaughlin, Nohe, Sebesky, Skinner and Smedberg.

Authorization to Execute a Contract Amendment for Final Design and Construction Services for the Manassas Park Parking Expansion Project – 8E

Mr. Allen stated the Operations Board is being asked to authorize him to execute a contract amendment for Final Design and Construction Services for the Manassas Park Parking Expansion Project.

Ms. Sebesky moved, with a second by Caddigan, to approve Resolution #8E-09-2018. The vote in favor was cast by Board Members Bulova, Caddigan, Cristol, Jenkins, Kelly, Maurer, McLaughlin, Nohe, Sebesky, Skinner and Smedberg.

Authorization to Execute a Lease Agreement for Parking at the Fredericksburg VRE Station Lot H – 8F

Mr. Allen stated the Operations Board is being asked to authorize him to execute a lease agreement with New City Fellowship for 127 parking spaces near the Fredericksburg Station.

Mr. Kelly moved, with a second by Maurer, to approve Resolution 8F-09-2018. The vote in favor was cast by Board Members Bulova, Caddigan, Cristol, Jenkins, Kelly, Maurer, McLaughlin, Nohe, Sebesky, Skinner and Smedberg.

Spending Authority Report –9B

Mr. Allen pointed out the information item outlining purchases made between \$50 – 100K he had authorized in July and August.

Operations Board Member Time

There were no comments.

Closed Session

Maurer moved, with a second by Mr. Skinner, the following motion:

Pursuant to the Virginia Freedom of Information Act (Sections 2.2-3711A (1) of the Code of Virginia), the VRE Operations Board authorizes a Closed Session for the purpose of discussing one personnel matter.

The vote in favor was cast by Board Members Bulova, Caddigan, Cristol, Jenkins, Kelly, Maurer, McLaughlin, Nohe, Sebesky, Skinner and Smedberg.

The Board entered into Closed Session at 10:48 A.M. and returned to Open Session at 11:12 A.M.

Mr. Kelly moved, with a second by Ms. Maurer, the following certification:

The VRE Operations Board certifies that, to the best of each member's knowledge and with no individual member dissenting, at the just concluded Closed Session:

1. Only public business matters lawfully exempted from open meeting requirements under Chapter 37, Title 2.2 of the Code of Virginia were discussed; and
2. Only such public business matters as were identified in the motion by which the Closed Session was convened were heard, discussed or considered.

The vote in favor was cast by Board Members Bulova, Caddigan, Cristol, Jenkins, Kelly, Maurer, McLaughlin, Nohe, Sebesky, Skinner and Smedberg.

Mr. Smedberg moved, with a second by Ms. Cristol, that the VRE Operations Board recommend the Commissions approve amendments to the VRE Chief Executive Officer's contract as discussed in Closed Session.

The vote in favor was cast by Board Members Bulova, Caddigan, Cristol, Jenkins, Kelly, Maurer, McLaughlin, Nohe, Sebesky, Skinner and Smedberg.

Adjournment

Without objection, Chairman Nohe adjourned the meeting at 11:13 A.M.

Approved this 19th day of October 2018.

Martin Nohe
Chairman

Maureen Caddigan
Secretary

CERTIFICATION

This certification hereby acknowledges the minutes for the July 20, 2018 Virginia Railway Express Operations Board Meeting have been recorded to the best of my ability.



Lezlie M. Lamb

**Virginia Railway Express
Operations Board**

**Resolution
8A-09-2018**

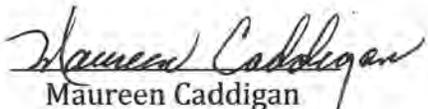
**Recommend Authorization to Execute Agreement for Distribution and
Allocation of Commuter Rail Operating and Capital Fund**

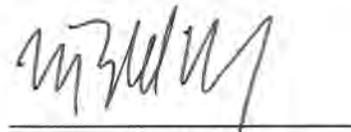
WHEREAS, on May 18, 2018, the Virginia General Assembly approved Chapter 854 of the 2018 Acts of Assembly, adopting, among other provisions, amendments to Title 33.2 of the Code of Virginia, 1950, as amended, to add a new Chapter 35, §§ 33.2-3500 – 3502, entitled the Commuter Rail Operating and Capital Fund; and,

WHEREAS, NVTC and PRTC staff have reached agreement on the manner in which funds from the Commuter Rail Operating and Capital Fund are disbursed to them, and the process by which they will determine the specific purposes for which funds from the Commuter Rail Operating and Capital Fund will be expended, and wish to set forth that agreement;

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board does hereby recommend the Commissions authorize execution of the Agreement Between NVTC and PRTC for Distribution and Allocation of the Commuter Rail Operating and Capital Fund, attached hereto as Attachment A.

Approved this 21st day of September 2018


Maureen Caddigan
Secretary



Martin Nohe
Chairman

**Virginia Railway Express
Operations Board**

**Resolution
8B-09-2018**

**Referral of Preliminary FY 2020 VRE Operating and Capital
Budget to the Commissions and Authorization for
Public Hearings on Proposed Fare Increase**

WHEREAS, the VRE Master Agreement requires the VRE Operations Board submit to the Commissions a preliminary fiscal year budget by September 30 each year; and,

WHEREAS, the VRE Chief Executive Officer has provided the VRE Operations Board with the preliminary FY 2020 Operating and Capital Budget; and,

WHEREAS, the preliminary FY 2020 budget proposes a 3% average fare increase effective the first week of July 2019 with the start of the FY 2020 budget, as reflected in the proposed fare table accompanying the preliminary budget;

WHEREAS, in accordance with VRE's Public Participation Policy, VRE must hold public hearings to solicit comments from riders and the general public on the proposed fare increase included in the preliminary FY 2020 budget;

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board refers the preliminary FY 2020 Operating and Capital Budget to the Commissions for their consideration; and,

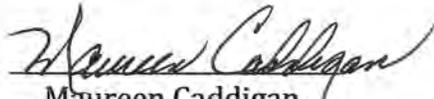
BE IT FURTHER RESOLVED THAT, the VRE Operations Board recommends the budget be forwarded to the jurisdictions for further formal review and comment; and,

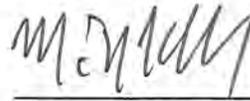
BE IT FURTHER RESOLVED THAT, the VRE Operations Board does hereby authorize the Chief Executive to solicit comment through public hearings across the VRE service area related to the proposed 3% average fare increase; and

BE IT FURTHER RESOLVED THAT, VRE staff is directed to consider and address comments by the jurisdictions and to forward a final recommended budget to the VRE Operations Board at the December 2018 meeting for consideration and referral to the Commissions for adoption in January 2019;

Resolution 8B-09-2018 continued

Approved this 21st day of September 2018


Maureen Caddigan
Secretary



Martin Nohe
Chairman

**Virginia Railway Express
Operations Board**

**Resolution
8C-09-2018**

**Authorization to Execute a Contract for the Purchase of
Railcar End Body Door Diaphragm Kits**

WHEREAS, Gallery IV End Body Door Diaphragms are approaching the end of their useful life; and;

WHEREAS, VRE's lifecycle maintenance team recommends replacing the 71 aged diaphragms with new kits to maintain effectiveness and ensure compliance with the standard safety requirements of the FRA; and,

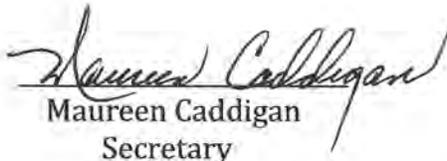
WHEREAS, the VRE Operations Board authorized the CEO to issue an Invitation for Bids for the Purchase of Railcar End Body Door Diaphragm Kits on April 20, 2018; and;

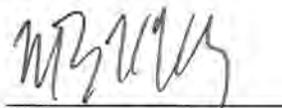
WHEREAS, a competitive solicitation process was conducted; and;

WHEREAS it was determined Central Sales and Service, Inc. was the lowest responsive and responsible bidder;

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board does hereby authorize the Chief Executive Officer to execute a contract to purchase Railcar End Body Door Diaphragm Kits in the amount of \$97,661, plus a 10% contingency of \$9,766, for a total amount not to exceed \$107,427.

Approved this 21st day of September 2018


Maureen Caddigan
Secretary



Martin Nohe
Chairman

**Virginia Railway Express
Operations Board**

**Resolution
8D-09-2018**

**Authorization to Execute a Contract for the Purchase of
Automated Electric Motor Parking Brake Systems**

WHEREAS, the factory installed lever-style hand brakes on VRE's 20 locomotives are approaching the end of their useful life; and,

WHEREAS, the VRE lifecycle maintenance team recommends upgrading to an automated parking brake system to provide more consistent braking forces as well as to help prevent repetitive strain injuries; and,

WHEREAS, the VRE Operations Board authorized the CEO to issue an Invitation for Bids for the Purchase and Delivery of Automated Electric Motor Parking Brake Systems; and,

WHEREAS, a competitive solicitation process was conducted; and,

WHEREAS, Wabtec Passenger Transit was the only responsive-responsible bidder; and,

WHEREAS, staff certified the price is fair and reasonable;

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board does hereby authorize the Chief Executive Officer to execute a contract with Wabtec Passenger Transit of Duncan, SC for the Purchase of Automated Electric Motor Parking Brake Systems in the amount of \$176,680, plus a 10% contingency of \$17,668, for a total amount not to exceed \$194,348.

Approved this 21st day of September 2018


Maureen Caddigan
Secretary



Martin Nohe
Chairman

**Virginia Railway Express
Operations Board**

**Resolution
8E-09-2018**

**Authorization to Execute a Contract Amendment for Final Design and
Construction Services for the Manassas Park Parking Expansion Project**

WHEREAS, final design, procurement support and limited construction administration services are needed to advance the Manassas Park Station Parking Expansion Project; and,

WHEREAS, VRE has executed a contract with Vanasse Hangen Brustlin, Inc. (VHB) of Vienna, VA to provide Engineering and Environmental Services for the VRE Manassas Park Station Parking Expansion and Option B for final design was included in the original contract; and,

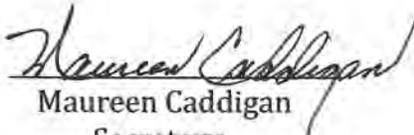
WHEREAS, VRE has received a proposal from VHB for the Option B services and staff has deemed it to be fair and reasonable;

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board does hereby authorize the Chief Executive Officer to execute a contract amendment with Vanasse Hangen Brustlin, Inc. (VHB), of Vienna, VA to exercise Option B of the Engineering and Environmental Services for the Manassas Park Station Parking Expansion Project Contract, for final design, procurement support and construction administration services, in the amount of \$1,586,206, plus a 10% contingency of \$158,621, for a total amount not to exceed \$1,744,827.

Approved this 21st day of September 2018.



Martin Nohe
Chairman



Maureen Caddigan
Secretary

**Virginia Railway Express
Operations Board**

**Resolution
8F-09-2018**

**Authorization to Execute a Lease Agreement for
Parking at the Fredericksburg VRE Station Lot H**

WHEREAS, in April 2000, the Operations Board approved a 25-year lease with New City Fellowship for 127 parking spaces near the Fredericksburg Station at 200 Prince Edward Street; and,

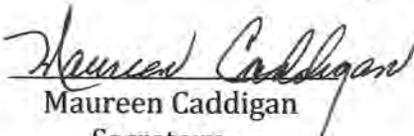
WHEREAS, VRE was notified in December 2012 of New City Fellowship's intent to terminate the agreement at the end of the fourteenth year as provided for in the agreement; and,

WHEREAS, VRE negotiated with New City Fellowship to establish a new five-year lease agreement, approved by the Operations Board in November 2013, which expires December 31, 2018; and,

WHEREAS, VRE wishes to execute a new five-year lease agreement;

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board does hereby authorize the Chief Executive Officer to execute a lease agreement with New City Fellowship for 127 parking spaces near the Fredericksburg Station at 200 Prince Edward Street (Lot H) in the amount of \$544,861 for a five-year term commencing January 1, 2019 through December 31, 2023.

Approved this 21st day of September 2018


Maureen Caddigan
Secretary



Martin Nohe
Chairman

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CEO REPORT

SEPTEMBER 2018



OUR MISSION

The Virginia Railway Express, a joint project of the Northern Virginia Transportation Commission and the Potomac Rappahannock Transportation Commission, will provide safe, cost-effective, accessible, reliable, convenient, and customer responsive commuter-oriented rail passenger service. VRE contributes to the economic vitality of its member jurisdictions as an integral part of a balanced, intermodal regional transportation system.



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CEO REPORT | SEPTEMBER 2018

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VIRGINIA RAILWAY EXPRESS
A better way. A better life.



SUCCESS AT A GLANCE

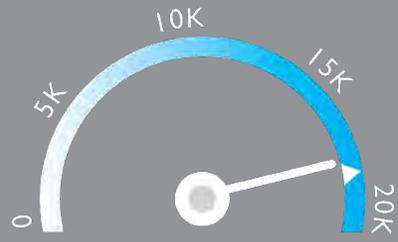
Data provided reflects July 2018 information.

S



PARKING UTILIZATION

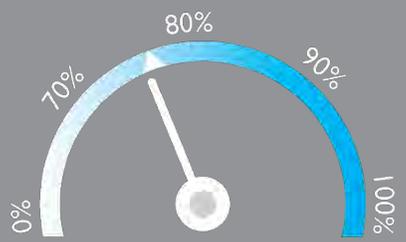
The total number of parking spaces used in the VRE system during the month, divided by the total number of parking spaces available.



AVERAGE DAILY RIDERSHIP

The average number of boardings each operating day inclusive of Amtrak Step-Up boardings but excluding "S" schedule operating days.

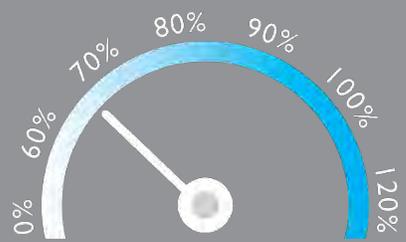
▲ Same month, previous year.



ON-TIME PERFORMANCE

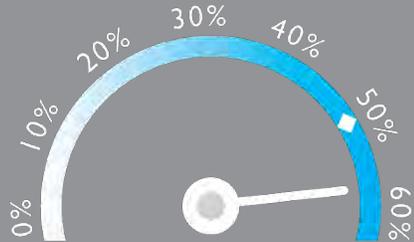
Percentage of trains that arrive at their destination within five minutes of the schedule.

▲ Same month, previous year.



SYSTEM CAPACITY

The percent of peak hour train seats occupied. The calculation excludes reverse flow and non-peak hour trains.



OPERATING RATIO

The monthly operating revenues divided by the monthly operating expenses, which depicts the percent of operating costs paid by the riders.

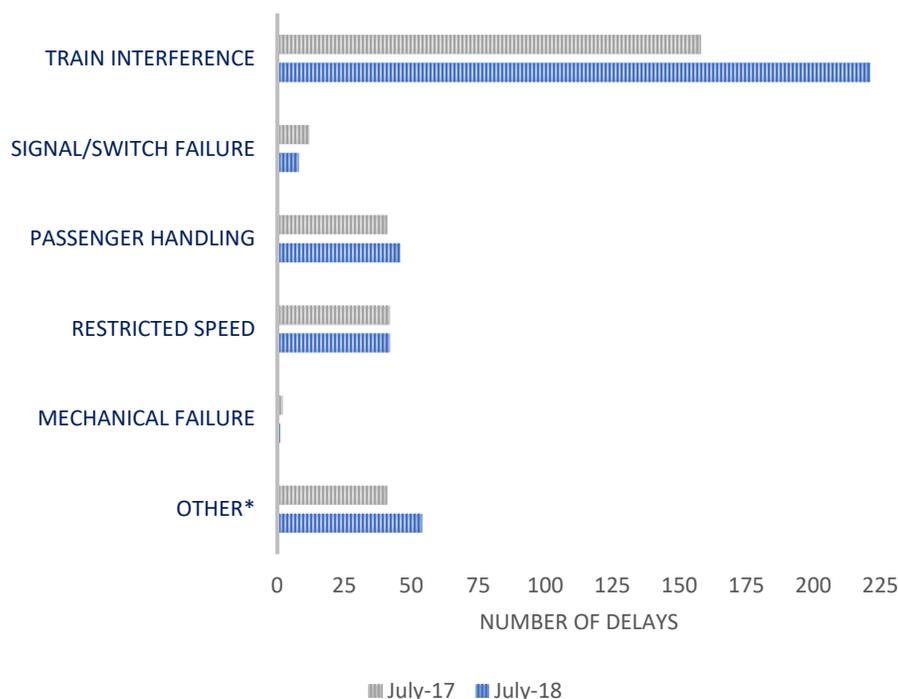
◆ Board-established goal.

ON-TIME PERFORMANCE

OUR RECORD

	July 2018	June 2018	July 2017
Manassas Line	77%	89%	81%
Fredericksburg Line	75%	84%	73%
System Wide	76%	86%	77%

REASONS FOR DELAYS



VRE operated 672 trains in July.

Our on-time rate for July was 76%.

One hundred and sixty-one of the trains arrived more than five minutes late to their final destinations. Seventy-seven of those late trains were on the Manassas Line and 84 of those late trains were on the Fredericksburg Line.

There were many causes for delays in July, such as flash flood warnings, disabled freight trains, and heat restrictions; which were in effect on seven of the twenty-one operating days in the month. Recurring signal issues in the tunnel at Union Station largely contributed to affected performance.

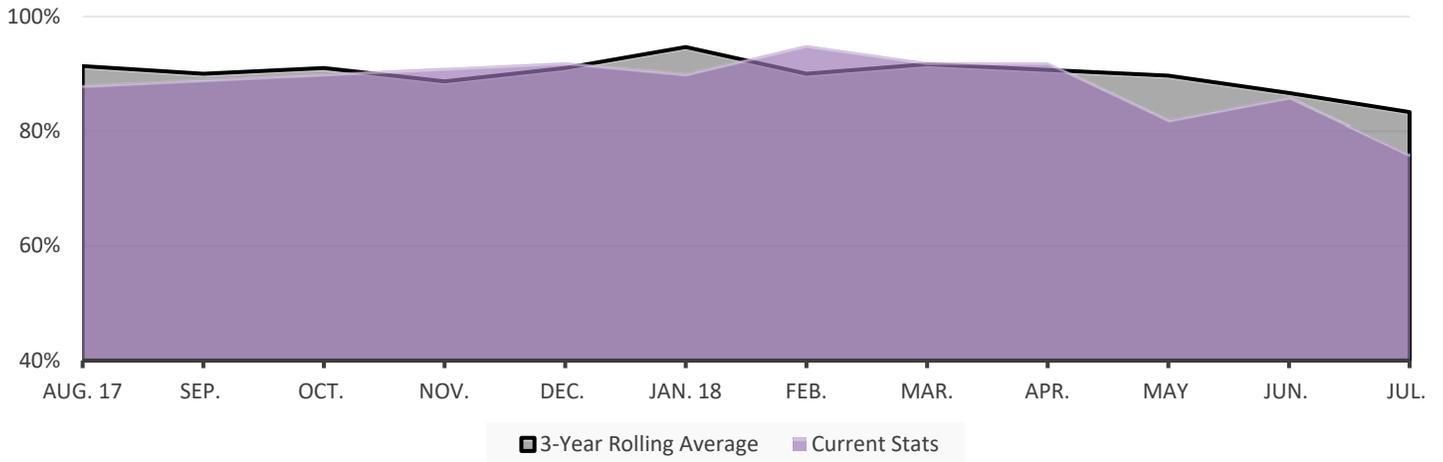
*Includes those trains that were delayed due to late turns, weather, and maintenance of way.

LATE TRAINS

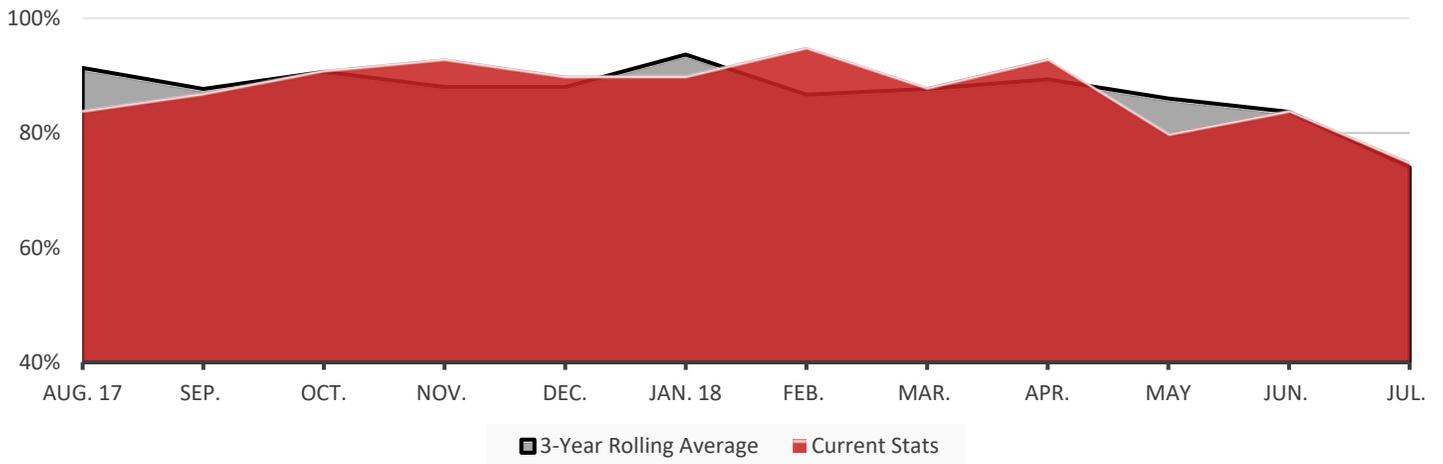
	System Wide			Fredericksburg Line			Manassas Line		
	May	Jun.	Jul.	May	Jun.	Jul.	May	Jun.	Jul.
Total late trains	126	92	161	71	54	84	55	38	77
Average minutes late	20	14	21	20	15	19	20	13	23
Number over 30 minutes	21	4	40	13	1	19	8	3	21
Heat restriction days / total days	5/22	8/21	7/21						

ON-TIME PERFORMANCE

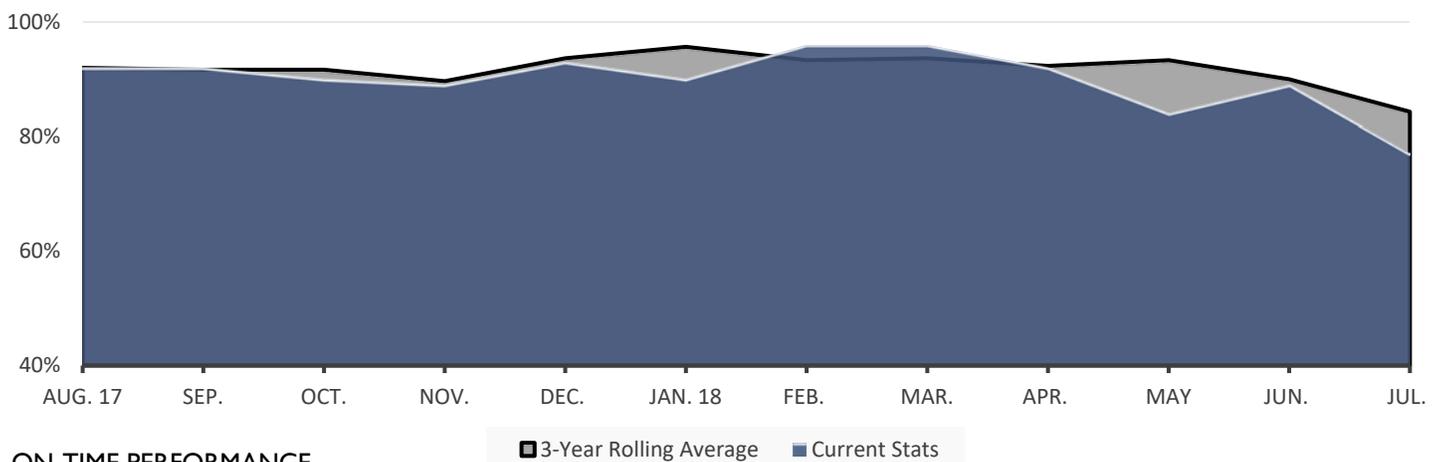
VRE SYSTEM



FREDERICKSBURG LINE

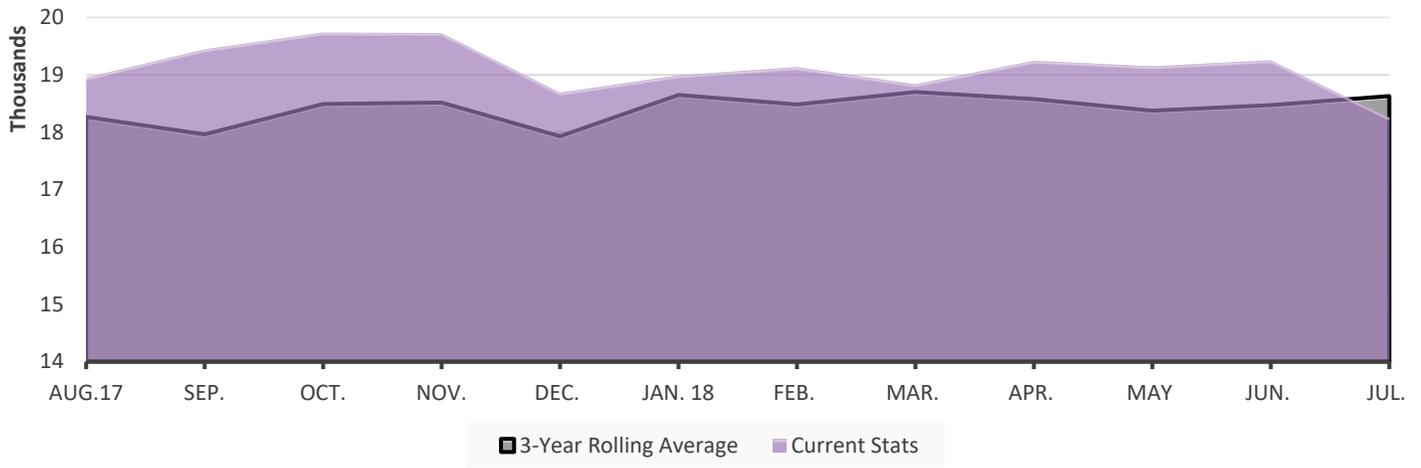


MANASSAS LINE

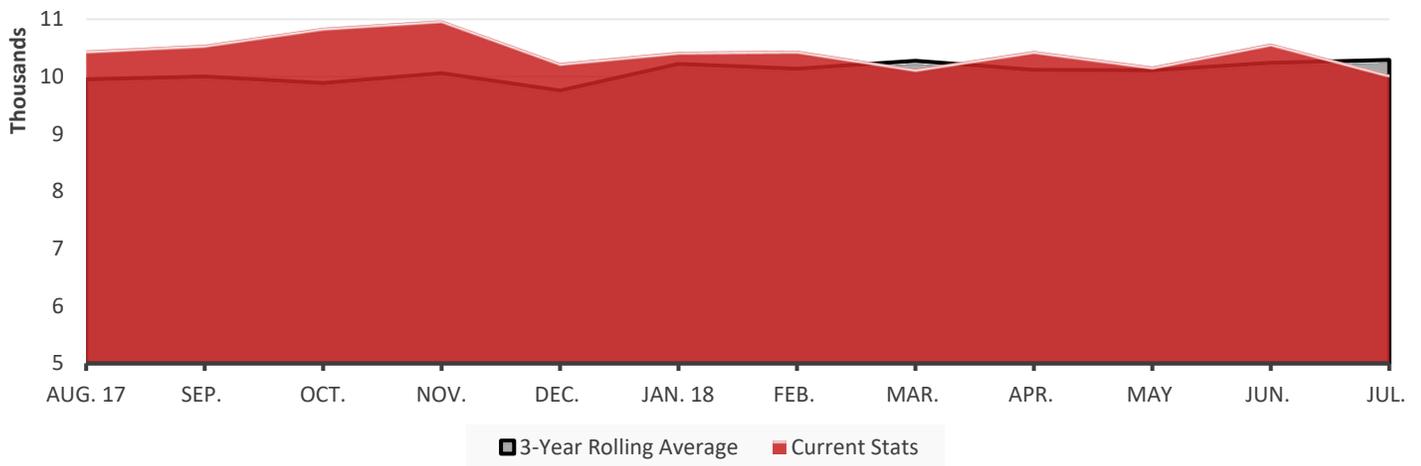


AVERAGE DAILY RIDERSHIP

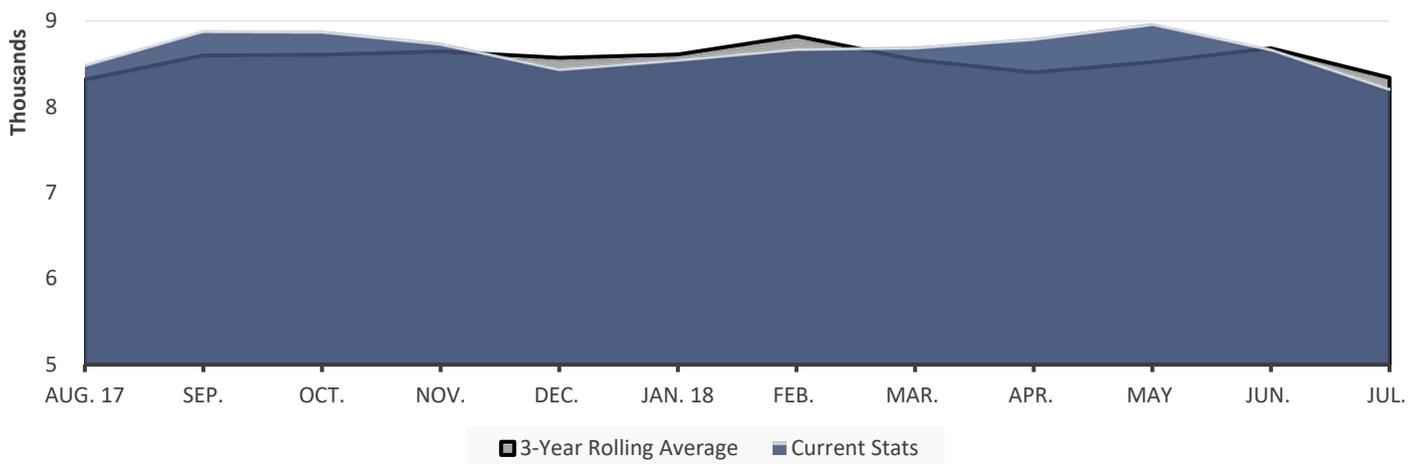
VRE SYSTEM



FREDERICKSBURG LINE



MANASSAS LINE



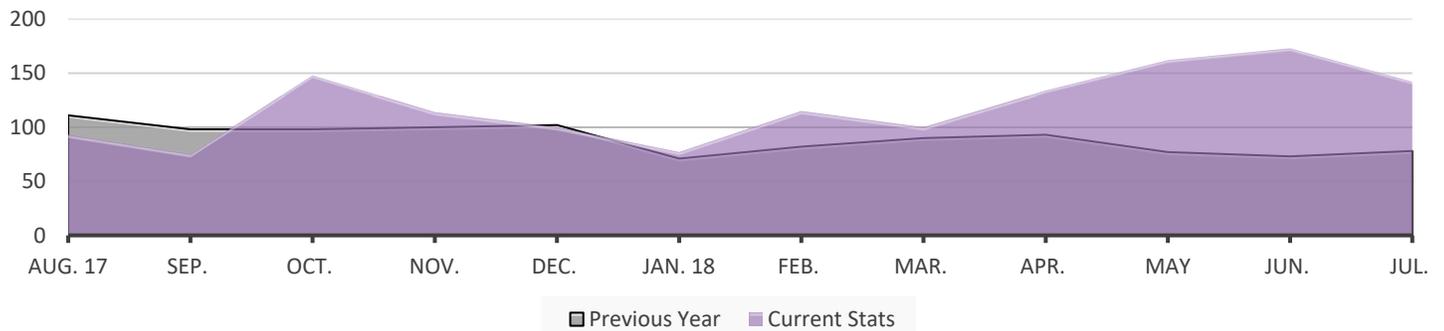
RIDERSHIP UPDATES

Average daily ridership (ADR) in July was approximately 18,200.

	July 2018	June 2018	July 2017
Monthly Ridership	388,306	428,006	372,931
Average Daily Ridership	18,251	19,255	18,647
Full Service Days	21	22	20
“S” Service Days	0	0	0

SUMMONSES ISSUED

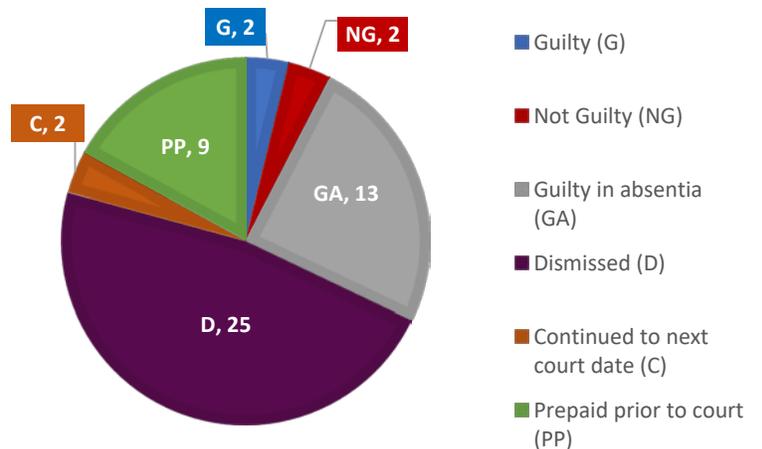
VRE SYSTEM



SUMMONSES WAIVED OUTSIDE OF COURT

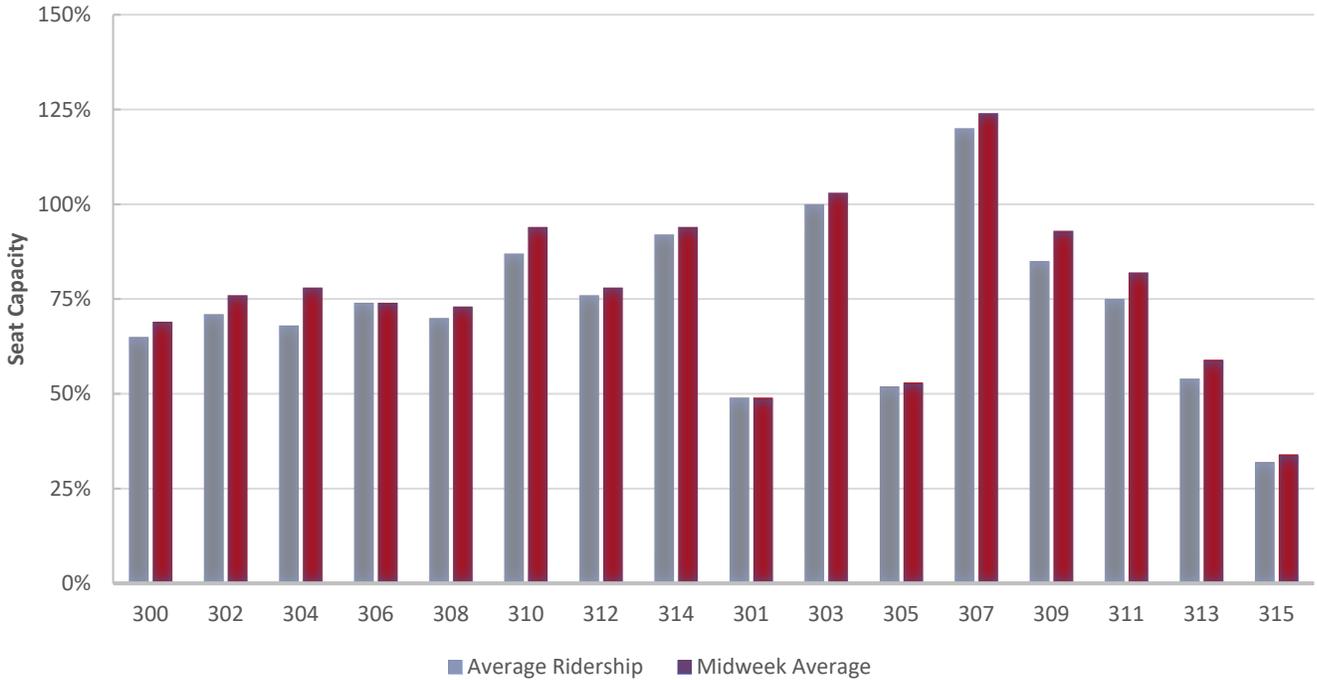
Reason for Dismissal	Occurrences
Passenger showed proof of a monthly ticket	30
One-time courtesy	1
Per the request of the conductor	22
Defective ticket	0
Per Ops Manager	2
Unique circumstances	0
Insufficient information	2
Lost and found ticket	0
Other	1
Total Waived	58

MONTHLY SUMMONSES COURT ACTION

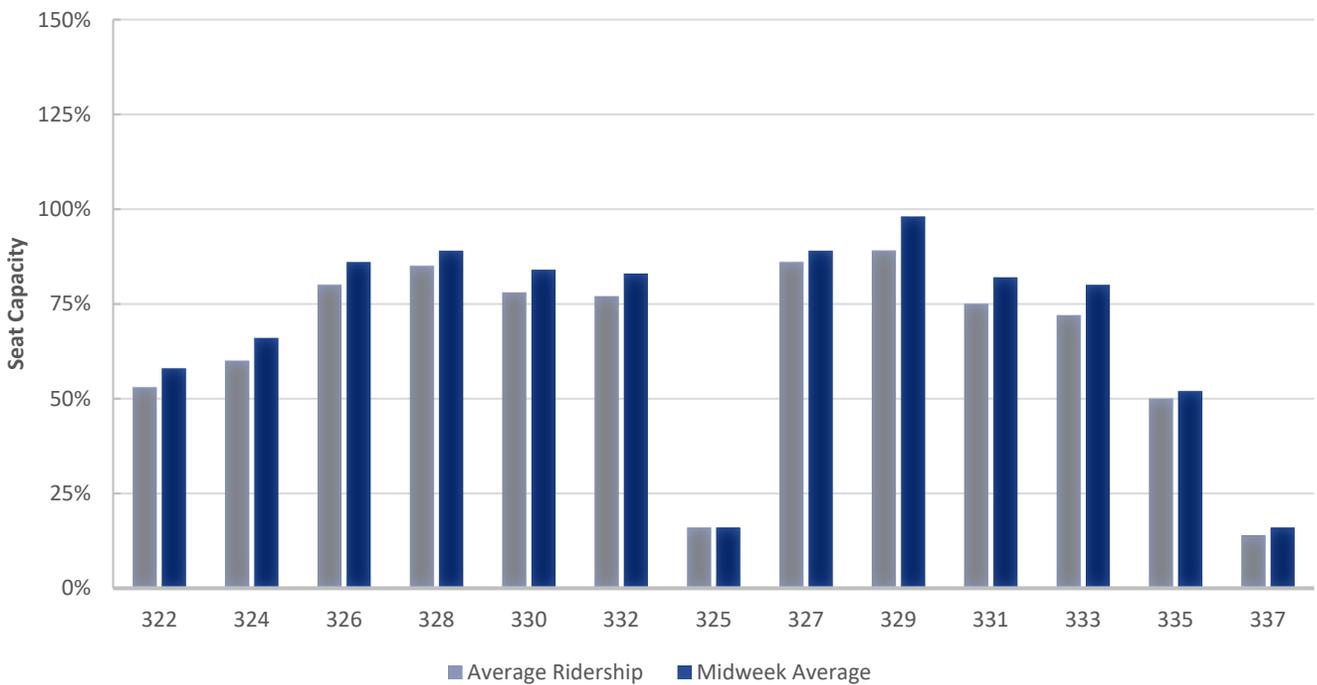


TRAIN UTILIZATION

FREDERICKSBURG LINE

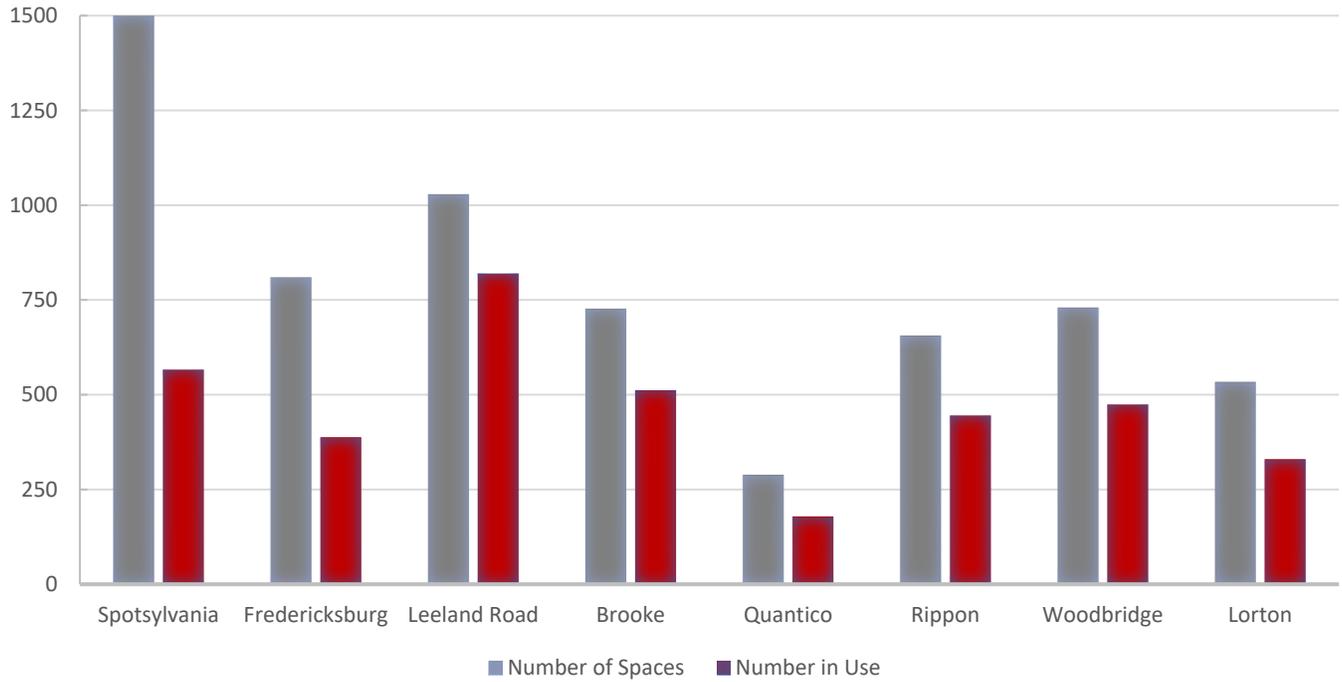


MANASSAS LINE

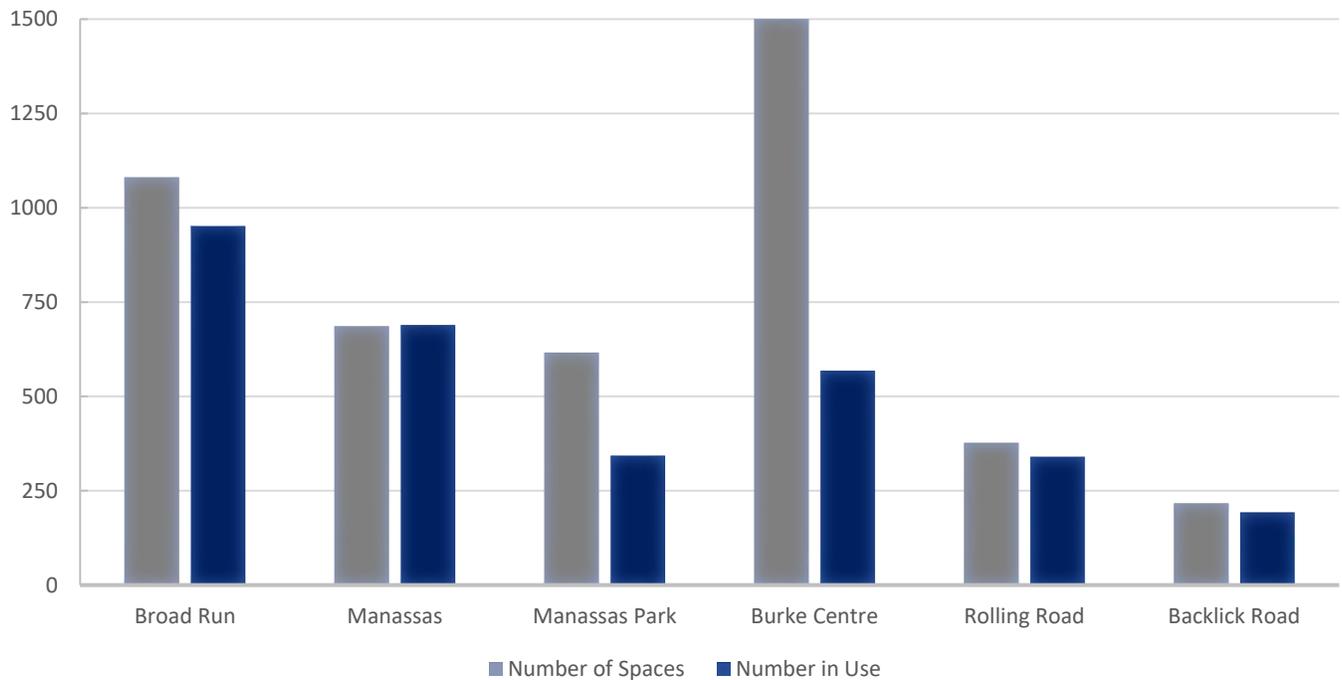


PARKING UTILIZATION

FREDERICKSBURG LINE



MANASSAS LINE



FINANCIAL REPORT

Fare revenue through the first month of FY 2019 is approximately \$83,000 above budget (a favorable variance of 2.3%) and is up 4.2% compared to the same period in FY 2018.

VRE's annual liability insurance premium was accounted for in full in July, resulting in an operating ratio of 37%. Absent this premium, the operating ratio would have been 59%. VRE's budgeted operating ratio for the full twelve months of FY 2019 is 50%.

A summary of the FY 2019 financial results through July follows, including information on the major revenue and expense categories. Please note that these figures are preliminary and unaudited.

FY 2019 Operating Budget Report							
Month Ended July 31, 2018							
	CURR. MO. ACTUAL	CURR. MO. BUDGET	YTD ACTUAL	YTD BUDGET	YTD \$ VARIANCE	YTD % VARIANCE	TOTAL FY19 BUDGET
Operating Revenue							
Passenger Ticket Revenue	3,644,950	3,561,600	3,644,950	3,561,600	83,350	2.3%	42,400,000
Other Operating Revenue	2,304	18,900	2,304	18,900	(16,596)	-87.8%	225,000
Subtotal Operating Revenue	3,647,255	3,580,500	3,647,255	3,580,500	66,755	1.9%	42,625,000
Jurisdictional Subsidy (1)	9,119,260	9,062,209	9,119,260	9,062,209	57,051	0.6%	13,336,628
Federal/State/Other Jurisdictional Subsidy	2,573,668	2,576,159	2,573,668	2,576,159	(2,491)	-0.1%	31,371,051
Appropriation from Reserve/Other Income	-	83,160	-	83,160	(83,160)	0.0%	990,000
Interest Income	88,778	16,800	88,778	16,800	71,978	428.4%	200,000
Total Operating Revenue	15,428,961	15,318,828	15,428,961	15,318,828	110,133	0.7%	88,522,679
Operating Expenses							
Departmental Operating Expenses	9,829,871	10,271,472	9,829,871	10,271,472	441,601	4.3%	81,761,809
Debt Service	518,666	559,573	518,666	559,573	40,906	0.0%	6,714,870
Other Non-Departmental Expenses	11,694	3,864	11,694	3,864	(7,830)	0.0%	46,000
Total Operating Expenses	10,360,231	10,834,909	10,360,231	10,834,909	474,678	4.4%	88,522,679
Net income (loss) from Operations	5,068,730	4,483,919	5,068,730	4,483,919	584,811		0
Operating Ratio			37%	35%		Goal	50%

(1) Total jurisdictional subsidy is \$17,767,748. Portion shown as budgeted is attributed to Operating Fund only.

FACILITIES UPDATE

The following is a status update of VRE facilities projects:

Completed projects:

1. Repairs to potholes at Woodbridge and Quantico Stations
2. Repairs to backflow device at Woodbridge Station east building
3. Replacement of ADA parking signage at Leeland Road Station
4. Replacement of light poles and fixtures at Fredericksburg Station

Projects scheduled to be completed this quarter:

1. Repairs to fascia and soffit at Woodbridge Station east building
2. Painting of Woodbridge Station
3. Cleaning of windows at Woodbridge Station elevator/stair towers
4. Minor repairs to pavement and striping at Leeland Road Station
5. Removal and replacement of pedestrian grade crossings at Rippon, Quantico, Brooke and Leeland Road Stations to accommodate CSX tie replacements
6. Upgrades to electrical power supply for new communication cabinet at Burke Centre Station
7. Repairs to potholes at Manassas Park Station
8. Repairs to platform concrete at Manassas Station
9. Installation of automated parking count system at stations with parking lots

Projects scheduled to be initiated this quarter:

1. Design of platform widening at L'Enfant Station
2. Replacement of tactile warning strip at L'Enfant Station
3. Repairs to platform lighting and replacement of electrical and communications conduits at Manassas Park Station
4. Replacement of signage at additional stations (locations TBD)
5. Replacement of parking lot entrance signs at majority of stations
6. Replacement of waste and recycling receptacles throughout VRE system



Automated Parking Count System at Woodbridge Station Parking Garage



Painting of Woodbridge West Stair Tower and Pedestrian Bridge

Ongoing projects:

1. Renovations to Alexandria Headquarters (leased Suite 201, adjacent to current VRE offices)
2. Weed control at L'Enfant storage track
3. Development of specifications for modernization of Woodbridge Station east elevator
4. Development of IFB for Canopy Roof Replacement at the Backlick Road Station and second station (TBD)
5. Replacement of station posters throughout VRE system

UPCOMING PROCUREMENTS

- Purchase of Passenger Elevators
- Construction of the Lifecycle Overhaul and Upgrade Facility
- Construction Management Services for the Lifecycle Overhaul and Upgrade Facility
- Program Management Services
- Graphic Design Services
- Canopy Roof Replacement at the Backlick and Rolling Road Stations
- Modernization of VRE Woodbridge Station East Elevator
- Repair and Overhaul of Passenger Car HVAC Assemblies
- Passenger Car Wheelchair Lift Assemblies
- Seat Bottoms for Passenger Cars
- Construction of Benchmark Road Slope Stabilization
- Construction of Rolling Road Platform Extension
- Platform Lighting Installation Services
- Construction of L'Enfant South Storage Track Wayside Power
- Variable Messaging System Replacement

CAPITAL PROJECTS UPDATES

AS OF August 7, 2018

Broad Run Expansion Study (BRX)

- Preliminary engineering (PE) design underway for maintenance and storage facility (MSF) expansion, platform modifications, 3rd track and tunnel
- VRE Operations Board selected “North” parking alternative as preferred location for Broad Run Station parking expansion on July 20th
- Meeting with Prince William County staff on August 2nd to discuss the trail connection between Route 28 and the VRE Broad Run Station
- Draft agreement between VRE and Prince William County regarding Broad Run parking expansion funding and other responsibilities under development
- Bi-weekly Project Management Team (PMT) meetings with BRX consultant
- Weekly schedule review meetings with BRX consultant

Crossroads Real Estate Acquisition

- Appraisals under review and reconciliation

Long Bridge Expansion Study

- Facilitated internal discussions and response to Department of Rail and Public Transit’s (DRPT) Long Bridge Governance paper
- Conceptual engineering to start and expect to be completed late Summer

Rolling Road Platform Extension

- Final plans pending Host Railroad review and approval
- VRE Operations Board authorized Invitation for Bids (IFB) for construction, pending completion of final design package
- Construction Management (CM) GEC task order pending notice to proceed (NTP)

Quantico Station Improvements

- Progress Meeting held at Quantico Station July 10th
- Potomac Avenue signal coordination meeting held with CSX July 25th
- Monthly Arkendale to Powells Creek conference call held August 7th

Franconia-Springfield Station Improvements

- Preliminary engineering/30% design plans and environmental documents are currently under review by CSXT

Lorton Station Improvements (Second Platform)

- Preliminary engineering/30% design plans and NEPA documents are currently under review by CSXT

Rippon Station Improvements

- Draft preliminary engineering/30% design plans and NEPA documents have are complete for review by CSXT pending a final design review agreement

Leeland Road Station Improvements

- Continued development of 30% Design Plans and Environmental Documents
- Continued coordination with CSXT concerning the Design Review Force Account Estimate

Brooke Station Improvements

- Continued development of 30% Design Plans and Environmental Documents
- Continued coordination with CSXT concerning the Design Review Force Account Estimate

Alexandria Pedestrian Tunnel Project

- Completed evaluation of design alternatives. Selection pending review by external parties

Crossroads Lifecycle Overhaul & Upgrade Facility (LOU)

- Property negotiations continue to acquire property needed to the east and south of existing Crossroads Yard
- Continue Spotsylvania County permit extensions

L'Enfant (North) Storage Track Wayside Power

- Construction is complete
- Track now in service, first train was stored on July 9th

L'Enfant (South) Storage Track Wayside Power

- Received completed 100% plans and specifications from design consultant HDR
- Internal review by VRE operations staff is underway
- Coordination with Pepco continues

Slaters Lane/Alexandria Track 1 Access

- Construction pending assignment of CSXT resources

Manassas Park Station Parking Expansion

- Prepared study for realignment of garage on property to minimize impacts to water line and other utilities
- Sent request for proposal and fee estimate to design consultant VHB for contract amendment
- Received scope and conducted review meeting on August 1st

Crystal City Station Improvements

- Field visit and concept design briefing for the Arlington County Transit Advisory Committee was held on July 10th
- Comments received during June 2018 public outreach efforts were summarized and responses drafted for VRE review

L'Enfant Track and Station Improvement

- Draft Phase I: Background Information technical memorandum under review
- Scope of work for continued project development, including preliminary engineering and environmental review, under development
- Initiation of additional work pending REF grant agreement

VRE Transit Development Plan (TDP) Update

- Bi-weekly progress meetings with TDP consultant
- Service Plan analysis presentation to VRE staff
- Performance Measures that comprehensively show progress towards TDP Goals and Objectives
- TDP document in progress

Projects Progress Report to Follow

PASSENGER FACILITIES

PROJECT	DESCRIPTION	PHASE					
		CD	PD	EC	RW	FD	CN
Alexandria Station Improvements	Pedestrian tunnel to METRO and eliminate at-grade track crossing.	◆	◆	◆	N/A	●	
	Modify Slaters Lane Interlocking for passenger trains on Track #1.	◆	◆	◆	N/A	●	
	Extend and widen East Platform and elevate West Platform.	◆	◆	◆	N/A	●	
Franconia-Springfield Station Improvements	Extend both platforms and widen East Platform for future third track. ◆	◆	●	●	N/A		
Lorton Station Improvements	Construct new second platform with pedestrian overpass. ◆	◆	●	●	N/A		
Rippon Station Improvements	Extend existing platform, construct new second platform with pedestrian overpass. ◆	◆	●	●	N/A		
Potomac Shores Station Improvements	New VRE station in Prince William County provided by private developer.	◆	●	◆	N/A		
Quantico Station Improvements	Extend existing platform, construct new second platform with pedestrian overpass.	◆	◆	◆	N/A	●	
Brooke Station Improvements	Extend existing platform, construct new second platform with pedestrian overpass. ◆	◆	●	●	N/A		
Leeland Road Station Improvements	Extend existing platform, construct new second platform with pedestrian overpass. ◆	◆	●	●	N/A		
Manassas Park Parking Expansion	Parking garage to increase parking capacity to 1,100 spaces.	◆	●	●	N/A		
Rolling Road Station Improvements	Extend existing platform.	◆	◆	◆	N/A	●	
Crystal City Station Improvements	Replace existing side platform with new, longer island platform.	◆	●	●	N/A		
L'Enfant Track and Station Improvements	Replace existing platform with wider, longer island platform. Add fourth track (VA-LE)	◆			N/A		

PHASE: CD - Conceptual Design PD - Preliminary Design EC - Environment Clearance
RW - Right of Way Acquisition FD - Final Design CN - Construction

STATUS: ◆ Completed ● Underway ■ On Hold

◆ part of the "Penta-Platform" program

¹Total project cost estimate in adopted FY2018 CIP Budget

² Does not include minor (< \$50,000) operating expenditures

* \$2,181,630 authorization divided across five "Penta-Platform" program stations

Total ¹	ESTIMATED COSTS (\$)			Expended ²	COMPLETION		STATUS
	Funded	Unfunded	Authorized		Percent	Date	
26,674,365	26,674,365	-	1,814,559	1,714,242	60%	4th QTR 2020	● 60% design complete. Investigating alternative construction strategies.
7,000,000	7,000,000	-	467,500	90,749	30%	4th QTR 2018	● Construction start pending assignment of CSXT resources.
2,400,000	400,000	2,000,000	-	-	5%	4th QTR 2020	● Design work on East Platform only. West Platform elevation funded.
13,000,000	13,000,000	-	*	337,165	25%	4th QTR 2021	● Preliminary engineering plans under review by CSXT and anticipated to be complete in 4th QTR 2018.
16,150,000	16,150,000	-	*	414,788	25%	4th QTR 2021	● Preliminary engineering plans under review by CSXT and anticipated to be complete in 4th QTR 2018.
16,632,716	16,632,716	-	*	328,521	20%	4th QTR 2022	● Preliminary engineering is anticipated to be complete in 2nd QTR 2019.
<i>No costs for VRE. Private developer providing station.</i>					10%	TBD	● Design resumed after resolution of DRPT/CSXT/FRA track project issues.
18,350,745	18,350,745	0	-	-	30%	TBD	■ Completion of FD & construction pending excution of IPROC grant by DRPT.
23,390,976	23,390,976	-	*	259,910	20%	4th QTR 2022	● Completion of PD & EC pending excution of REF grant by DRPT.
15,527,090	15,527,090	-	*	228,085	20%	4th QTR 2022	● Completion of PD & EC pending excution of REF grant by DRPT.
25,983,000	25,983,000	0	665,785	606,411	30%	4th QTR 2022	● Preliminary engineering plans complete. Awaiting proposal for final design.
2,000,000	2,000,000	-	442,900	283,000	50%	3rd QTR 2020	● Invitation for Bids (IFB) for construction pending completion of final design package
41,810,000	5,410,000	36,400,000	370,285	373,396	10%	2nd QTR 2023	■ Completion of PD & EC pending excution of REF grant by DRPT.
70,650,000	3,226,000	67,424,000	2,980,000	58,793	10%	2nd QTR 2023	■ Completion of PD & EC pending excution of REF grant by DRPT.

TRACK AND INFRASTRUCTURE

PROJECT	DESCRIPTION	PHASE					
		CD	PD	EC	RW	FD	CN
Hamilton-to-Crossroads Third Track	2¼-miles of new third track with CSXT design and construction of signal and track tie-ins.	◆	◆	◆	N/A	◆	◆

MAINTENANCE AND STORAGE FACILITIES

L'Enfant South Storage Track and Wayside Power	Conversion of CSXT Temporary Track to VRE Storage Track (1,350 feet) and Associated Signal Work	◆	◆	◆	N/A	●	●
Lifecycle Overhaul and Upgrade Facility	New LOU facility to be added to the Crossroads MSF.	◆	◆	◆	N/A	◆	■
Crossroads Maintenance and Storage Facility Land Acquisition	Acquisition of 16.5 acres of land, construction of two storage tracks and stormwater retention and new	◆	N/A	N/A	●	N/A	N/A
Midday Storage	New York Avenue Storage Facility: Planning, environmental and preliminary engineering.	◆	●	●	●		

ROLLING STOCK

Passenger Railcar Procurement	Acquisition of 29 new railcars.	◆	N/A	N/A	N/A	◆	◆
Positive Train Control	Implement Positive Train Control for all VRE locomotives and control cars.	◆	N/A	N/A	N/A	◆	●

PLANNING, COMMUNICATIONS AND IT

Broad Run Expansion (was Gainesville-Haymarket Extension)	NEPA and PE for expanding commuter rail service capacity in Western Prince William County	◆	●	●	-	-	-
Mobile Ticketing	Implementation of a new mobile ticketing system.	◆	N/A	N/A	N/A	◆	●

PHASE: CD - Conceptual Design PD - Preliminary Design EC - Environment Clearance
RW - Right of Way Acquisition FD - Final Design CN - Construction

STATUS: ◆ Completed ● Underway ■ On Hold

¹ Total project cost estimate in adopted FY2018 CIP Budget

² Does not include minor (< \$50,000) operating expenditures

Total ¹	ESTIMATED COSTS (\$)			Expended ²	COMPLETION		STATUS
	Funded	Unfunded	Authorized		Percent	Date	
32,500,000	32,500,000	-	33,285,519	30,578,003	100%	3rd QTR 2018	 Close-out pending repair of storm damage to embankment.
3,965,000	3,965,000	-	2,937,323	1,672,293	50%	3rd QTR 2018	 Invitation for Bids (IFB) for construction of wayside power approved June 2018.
38,183,632	38,183,632	-	3,176,039	2,126,399	90%	TBD	 Design 100% complete. On hold pending property acquisition.
2,950,000	2,950,000	-	2,950,000	139,154	95%	TBD	 FTA approved appraisal; offer package under legal review.
89,666,508	89,666,508	-	3,588,305	1,128,976	25%	4th QTR 2018	 Site survey underway to confirm conceptual layout; Conrail appraisal completed and under legal review.
75,264,693	75,264,693	-	69,457,809	47,915,644	95%	4th QTR 2020	 All cars received. Completion date reflects end of warranty period.
10,553,000	10,553,000	-	10,294,079	7,984,451	80%	4th QTR 2018	 Onboard installations ongoing.
112,489,752	57,815,747	83,825,501	5,208,845	3,830,904	20%	4th QTR 2022	 PD for expansion of existing Broad Run complex and 3rd main track is underway, including preliminary engineering and NEPA review.
3,510,307	3,510,307	-	3,510,627	2,168,462	65%	2nd QTR 2019	 Rate My Ride is live in app. Big Commerce/Moovel collaboration underway for web based ticketing portal.



VIRGINIA RAILWAY EXPRESS

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VRE.ORG





RESOLUTION #2367

SUBJECT: Authorize the Referral of the Preliminary FY2020 VRE Operating and Capital Budget to the Jurisdictions

WHEREAS: The VRE Master Agreement requires the VRE Operations Board submit to the Commissions a preliminary fiscal year budget by September 30th each year;

WHEREAS: The VRE Chief Executive Officer has provided the VRE Operations Board with the Preliminary FY2020 Operating and Capital Budget; and

WHEREAS: The preliminary FY2020 budget proposes a three percent average fare increase effective the first week of July 2019 with the start of the FY2020 budget, as reflected in the proposed fare table accompanying the preliminary budget;

WHEREAS: In accordance with VRE's Public Participation Policy, VRE must hold public hearings to solicit comments from riders and the general public on the proposed fare increase included in the preliminary FY2020 budget; and

WHEREAS: The VRE Operations Board recommends the following action.

NOW, THEREFORE, BE IT RESOLVED that the Northern Virginia Transportation Commission hereby authorizes the Preliminary FY2020 VRE Operating and Capital Budget be forwarded to the jurisdictions for their formal review and comment.

BE IT FURTHER RESOLVED that NVTC directs staff to consider and address comments by the jurisdictions and to forward a final recommended budget to the VRE Operations Board at the December 2018 meeting for consideration and referral to the Commissions for adoption in January 2019.

Approved this 4th day of October 2018.

Paul C. Smedberg
Chairman

Katie Cristol
Secretary-Treasurer

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VIRGINIA RAILWAY EXPRESS
OPERATIONS BOARD

Agenda Item 8-B
Action Item

To: Chairman Nohe and the VRE Operations Board

From: Doug Allen

Date: September 21, 2018

Re: Referral of Preliminary FY 2020 VRE Operating and Capital Budget to the Commissions and Authorization for Public Hearings on Proposed Fare Increase

Recommendation:

The VRE Operations Board is asked to authorize the Chief Executive Officer (CEO) to refer the preliminary FY 2020 VRE Operating and Capital Budget to the Commissions for their consideration, so the Commissions, in turn, can refer their preliminary budget recommendations to the jurisdictions for review and comment. The Operations Board is also asked to authorize the VRE CEO to hold a series of public hearings to solicit comments from riders and the general public, in accordance with the Public Participation Policy, on the proposed 3% average fare increase included in the preliminary FY 2020 budget.

Summary:

VRE's preliminary FY 2020 operating budget totals \$90.6 million, which includes operations, maintenance, and existing debt service. This is an increase of \$2.0 million or 2.3% over the approved FY 2019 operating budget. The preliminary operating budget includes a proposed 3% average fare increase and no change in the jurisdictional subsidy. The preliminary operating budget has a current net unfunded amount of \$1.9 million.



Northern Virginia
Transportation Commission
2300 Wilson Blvd. #620
Arlington, VA 22201
703.524.3322



Virginia Railway Express
1500 King Street, Suite 202
Alexandria, VA 22314
703.684.1001
VRE.org



Potomac and Rappahannock
Transportation Commission
14700 Potomac Mills Road
Woodbridge, VA 22192
703.580.6121

VRE's preliminary FY 2020 capital budget includes commitments of \$64.7 million from federal, state, regional, and local funding sources towards the Capital Improvement Program (CIP). The preliminary budget does not yet include formal recommendations for the programming of VRE's funds from the newly created Commuter Rail Operating and Capital (CROC) fund. These recommendations will be developed in coordination with the Operations Board and the Commissions in the coming months and included in the final FY 2020 budget.

As in prior years, VRE will submit a balanced budget in December for the Operations Board's consideration and referral to the Commissions for final approval. Projections of both revenue and expenses are still under review by VRE staff and may change over the next few months.

Background:

In accordance with the VRE Master Agreement, which outlines the process for annual budget approval, the preliminary FY 2020 VRE Operating and Capital Budget is attached for the Operations Board's review.

Since the adoption of the FY 2019 budget, significant changes to transit funding in the Commonwealth were implemented by the General Assembly in the spring of 2018. Three changes in particular will have an immediate impact on VRE:

- As part of a broader legislative package addressing funding for WMATA, the CROC Fund was created, and \$15 million annually will be deposited in the Fund. The CROC Fund may be used to support both operating and capital costs of VRE.
- The transit capital matching program will be restructured to focus DRPT's limited resources on ensuring transit systems across Virginia remain in a state of good repair (SGR).
- DRPT's transit operating assistance program will also be restructured so all operating support is allocated based on transit service delivery factors, rather than just a portion of the funding as is currently the practice.

The impact of these legislative changes is discussed in greater detail below.

VRE's Financial and Debt Principles addresses the prioritization of projects within the CIP and states:

Projects included in VRE's Capital Improvement Program will be prioritized with emphasis on regulatory requirements, the maintenance of equipment and facilities to support current service levels, and provisions for passenger safety.

In addition to these first-level priorities, the CIP decision-making for FY 2020-2025 emphasizes VRE's commitment to the development of railroad infrastructure in the CSXT

territory; project readiness; funding availability; and the identification of funding to complete those projects that have only partially identified funding.

Key Operating Budget Assumptions:

VRE's preliminary FY 2020 operating budget totals \$90.6 million. This includes \$84.3 million for daily operations maintenance (up \$2.5 million or 3.1% from FY 2019) and \$6.3 million for debt service (down \$0.5 million from FY 2019 as a result of the refinancing of the RRIF loan). As noted above, both revenues and expenses are still under review and these projections may change over the next few months. The key assumptions used in preparing the preliminary operating budget are summarized below:

1. **Service levels:** VRE will continue its current service plan of 32 daily revenue trains in FY 2020.
2. **Ridership and fare revenue:** FY 2020 fare revenue is budgeted at \$44.3 million, an increase of \$1.9 million or 4.5% over the approved FY 2019 level. This increase is driven by three factors: the proposed 3% average fare increase (discussed in greater detail below); a higher number of service days in FY 2020 (252 versus 250); and shifts in rider behavior and purchasing of fare media that are increasing the average fare paid per trip. Average daily ridership (ADR) is currently projected at 19,000 for FY 2020, which is unchanged compared to the FY 2019 approved budget level. ADR in FY 2018 was 18,974, so this preliminary budget assumes no growth relative to the most recently completed fiscal year. VRE's ridership has been and will be experiencing both positive and negative impacts – transit ridership in the region and nationwide continues to face challenges, but VRE's ridership may increase during the summer of 2019 when WMATA closes Blue/Yellow Metrorail stations that parallel VRE's service (see next item). Staff will continue to closely monitor ridership trends throughout the budget process and update projections accordingly.
3. **Service during WMATA closure:** WMATA has announced it will be closing Blue/Yellow Metrorail stations south of Reagan National Airport for a three-month period during the summer of 2019 to undertake major platform repairs. Similar closures for shorter periods of time during the SafeTrack efforts led to increases in VRE ridership. NVTC and WMATA have been leading a coordinated regional effort to find solutions to mitigate this closure, and VRE is a key part of those efforts. VRE has had preliminary discussions with Keolis regarding options to add supplemental capacity during this period, but no decisions have yet been reached. Therefore, this preliminary budget does not include any assumptions regarding additional costs associated with the closure. If decisions are reached prior to December that are likely to impact costs in FY 2020, staff will include that in the final recommended budget. If such decisions are reached later, and are material enough to require a budget amendment, staff will bring such an amendment to the Operations Board as soon as possible.

4. **Jurisdictional subsidy:** FY 2020 jurisdictional subsidy is budgeted at \$17.77 million, unchanged from FY 2019. In conjunction with the proposed 3% average fare increase, this preliminary budget continues the Operations Board's policy guidance to alternate each year between fare increases and jurisdictional subsidy increases in order to sustainably fund the costs of providing VRE service.
5. **State operating assistance:** As part of the package of transit legislation adopted by the General Assembly in May 2018, all state operating assistance provided to transit agencies in Virginia will now be allocated based on certain performance metrics known as transit service delivery factors. Factors such as 'cost per trip' are used to measure the efficiency of the transit provision and then compared across service providers. The Transit Service Delivery Advisory Committee (TSDAC) is currently working with stakeholders to develop a proposal to the Commonwealth Transportation Board for implementing this new requirement, and VRE has provided comments to TSDAC regarding how to compare VRE (as a commuter rail operator) with bus operators.

The preliminary FY 2020 budget includes \$8.5 million in state operating assistance, a significant reduction from recent years. This is the result of analysis by both VRE and Commission staff of the likely impact of using the existing service delivery factors with no changes but applying them to the entire pool of funding for operating assistance. However, VRE staff is encouraged by the dialogue so far with TSDAC and DRPT staff on this topic, and this projection may change in the coming months as the TSDAC proposal is developed further.

6. **Access fee reimbursement:** VRE pays track access fees to its host railroads (Amtrak, Norfolk Southern, and CSX) for the right to operate service. VRE recently renewed its five-year access agreement with Norfolk Southern and a similar renewal with Amtrak is expected in mid-2019. The track access agreement with CSX continues to be renewed on a year-to-year basis. Since 2015, DRPT and VRE have entered into multi-year agreements for reimbursement of the access fees. These fees have been reimbursed using a combination of federal STP funds allocated through the state (50%) and a state capital match (34%), with the local jurisdictions responsible for the balance (16%).

Access fees are one of the largest single items in VRE's budget, and concerns had been raised during the recent discussions over the 'transit fiscal cliff' and the constraints facing DRPT that this funding approach would be changed, with reduced state support requiring additional local contribution. However, as part of the transit legislative package in the General Assembly, the state has committed to continuing the current funding approach for access fees. This continued funding support will be critical to VRE's fiscal sustainability and represents a very positive commitment by the state to VRE.

7. **Diesel fuel costs:** Diesel fuel expenses of \$4.25 million are budgeted based on estimated annual usage of 1.7 million gallons at a per gallon cost of \$2.50. While diesel fuel prices have increased substantially from the lows of recent years, VRE's fuel

consultant is not projecting further significant increases in the short term. However, staff will continue to monitor fuel cost trends during the budget process and adjust the projections if needed.

8. **Staffing increases:** The preliminary budget does not include any additional full-time employees, but VRE continues to evaluate staffing and resource needs for FY 2020 and beyond, particularly for the development and implementation of the Capital Improvement Program (CIP) and associated administrative functions.

Proposed Fare Increase and Public Hearings:

VRE's zone fares are based on distance traveled, with most riders boarding in the morning at an 'outer' zone (Zones 3 through 9) station and disembarking at an 'inner' zone (Zones 1 and 2) station, and then reversing that trip in the afternoon. While VRE does offer single-ride and day passes, most regular riders purchase multi-ride tickets that offer a discounted fare. As described in VRE's Tariff, the 10-ride pass for any given zone pair is priced at 8% less than ten corresponding single-ride tickets. Similarly, the five-day pass is priced at a 20% discount, and the monthly pass is priced at a 34% discount (assuming 42 trips per month).

In reviewing the Tariff and the fare table in preparation for the FY 2020 budget process, it was determined VRE has been slightly over-discounting its multi-ride tickets, meaning riders have been charged slightly less than what the Tariff calls for. For riders buying a ticket with an origin or destination in Zones 1 and 2, which represent over 90% of the tickets sold, the discrepancies are in the range of 1%. For example, a rider purchasing a 10-ride pass to travel between Broad Run and L'Enfant (Zone 6 to Zone 1) currently pays \$89.10, a discount of 9% versus ten single-ride tickets at \$9.80 each. The price with the correct 8% discount should be \$90.20.

In order to correct these discrepancies going forward and ensure adherence to the Tariff, the FY 2020 budget proposes a 3% *average* fare increase. This is a two-step process: first, correct the discounting of the multi-ride tickets, and then impose a smaller increase (1.5%) on the base fare and the zone increment charge such that the fare increase for most riders falls in the range of 2.5% to 3.5% and the overall increase (weighted for how many tickets of each type are purchased for each zone pair) is approximately 3% or slightly lower.

The proposed FY 2020 fare table, which was calculated using this approach, is attached to the resolution. As part of this preliminary budget, VRE is also requesting authorization to hold public hearings on the proposed fare increase, in accordance with VRE's Public Participation Policy. In the past, such hearings have been held in the winter or early spring, after the budget has been approved by the Commissions but before final action by the jurisdictions. Beginning with this budget cycle, VRE recommends moving the fare hearings to the fall, before action on the recommended budget by the Operations Board and the Commissions. Staff believes this will provide an opportunity for more meaningful input from the public on the proposed changes.

VRE staff have developed a preliminary list of ten public hearings for late October and November, with four hearings during lunchtime at locations near VRE's four inner stations, and six hearings in the evening at convenient locations across the VRE jurisdictions. The public comments received at these hearings will be provided to the Operations Board members for their review prior to the consideration of the final recommended budget in December.

Capital Funding:

After seeking and successfully securing a substantial amount of discretionary grant funding over the past few years, VRE does not have as much capital funding to obligate in FY 2020, and the focus for VRE will be on moving forward with project delivery and spending of prior year funds. The major capital funding that is expected to be obligated in FY 2020 includes:

- **Federal formula funds:** Federal funding allocations are lagged by one year relative to VRE's fiscal year, so the federal funding allocated in Federal Fiscal Year (FFY) 2019 will be available to be obligated and spent beginning in VRE's FY 2020. Based on funding received in FFY 2018, total projected formula funding for FFY 2019 is \$32.2 million. This includes \$23.6 million in Section 5337 State of Good Repair funding and \$8.6 million in Section 5307 Urbanized Area Formula Program funding.

As in previous years, VRE's formula funds will be committed to debt service, asset management programs, and key CIP projects such as the New York Avenue midday storage facility and VRE's joint responsibilities at Washington Union Terminal. However, given that projected funding is now higher than last year (\$32 million versus \$29 million) debt service costs are lower, full funding has been obligated for the Lifecycle Overhaul and Upgrade (LOU) Facility, and asset management funding needs have been reduced, there remains federal funding of approximately \$8.9 million that has not yet been allocated for FY 2020. Staff continues to look at options for utilizing this funding and expects to have the funding fully obligated as part of the recommended budget in December.

- **State capital match:** The state capital matching program is being restructured in accordance with the transit legislation adopted by the General Assembly. The program will focus on funding state of good repair (SGR) efforts at transit agencies across the Commonwealth, with a minimum of 80% of the available funds going to such projects. Requests for funding will be evaluated based on a transit asset management framework that emphasizes the age and condition of the asset and aims to reduce the backlog of assets that are not in a state of good repair. The maximum state match will be 68%. VRE staff are continuing to work with DRPT staff to understand how VRE's capital needs may be evaluated in this new framework. The preliminary budget assumes a continuation of the 16% state match on debt service and asset management, as well as the 34% state match on midday storage

and Washington Union Terminal, but these figures may be modified as discussions with DRPT continue.

- **Discretionary state and regional funding:** The FY 2020 budget will obligate previously allocated CMAQ funds for the Brooke and Leeland Road stations as well as parking improvements at Quantico station. SmartScale funding for Brooke and Quantico stations and parking at Leeland Road will also be obligated. Finally, NVRTA recently included \$4 million in FY 2020 in its Six Year Plan for VRE to complete final design efforts on the Crystal City station improvements, and those funds are also included.

Commuter Rail Operating and Capital (CROC) Fund:

The preliminary budget does not include recommendations for the use of the new CROC funds, and staff anticipates significant discussion with the Operations Board and the jurisdiction staff during the Fall of 2018 before final decisions are reached and included as part of the recommended FY 2020 budget. However, based on projections to date, it seems clear the initial FY 2019-20 CROC funds are not needed to support VRE operations, nor is there an immediate need to leverage the funds in the form of a debt issuance. Instead, the initial FY2019-20 CROC funds are likely to be programmed for critical capital projects on a pay-as-you-go basis. The programming of these funds, as well as CROC funds further out in the six-year forecast, will be the subject of a detailed discussion with the Capital Committee and the Operations Board in October.

Next Steps:

VRE staff will continue to update and modify the FY 2020 budget throughout the Fall as the current year progresses and as more information is received that may impact budget projections. VRE staff will review the budget with the CAO Task Force and ultimately provide a balanced budget to the Operations Board in December for consideration and approval.

**Virginia Railway Express
Operations Board**

**Resolution
8B-09-2018**

**Referral of Preliminary FY 2020 VRE Operating and Capital
Budget to the Commissions and Authorization for
Public Hearings on Proposed Fare Increase**

WHEREAS, the VRE Master Agreement requires the VRE Operations Board submit to the Commissions a preliminary fiscal year budget by September 30 each year; and,

WHEREAS, the VRE Chief Executive Officer has provided the VRE Operations Board with the preliminary FY 2020 Operating and Capital Budget; and,

WHEREAS, the preliminary FY 2020 budget proposes a 3% average fare increase effective the first week of July 2019 with the start of the FY 2020 budget, as reflected in the proposed fare table accompanying the preliminary budget;

WHEREAS, in accordance with VRE's Public Participation Policy, VRE must hold public hearings to solicit comments from riders and the general public on the proposed fare increase included in the preliminary FY 2020 budget;

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board refers the preliminary FY 2020 Operating and Capital Budget to the Commissions for their consideration; and,

BE IT FURTHER RESOLVED THAT, the VRE Operations Board recommends the budget be forwarded to the jurisdictions for further formal review and comment; and,

BE IT FURTHER RESOLVED THAT, the VRE Operations Board does hereby authorize the Chief Executive to solicit comment through public hearings across the VRE service area related to the proposed 3% average fare increase; and

BE IT FURTHER RESOLVED THAT, VRE staff is directed to consider and address comments by the jurisdictions and to forward a final recommended budget to the VRE Operations Board at the December 2018 meeting for consideration and referral to the Commissions for adoption in January 2019;

Resolution 8B-09-2018 continued

Approved this 21st day of September 2018

Martin Nohe
Chairman

Maureen Caddigan
Secretary

FY 2020 Summary Proposed Budget

	FY2019 Operating	FY2019 Capital	FY2020 Operating	FY2020 Capital	Changes	% Chg
Revenue:						
Fare Revenue	42,400,000		44,310,000		1,910,000	4.5%
Miscellaneous Revenue	225,000		225,000		-	0.0%
Jurisdictional Subsidy	13,336,628	4,431,120	13,230,398	4,537,350	-	0.0%
Other Sources (Use of Prev. Surplus)	990,000	-	-	-	(990,000)	-100.0%
NVTA Grant Funding	-	-	-	4,000,000	4,000,000	
State CROC Dedicated Funding	-	-	-	15,000,000	15,000,000	
Federal/State Subsidy - Operating	31,371,051		30,387,378		(983,673)	-3.1%
Federal/State Subsidy - Capital		52,961,395		41,197,349	(11,764,045)	-22.2%
Operating/Capital Reserves	-	3,550,000	-	-	(3,550,000)	-100.0%
Interest Income	200,000		500,000		300,000	150.0%
Total Revenue	88,522,679	60,942,515	88,652,775	64,734,700	3,922,281	2.6%
Operating/Non-Operating Expenses:						
Non-Departmental Operating	5,588,236		5,416,521		(171,715)	-3.1%
Executive Management	1,595,500		1,524,000		(71,500)	-4.5%
Chief of Staff	707,500		676,100		(31,400)	-4.4%
Marketing	456,500		447,050		(9,450)	-2.1%
Finance and Human Resources	4,148,500		4,294,000		145,500	3.5%
Purchasing and Contract Administration	541,920		508,250		(33,670)	-6.2%
Project Development	1,206,900		1,287,970		81,070	6.7%
Project Implementation	1,238,200		1,297,500		59,300	4.8%
Rail Operations	2,102,000		2,217,500		115,500	5.5%
Information Technology	2,175,803		2,186,500		10,697	0.5%
Facilities Maintenance	4,453,750		4,853,700		399,950	9.0%
Mechanical Operations	10,630,000		11,022,000		392,000	3.7%
System Safety & Security	1,489,500		1,575,500		86,000	5.8%
PRTC	104,000		104,000		-	0.0%
NVTC	90,000		90,000		-	0.0%
Train Operations	15,718,000		16,504,000		786,000	5.0%
Maintenance of Equipment	7,020,500		6,899,000		(121,500)	-1.7%
Amtrak	4,621,000		4,949,000		328,000	7.1%
Amtrak Access Fees	6,690,000		6,630,000		(60,000)	-0.9%
Norfolk Southern Access Fees	3,150,000		3,300,000		150,000	4.8%
CSX Access Fees	8,030,000		8,510,000		480,000	6.0%
					-	
Total Operating/Non-Operating Expenses	81,757,809	-	84,292,591	-	2,534,782	3.1%
CIP Expenditures		60,942,515		64,734,700	3,792,185	
Debt Service/Allowance for Doubtful Accts	6,764,870		6,271,757		(493,113)	
Total CIP and Other Expenditures	6,764,870	60,942,515	6,271,757	64,734,700	3,299,072	4.9%
Grand Total Expenses	88,522,679	60,942,515	90,564,348	64,734,700	5,833,855	3.9%
Difference by Fund	0	-	(1,911,573)	(0)	(1,911,574)	
Total Difference		0		(1,911,574)	(1,911,574)	

FY 2020 Sources and Uses

Daily Trains 32
Avg. Daily Riders 19,000

Leases 18,440,000
Total Access Fees 18,440,000

Amtrak 6,630,000
NS 3,300,000
CSX 8,510,000
Total 18,440,000

LEVEL OF SERVICE FOR FY 2020

USES OF FUNDS	FARE INCOME	INTEREST	MISC	LOCAL SUBSIDY	OTHER SOURCES	NVRTA FUNDING	STATE			FEDERAL			TOTAL
							STATE FUNDING	STATE OPERATING	STATE CAPITAL	STATE STP	OTHER	FEDERAL	
Operating Expenses	44,310,000	500,000	225,000	14,754,991	-	-	-	8,500,000	6,269,600	9,220,000	520,000	-	84,299,591
Non-Operating Expenses:													
Operating Reserve				43,000									43,000
Debt Service BTMU - Gallery IV - 11 Cabcars	1,931,357			77,254					309,017		1,545,086		1,931,357
Debt Service VRA - 60 Railcars (Local)	99,072			99,072									99,072
Debt Service VRA - 60 Railcars (Fed/State/Local)	4,191,328			167,653					670,612		3,353,062		4,191,328
Non-Operating Summary	-	-	-	386,979	-	-	-	-	979,630	-	4,898,148	-	6,264,757
Total Expenses (Subtotal)	44,310,000	500,000	225,000	15,141,971	-	-	-	8,500,000	7,249,230	9,220,000	5,418,148	-	90,564,348
Capital Projects:													
Facilities Asset Management Program	802,476			32,099					128,396		641,981		802,476
Equipment Storage Projects	17,082,458			683,298					5,808,036		10,591,124		17,082,458
Equipment Asset Management Program	4,325,000			173,000					692,000		3,460,000		4,325,000
Security Enhancements	105,000			4,200					16,800		84,000		105,000
Washington Union Station Improvements	5,000,000			200,000					1,700,000		3,100,000		5,000,000
Unallocated Federal Formula Funds	11,118,838			444,754					1,779,014		8,895,070		11,118,838
CROC Reserve for Future Capital Projects	15,000,000			-				15,000,000	-		-		15,000,000
Capital Reserve	3,000,000			3,000,000					-		-		3,000,000
Capital Project Summary	-	-	-	4,537,351	-	-	-	15,000,000	10,124,246	-	26,772,175	-	56,433,772
CMAQ/REF/IPROC													
Brooke Station Improvements (CMAQ)	262,500			-					52,500		-	210,000	262,500
Leeland Road Station Improvements (CMAQ)	262,500			-					52,500		-	210,000	262,500
Quantico Station Parking Improvements (CMAQ)	1,704,928			-					340,986		-	1,363,942	1,704,928
Brooke Station Improvements (Smartscale)	700,000			-					700,000		-	-	700,000
Leeland Road Parking Improvements (Smartscale)	360,000			-					360,000		-	-	360,000
Quantico Station Improvements (Smartscale)	1,011,000			-					1,011,000		-	-	1,011,000
Crystal City Station Improvements (NVRTA)	4,000,000			-					-	4,000,000	-	-	4,000,000
Summary	8,300,928			-	-	-	-	-	2,516,986	-	1,785,942	-	8,300,928
TOTAL	155,299,048	44,310,000	500,000	225,000	19,679,322	4,000,000	-	15,000,000	19,890,461	9,220,000	32,190,323	1,785,942	155,299,048

FY20 Subsidy surplus (deficit) 17,767,748
(1,911,574)

Soft Capital Projects	Program	Funding	Federal Amt	State Amt
Debt Service 11 Cabcars	1,931,357	5337	1,545,086	309,017
Access lease funding (50%/34%)	18,440,000	SSTP/State	9,220,000	6,269,600
Local only Debt Service 60 Railcars	99,072		-	-
Fed/State/Local Debt Service 60 Railcars	2,444,941	5337	1,955,953	391,191
Fed/State/Local Debt Service 60 Railcars	1,746,387	5307	1,397,109	279,422
Grant & Project Management	650,000	5307	520,000	-
Subtotal	25,311,757			7,249,230
Capital Projects/Earmarks	64,734,700		28,556,118	12,641,232
Federal Cap Program	90,046,457		43,194,266	19,890,461



**LOCATIONS FOR PUBLIC HEARINGS ON
PROPOSED FY 2020 FARE INCREASE**

Date and Time	Location
Tuesday, October 30, 2018 12:00 to 1:00 p.m.	Crystal City Marriott Jefferson Room 1999 Jefferson Davis Hwy. Arlington, VA 22202
Tuesday, October 30, 2018 7:00 to 8:00 p.m.	Burke Centre Conservancy The Commons CC 5701 Roberts Parkway Burke, VA 22015
Thursday, November 1, 2018 12:00 to 1:00 p.m.	Holiday Inn The House Room 550 C Street SW Washington, DC 20024
Thursday, November 1, 2018 7:00 to 8:00 p.m.	Stafford County Government Center Board Chambers 1300 Courthouse Road Stafford, VA 22554
Wednesday, November 7, 2018 7:00 to 8:00 p.m.	Germanna Community College Fredericksburg Campus–Room 105A 10000 Germanna Point Drive Fredericksburg, VA 22408
Thursday, November 8, 2018 12:00 to 1:00 p.m.	Union Station Starlight Room – Near Gate D 50 Massachusetts Ave NE Washington, DC 20002
Thursday, November 8, 2018 7:00 to 8:00 p.m.	Manassas City Hall City Council Chambers 9027 Center Street Manassas, VA 20110
Tuesday, November 13, 2018 12:00 to 1:00 p.m.	VRE Headquarters Suite 202 1500 King Street Alexandria, VA 22314
Tuesday, November 13, 2018 7:00 to 8:00 p.m.	PRTC Second Floor Board Room 14700 Potomac Mills Rd Woodbridge, VA 22192
Thursday, November 15, 2018 7:00 to 8:00 p.m.	Rappahannock Regional Library Room 2 1201 Caroline Street Fredericksburg, VA 22401

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RESOLUTION #2368

SUBJECT: Authorize the Executive Director to Execute the Agreement Between NVTC and PRTC for Distribution and Allocation of the Commuter Rail Operating and Capital Fund (CROC)

WHEREAS: On May 18, 2018, the Virginia General Assembly approved Chapter 854 of the 2018 Acts of Assembly, adopting, among other provisions, amendments to Title 33.2 of the Code of Virginia, 1950, as amended, to add a new Chapter 35, §§ 33.2-3500 – 3502, entitled the Commuter Rail Operating and Capital Fund;

WHEREAS: The Northern Virginia Transportation Commission (NVTC) and the Potomac and Rappahannock Transportation Commission (PRTC) staff have reached agreement on the manner in which funds from the Commuter Rail Operating and Capital Fund are disbursed to them, and the process by which they will determine the specific purposes for which funds from the Commuter Rail Operating and Capital Fund will be expended, and wish to set forth that agreement; and

WHEREAS: The VRE Operations Board recommends the following action.

NOW, THEREFORE, BE IT RESOLVED that the Northern Virginia Transportation Commission hereby authorizes the executive director to execute the Agreement Between NVTC and PRTC for Distribution and Allocation of the Commuter Rail Operating and Capital Fund (Attachment A).

Approved this 4th day of October 2018.

Paul C. Smedberg
Chairman

Katie Cristol
Secretary-Treasurer

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**AGREEMENT BETWEEN NVTC AND PRTC
FOR DISTRIBUTION AND ALLOCATION OF
COMMUTER RAIL OPERATING AND CAPITAL FUND**

THIS AGREEMENT is entered into the ___ day of _____, 2018, by and between the Northern Virginia Transportation Commission (“NVTC”) and the Potomac and Rappahannock Transportation Commission (“PRTC”), (together, the “Commissions”), for the distribution and allocation of the commuter rail operating and capital fund.

WITNESSETH:

WHEREAS, on May 18, 2018, the Virginia General Assembly approved Chapter 854 of the 2018 Acts of Assembly, adopting, among other provisions, amendments to Title 33.2 of the Code of Virginia, 1950, as amended, to add a new Chapter 35, §§ 33.2-3500 – 3502, entitled the Commuter Rail Operating and Capital Fund (“CROC Fund” or “Fund”); and

WHEREAS, the CROC Fund is a special non-reverting fund within the treasury of the Commonwealth of Virginia established on the books of the Comptroller for the Commonwealth of Virginia consisting of funds deposited to the Fund pursuant to § 58.1-2299.20 of the Code of Virginia, 1950, as amended, providing for a wholesale fuel sales tax, and such other funds as may be appropriated to the Fund by the General Assembly or allocated to it by the Commonwealth Transportation Board; and

WHEREAS, as provided in § 33.2-3500.B of the Code of Virginia, 1950, as amended, the Comptroller shall, on a monthly basis, disburse the funds in the CROC to NVTC and PRTC in accordance with the distribution set forth in the aforesaid statute; and

WHEREAS, as provided in § 33.2-3501.A of the Code of Virginia, 1950, as amended, the CROC shall be used to fund, including through the use of debt financing where appropriate, the cost of operating commuter rail service; acquiring, leasing, or improving railways or railroad equipment, rolling stock, rights-of-way, or facilities; or assisting other appropriate entities to acquire, lease, or improve railways or railroad equipment, rolling stock, rights-of-way, or facilities for commuter rail transportation purposes whenever the Commissions have determined that such acquisition, lease, or improvement is for the common good of a region encompassed by the Commissions or the Commonwealth as a whole; and

WHEREAS, PRTC and NVTC have reached agreement on the manner in which funds from the CROC Fund are disbursed to them, and the process by which they will determine the specific purposes for which funds from the CROC Fund will be expended, and wish to set forth that agreement hereafter.

NOW, THEREFOR, based upon the foregoing, and other good and valuable consideration, NVTC and PRTC agree as follows:

1. NVTC shall serve on behalf of the Commissions as the recipient of all funds disbursed to them by the Comptroller from the CROC Fund. NVTC shall notify the Comptroller and all representatives of the Commonwealth assisting the Comptroller in the monthly disbursement of funds from the CROC Fund, including the Secretary of Transportation and the Director of the Department of Motor Vehicles, of NVTC's role in this respect, and shall request that funds from the CROC Fund be disbursed as directed by NVTC for the benefit of the Commissions. PRTC shall also provide such direction to the foregoing representatives of the Commonwealth regarding how disbursement of funds from the CROC Fund to PRTC shall be made as may be necessary for NVTC to be the recipient as described herein.
2. NVTC shall establish a depository for funds disbursed to it from the CROC Fund, and, consistent with § 33.2-3500.C of the Code of Virginia, 1950, as amended, shall invest those funds in accordance with § 33.2-1525.A of the Code of Virginia, 1950, as amended.
3.
 - A. By September 30th of each year, as part of its consideration of the preliminary annual budget, the Virginia Railway Express Operations Board shall recommend to NVTC and PRTC, for approval by February 1 as part of the recommended annual budget, a process and the criteria to be used for the selection of operating and capital projects ("Projects") to be funded, in whole or in part, with funds from the CROC Fund. The annual Project selection process shall be based on estimates of funds available in the CROC Fund for the upcoming fiscal year.
 - B. Not less than annually, upon approval by the Commissions of the process and criteria for selection of Projects, the Virginia Railway Express Chief Executive Officer (VRE CEO) shall develop a list of recommended Projects for consideration by the Operations Board and recommendation to the Commissions and, thereafter, consideration and final action by the Commissions to approve a final approved list of Projects. The Project selection process shall be coordinated with the annual budget process such that the total funds authorized to be expended from the CROC Fund in the upcoming fiscal year shall be incorporated in the final budget.
 - C. The foregoing annual process shall not preclude the Commissions from approving additional Projects funded with funds from the CROC Fund as they may deem appropriate.
4. Once a Project is approved, the authority to obligate and expend funds from the CROC Fund for the Project shall be subject to approval of contracts for the Projects by the Commissions, the Operations Board, or the VRE CEO based on their respective authority to approve contracts.

5. A. NVTC shall provide reports to the Commissions quarterly, and at such additional times as either PRTC or NVTC may request, about the funds in the CROC Fund, including monthly disbursements received from the Comptroller, amounts expended and the purposes of the expenditures, the amount of funds from the CROC Fund held by NVTC, and investment and interest earnings.

B. Annually, the VRE CEO shall provide a report to the Operations Board and the Commissions of the status of all Projects for which funds from the CROC Funds have been allocated, which report shall include, on a Project by Project basis, the amount of funds from the CROC Fund authorized for expenditure on the Project, the amount expended, and the status of the Project. Once presented to the Operations Board and the Commissions, the annual report shall be provided to the Comptroller with a copy to the Secretary of Transportation.

C. The funds received by NVTC from the CROC Fund shall be included as part of the Commissions' and VRE's annual independent financial audits. The audits, once accepted by the Commissions, shall be provided to the Comptroller with a copy to the Secretary of Transportation.
6. In the event of a dispute under this Agreement, the Commissions' Executive Directors and the VRE CEO agree to meet and confer in order to ascertain if the dispute can be resolved informally without the need of a third party or judicial intervention. If a resolution of the dispute is reached via a meet and confer dispute resolution method, it shall be presented to the Commissions for formal confirmation and approval, as necessary. If no satisfactory resolution can be reached via the meet and confer method, either Commission may pursue all remedies it may have at law, including all judicial remedies.
7. This Agreement may be modified, in writing, upon mutual agreement of both Commissions.
8. The recitals to this Agreement are hereby incorporated into this Agreement and are expressly made a part hereof. The Commissions acknowledge and agree that such recitals are true and correct.
9. This Agreement shall be governed by the laws of the Commonwealth of Virginia.

IN WITNESS WHEREOF, the Commissions have executed this Agreement by their duly authorized agent as of the date and year aforesaid.

NORTHERN VIRGINIA TRANSPORTATION COMMISSION

Katherine A. Mattice, Executive Director

Date: _____

POTOMAC AND RAPPAHANNOCK TRANSPORTATION COMMISSION

Robert A. Schneider, Executive Director

Date: _____

TO: Chairman Smedberg and NVTC Commissioners

FROM: Kate Mattice

DATE: September 27, 2018

SUBJECT: Executive Director Report

At the October meeting the executive director will give an update on Commission and staff activities that occurred during the last month, as well as upcoming meetings and events.

A. Executive Director Newsletter

NVTC's [Executive Director Newsletter](#) provides updates on specific NVTC projects and programs and highlights items of interest at the federal and state levels and among partners such as the Transportation Planning Board and the Northern Virginia Transportation Authority.

This month's newsletter highlights NVTC's new staff, the launch of the Washington Area Bus Transformation Project, Fare Collection, Envision Route 7, and WMATA.

B. NVTC Financial Report

The [August 2018 Financial Report](#) is provided for your information.

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As NVTC grows its workforce, opportunities abound. Our [three newly hired and one internally promoted staffers](#) add depth and breadth to our bench. And, having been stretched thin given the addition of programs and responsibilities over the past several years, it provides current staff with a chance to focus on and dive more deeply into their portfolios. When we fill our remaining three vacancies – a grants manager, transit program manager, and transit fellow – we will be far better positioned to serve our jurisdictions and local transit providers.

The skills, knowledge and talents these individuals bring to NVTC will enhance and complement those of existing staff. Our capabilities in areas such as GIS, data analysis, transportation demand management, marketing, and publication design will expand exponentially. All of this will help ratchet up our game.

Restoration of the director of programs and policy, the position I held when I came to NVTC, will help take our programs to the next level. In this senior-level position, the director will coordinate with and guide staff to ensure the successful execution of programs such as I-66 Commuter Choice, Envision Route 7, Regional Fare Collection, Northern Virginia Transit Response Coordination, and Regional Bus Agenda, to name a few.

An advantage of hiring staff is the new ideas and fresh perspective they bring to an organization. Their inquiries often compel us to reconsider the way we do things. There is no doubt, given the open mindedness of existing staff, that we will revisit processes and practices in the name of improvement.

All this is not to say there won't be growing pains. Going from 12 to 18 employees, a 50 percent increase, will require some adjustments. Assimilating new staff while maintaining NVTC's culture and work ethic is a challenge we are up to. Our cramped quarters will make things difficult but that will be resolved early next year when we move to a larger space in our building.

These are exciting times at NVTC and our new staff will join a seasoned team with a winning record. Together we will continue our efforts to ensure that Northern Virginia's businesses and residents are served by a high-capacity, high-quality network of transit systems that allows our region to thrive.

Executive Director

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Northern Virginia Transportation Commission
 2300 Wilson Blvd., Ste. 620
 Arlington, VA 22201
www.novatransit.org



Key Dates

Oct 4	NVTC Monthly Meeting
Oct 11	WMATA Board Meeting
Oct 11	NVTA Monthly Meeting
Oct 17	NVTC Interim WMATA Committee Meeting
Oct 17	TPB Monthly Meeting
Oct 19	VRE Operations Board Meeting
Oct 25	WMATA Board Meeting
Oct 29-30	CTB Monthly Meeting
Nov 1	NVTC Monthly Meeting
Nov 8	NVTC Interim WMATA Committee Meeting

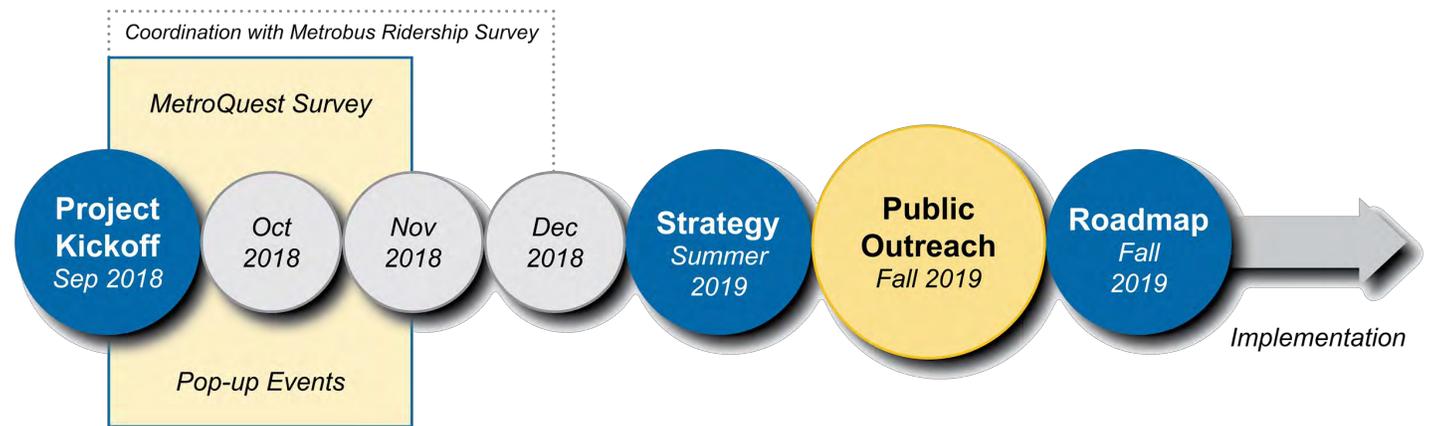
NVTC Helps Launch Regional Bus Transformation Project

NVTC is participating in the [Washington Area Bus Transformation Project](#), a regional effort to identify ways to make local bus service a more attractive transportation option. Executive Director Kate Mattice and Transit Planner Dan Goldfarb, P.E. are serving on the [Strategic Advisory Panel](#) and Technical Team, respectively. The two attended a kick-off summit at American University's Washington College of Law on September 12.

Over the next year, they will engage with regional stakeholders in the public and private sectors to explore all factors that influence the quality of bus service, including costs, advancing technology, governance structures, regional coordination and communication, service operations, funding sources, and the role of different provid-

ers. The project will develop a set of draft strategies with recommendations and an implementation plan by 2019. NVTC will promote the project's online survey and pop-up events this fall via social media and email.

"Buses play a critical role in connecting people throughout this region to opportunities. In this time of rapid change in transportation options, we need a shared vision for the best role of bus in our transportation network," said Eno Center for Transportation CEO Rob Puentes, who is chairing the project's Executive Steering Committee. "The Bus Transformation Project will identify and implement steps to make local bus a world class travel option for all of the region's residents."



Fare Collection Update



NVTC continues to advance its Fare Collection Strategic Plan, which was approved by the Commission in May 2018. As part of the actions designated in the plan, NVTC has been sharing and gathering mobile ticketing information with local transit providers. Each system's individual interest in and plans for mobile ticketing will be used to develop a Northern Virginia approach. This effort is being coordinated with WMATA's planned release of a mobile app that will enhance its SmarTrip® system. The app will provide real-time information and SmarTrip® account management. When fully implemented, it will allow customers to purchase fare products, add value, and use their smartphone as a virtual SmarTrip® card. NVTC is monitoring the progress of this initiative, partici-

pating in user interface reviews, and representing the needs of Northern Virginia transit systems.

The farebox/Driver Control Unit (DCU) upgrade project has experienced schedule delays as WMATA and its contractor, Cubic, resolve software issues prior to testing. NVTC is coordinating with Fairfax and Loudoun county staff to ensure they are ready to test the new hardware and software. NVTC is working with WMATA and the transit systems to ensure that their current fareboxes can be maintained into 2019 until the farebox/DCU upgrade is ready for full-scale deployment.

NVTC has been coordinating with WMATA and its Northern Virginia partners on expanding Metro's University Pass program. NVTC has analyzed data received from the pilot program, is working with WMATA on expansion to the region, and will continue facilitating regional transit systems' participation in the program.

NVTC Welcomes New Staff

Allan Fye, Director of Programs and Policy



Allan Fye comes to NVTC from the City of Alexandria, where he served as division chief for transit services. There he was responsible for transportation demand management, the transit capital program, paratransit service, transportation funding, and regional coordination. Allan's experience in the transportation industry includes Houston Metro, the District of Columbia Department of Transportation and the North Jersey Transportation Planning Authority. He earned bachelor's and master's degrees from the University of Pittsburgh. Allan is excited to join NVTC and be a part of many exciting, innovative programs.

Joey de St. Aubin, Transit Fellow



Joey de St. Aubin joins NVTC as a transit fellow. He will assist with community outreach, policy analysis, and communications. An Atlanta native, Joey is a graduate of the Andrew Young School of Policy Studies at Georgia State University. While in school he interned with the Metropolitan Atlanta Rapid Transit Authority. Joey is excited to share his passion for improving public transit with the people of Northern Virginia.

Jae Watkins, Commuter Choice Marketing and Outreach Manager



Jae Watkins joins NVTC from Alexandria Renew Enterprises. She will manage marketing and community outreach for the Commuter Choice program. While at Alexandria Renew, Jae directed the organization's communications efforts and spearheaded an award-winning engagement program. Jae previously coordinated outreach and programs for environmental organizations in Brooklyn, New York. A graduate of Virginia Tech, Jae brings 10 years of outreach and engagement experience to NVTC.

Matt Cheng, Program Analyst



Matt Cheng moves from NVTC transit fellow to program analyst. A Northern Virginia native, Matt attended college in Portland, Oregon, where he studied economics and statistics. While a fellow, Matt worked on legislative, data and spatial analysis. In his new role, Matt will support NVTC modeling efforts and the development of data analysis tools. He also will manage regional transit response coordination efforts. Matt is pleased to continue his work with NVTC and improve transit options in Northern Virginia.

Envision Route 7 Enters Third Phase



Phase III, a conceptual engineering study, of Envision Route 7 is underway. The study will help refine the project cost, identify potential areas of concern, develop a potential staging strategy, and provide guidance on preserving the required rights-of-way. It will identify rights-of-way that could be needed for the bus rapid transit route and guide jurisdictions in their subarea and sector planning. The study will con-

tinue through next year. Data collection compilation and mapping are currently moving ahead. Kittelson and Associates is performing the work, with AECOM and Gorove/Slade as subcontractors. Jamie Henson, who until recently worked at the District Department of Transportation and was the program manager for the DC street-car planning efforts, is Kittelson's project manager for the study.

DRPT Seeks Comment on Transit Capital Funding Prioritization

October 25 is the [deadline to comment](#) on the Department of Rail and Public Transportation's (DRPT) proposed policy and guidelines for transit capital prioritization and urban transit agency strategic plans. The development of a prioritization process is required under [Virginia's 2018 Omnibus Transit Funding Bill](#). The Common-

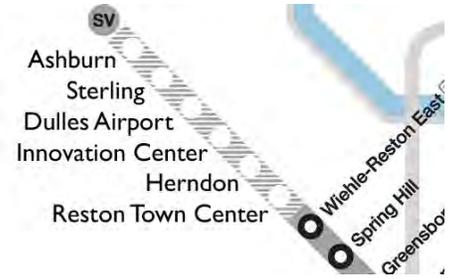
wealth Transportation Board will finalize these policies and guidelines at its meeting on October 30, 2018.

DRPT currently is working with the [Transit Service Delivery Advisory Committee](#), whose members include NVTC Executive Director Kate Mattice, to develop a prioritization process for transit operating expenses.

WMATA Considers Contracting Out Silver Line Operations, Maintenance

Metro announced [a competitive contracting opportunity for the maintenance and operations of Silver Line](#) trains, stations and facilities on September 18. The use of competitive pricing contracts is a way to control operation and maintenance costs, as well as future pension costs, according to the transit agency. The contract will not result in a loss of jobs at Metro. Proposals are due by January 15, 2019, with the contract expected to be

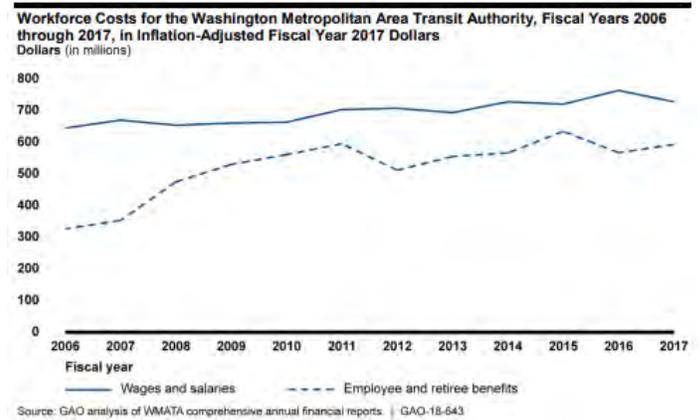
awarded in Spring 2019. Silver Line Phase 2, which adds 11.5 miles of track and six stations to the system, is expected to open in 2020.



Federal Report Warns of Rising Pension Costs at WMATA

The [U.S. Government Accountability Office released a report](#) on September 10 noting that WMATA's unfunded pension liability threatens the transit agency's long-term viability. It stated that, "The Washington Metropolitan Area Transit Authority's (WMATA) workforce costs—including wages, salaries, and benefits for employees and retirees—increased on average by about 3 percent annually from fiscal years 2006 through 2017. This increase was largely driven by the cost of employee and retiree benefits. Specifically, the amount WMATA was required to contribute to its pension plans increased by an annual average of about 19 percent during this period. Due to their relative size, proportion of retirees compared to active members, and investment decisions, these pension plans pose significant risk to WMATA's

financial operations, yet WMATA has not fully assessed the risks."



WMATA Deploys Real-time Bus Info Screens on Columbia Pike

Solar-powered, digital, real-time arrival information screens have been deployed at several bus stops along Columbia Pike. The signs, made by Connectpoint, are a part of WMATA's initiative to provide arrival information in real time. The digital screens will also display customized alerts, allowing WMATA to quickly send information about delays or disruptions on the 16Y route to its riders.



GOVERNOR'S
TRANSPORTATION
CONFERENCE

2018

INNOVATION
SUMMIT

Norfolk Hilton The Main

Oct 30 - Nov 2, 2018

Contractor Selected for Potomac Yard Metrorail Station

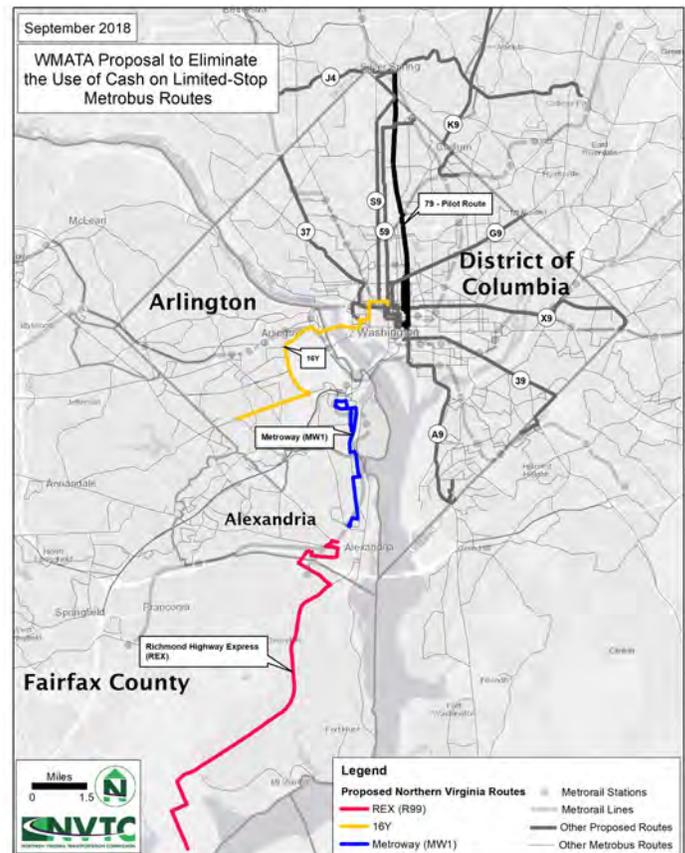
WMATA and the City of Alexandria selected a construction team for the Potomac Yard Metrorail station in early September. The station, part of the city's redevelopment of a former rail yard, is expected to generate billions of dollars in new private sector investment over the long term and eventually support 26,000 new jobs and 13,000 new residents. The contracting team, a joint

venture of Halmar International and Schiavone Construction Co., has prior experience in transit projects including work on the New York City subway. The Blue and Yellow line station will be built between the Braddock Road and Ronald Reagan Washington National Airport stations. The \$320 million station is projected to open in 2022.

WMATA Considers Going Cash-free on Three Virginia Metrobus Routes

Metrobus routes 16Y (Columbia Pike – Farragut Square), Richmond Highway Express (Fort Belvoir - King Street-Old Town Metrorail station) and Metroway (Pentagon City - Braddock Road Metrorail stations) are potential cash-free routes. WMATA is looking at ways to speed up bus service and is considering going cash-free on limited-stop routes by only allowing payment with a pre-loaded SmarTrip® card. That's because passenger boarding and fare payment can take up to 25 percent of a bus route's travel time. Loading cash onto a SmarTrip® fare card or paying with cash on the bus takes at least 10 seconds per person, which significantly slows progress.

WMATA piloted cash-free service on its MetroExtra Route 79 in Washington, D.C. Data from the pilot will help evaluate whether the cash-free service should be made permanent and extended to other lines. Public comment, which closed September 24, will be provided to Metro's Board of Directors in November 2018 as part of the final decision-making process. Metro will conduct a Title VI analysis on service and fare equity prior to any permanent removal of cash as a fare payment option.



Metro Begins Process for 8000-series Railcar Procurement

WMATA took the first step toward acquiring [its next-generation railcars](#) on September 4 with the release of a [request for proposals](#) for their design and construction. More than 250 of the 8000-series cars will be purchased to allow for the retirement of the 2000- and 3000-series railcars. The new cars will include features such as digital advertising screens, dynamic digital maps, support for remote announcements, charging ports for electronic devices, and improved lighting, signage and floor markings in spaces reserved for those with disabilities. Proposals are due in late January of 2019 with delivery of the first cars expected in 2024.



Capital Bikeshare



Capital Bikeshare added [80 electric pedal-assist bikes to its fleet](#) in September. The ebikes, representing just 2 percent of the system's fleet, rent at the same cost as their non-electric counterparts. Branded as "CaBiPlus," the ebikes can be distinguished from Capital Bikeshare's traditional bikes by their black color. The ebikes, which appear as lightning bolts on the system's app, saw over 600 trips on their first day in service. Ridership per ebike was more than double that of a standard CaBi bike that day.



City of Alexandria



The planned closure of the King Street-Old Town Metrorail station bus loop has been delayed until mid-October. That's when construction will begin on the [station access improvement project](#). The project will improve pedestrian access and safety, add three bus bays, and designate areas for bikes, shuttles, kiss-and-ride, taxis and car share. Construction is expected to be completed on time, by mid-2020.



Transportation Planning Board



To solicit feedback on the [region's new long-range transportation plan](#), The Metropolitan Washington Council of Governments hosted three open houses in September, including one in Fairfax. Known as Visualize 2045, the plan builds on existing plans and adds an aspirational element to reflect not just what is planned but also what could be. [Public comment closes October 7.](#)



Virginia Railway Express



VRE is gearing up to provide [special service for the Clifton Day Festival](#) on Sunday, October 7. The festival features crafts, fine arts, antiques, and a civil war re-enactment. Trains will run between the Manassas and Rolling Road stations, making all stops including the special stop in Clifton. Rides to Clifton will be free. Trips departing Clifton will cost \$5 for all passengers over 2 years of age.

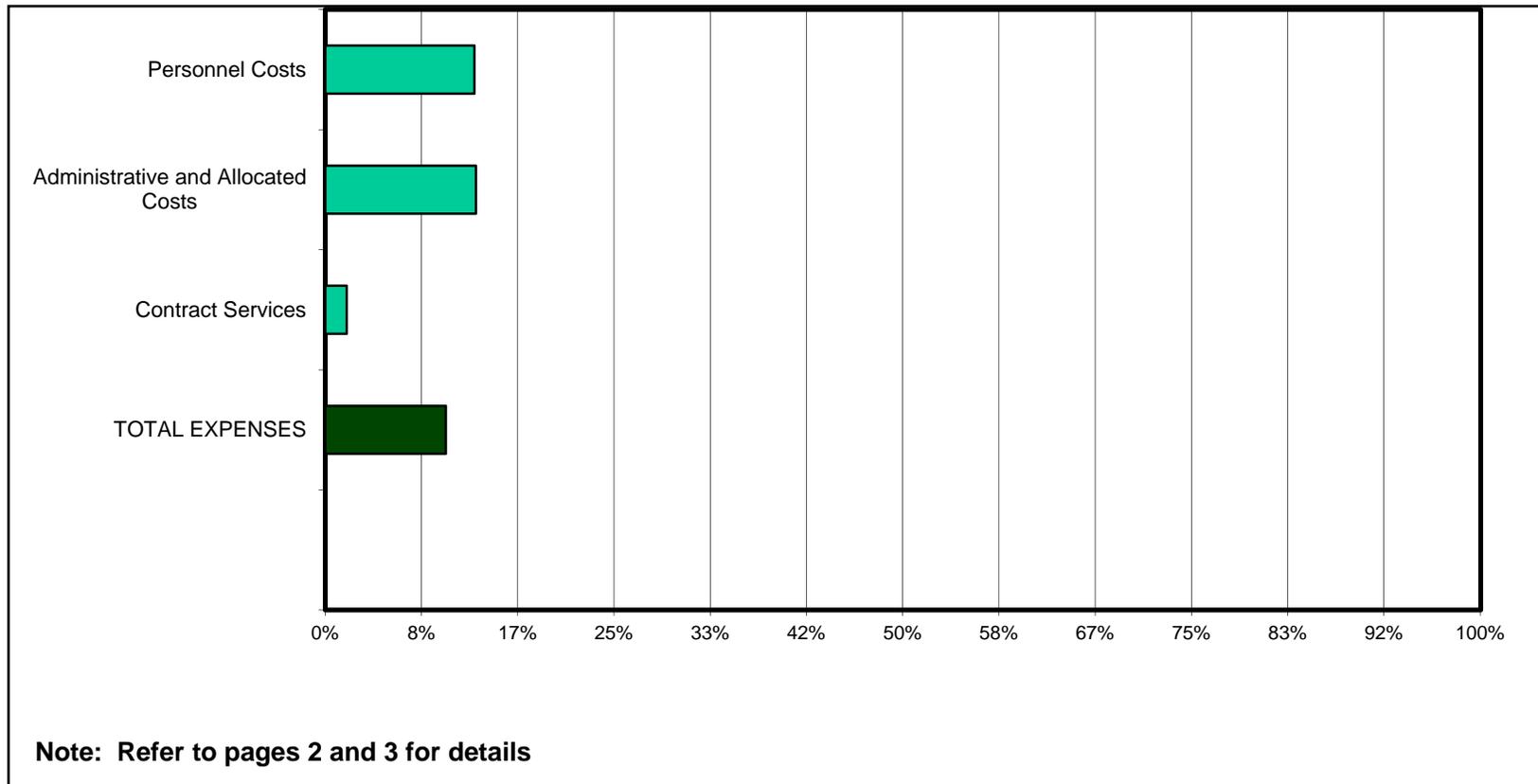


Northern Virginia Transportation Commission

Financial Reports

August, 2018

Percentage of FY 2019 NVTC Administrative Budget Used
August 2018
(Target 16.7% or less)



NORTHERN VIRGINIA TRANSPORTATION COMMISSION
G&A BUDGET VARIANCE REPORT
August 2018

	<u>Current Month</u>	<u>Year To Date</u>	<u>Annual Budget</u>	<u>Balance Available</u>	<u>Balance %</u>
<u>Personnel Costs</u>					
Salaries and Wages	\$ 112,080.34	\$ 209,473.15	\$ 1,634,700.00	\$ 1,425,226.85	87.2%
Temporary Employee Services	-	-	-	-	
Total Personnel Costs	<u>112,080.34</u>	<u>209,473.15</u>	<u>1,634,700.00</u>	<u>1,425,226.85</u>	<u>87.2%</u>
<u>Benefits</u>					
Employer's Contributions:					
FICA	7,188.27	14,302.96	110,300.00	95,997.04	87.0%
Group Health Insurance	8,229.83	18,151.59	157,300.00	139,148.41	88.5%
Retirement	10,596.00	21,192.00	126,900.00	105,708.00	83.3%
Workmans & Unemployment Compensation	101.25	202.50	5,600.00	5,397.50	96.4%
Life Insurance	344.64	980.24	6,200.00	5,219.76	84.2%
Long Term Disability Insurance	-	523.88	7,900.00	7,376.12	93.4%
Total Benefit Costs	<u>26,459.99</u>	<u>55,353.17</u>	<u>414,200.00</u>	<u>358,846.83</u>	<u>86.6%</u>
<u>Administrative Costs</u>					
Commissioners Per Diem	600.00	1,250.00	13,700.00	12,450.00	90.9%
<i>Rents:</i>					
Office Rent	20,768.23	41,564.26	256,000.00	214,435.74	83.8%
Office Rent	19,225.33	38,489.66	236,300.00	197,810.34	83.7%
Parking & Transit Benefits	1,542.90	3,074.60	19,700.00	16,625.40	84.4%
<i>Insurance:</i>					
	366.00	732.00	7,000.00	6,268.00	89.5%
Public Official Bonds	-	-	2,200.00	2,200.00	100.0%
Liability and Property	366.00	732.00	4,800.00	4,068.00	84.8%
<i>Travel:</i>					
	692.30	1,567.30	35,900.00	34,332.70	95.6%
Conference / Professional Development	549.00	1,424.00	19,800.00	18,376.00	92.8%
Non-Local Travel	-	-	4,300.00	4,300.00	100.0%
Local Travel, Meetings and Related Expenses	143.30	143.30	11,800.00	11,656.70	98.8%
<i>Communication:</i>					
	894.64	1,773.34	14,700.00	12,926.66	87.9%
Postage	15.90	15.90	1,500.00	1,484.10	98.9%
Telephone and Data	878.74	1,757.44	13,200.00	11,442.56	86.7%
<i>Publications & Supplies</i>					
	520.83	1,143.65	32,000.00	30,856.35	96.4%
Office Supplies	114.83	187.06	2,700.00	2,512.94	93.1%
Duplication and Paper	406.00	956.59	9,300.00	8,343.41	89.7%
Public Engagement	-	-	20,000.00	20,000.00	100.0%

NORTHERN VIRGINIA TRANSPORTATION COMMISSION
G&A BUDGET VARIANCE REPORT
August 2018

	<u>Current Month</u>	<u>Year To Date</u>	<u>Annual Budget</u>	<u>Balance Available</u>	<u>Balance %</u>
<i>Operations:</i>	1,218.12	1,845.96	36,800.00	34,954.04	95.0%
Furniture and Equipment (Capital)	812.28	812.28	20,100.00	19,287.72	96.0%
Repairs and Maintenance	-	222.00	1,000.00	778.00	77.8%
Computer Operations	405.84	811.68	15,700.00	14,888.32	94.8%
<i>Other General and Administrative:</i>	2,170.93	2,931.75	8,700.00	5,768.25	66.3%
Memberships	130.75	486.50	1,400.00	913.50	65.3%
Fees and Miscellaneous	580.18	985.25	5,800.00	4,814.75	83.0%
Advertising (Personnel/Procurement)	1,460.00	1,460.00	1,500.00	40.00	2.7%
Total Administrative Costs	<u>27,231.05</u>	<u>52,808.26</u>	<u>404,800.00</u>	<u>351,991.74</u>	<u>87.0%</u>
	<u>Contracting Services</u>				
Auditing	-	-	31,200.00	31,200.00	100.0%
Contract Services and Support	3,750.00	7,500.00	647,800.00	640,300.00	98.8%
Legal	2,916.67	5,833.34	35,000.00	29,166.66	83.3%
Total Contract Services	<u>6,666.67</u>	<u>13,333.34</u>	<u>714,000.00</u>	<u>700,666.66</u>	<u>98.1%</u>
 Total Gross G&A Expenses	<u><u>\$ 172,438.05</u></u>	<u><u>\$ 330,967.92</u></u>	<u><u>\$ 3,167,700.00</u></u>	<u><u>\$ 2,836,732.08</u></u>	<u><u>89.6%</u></u>

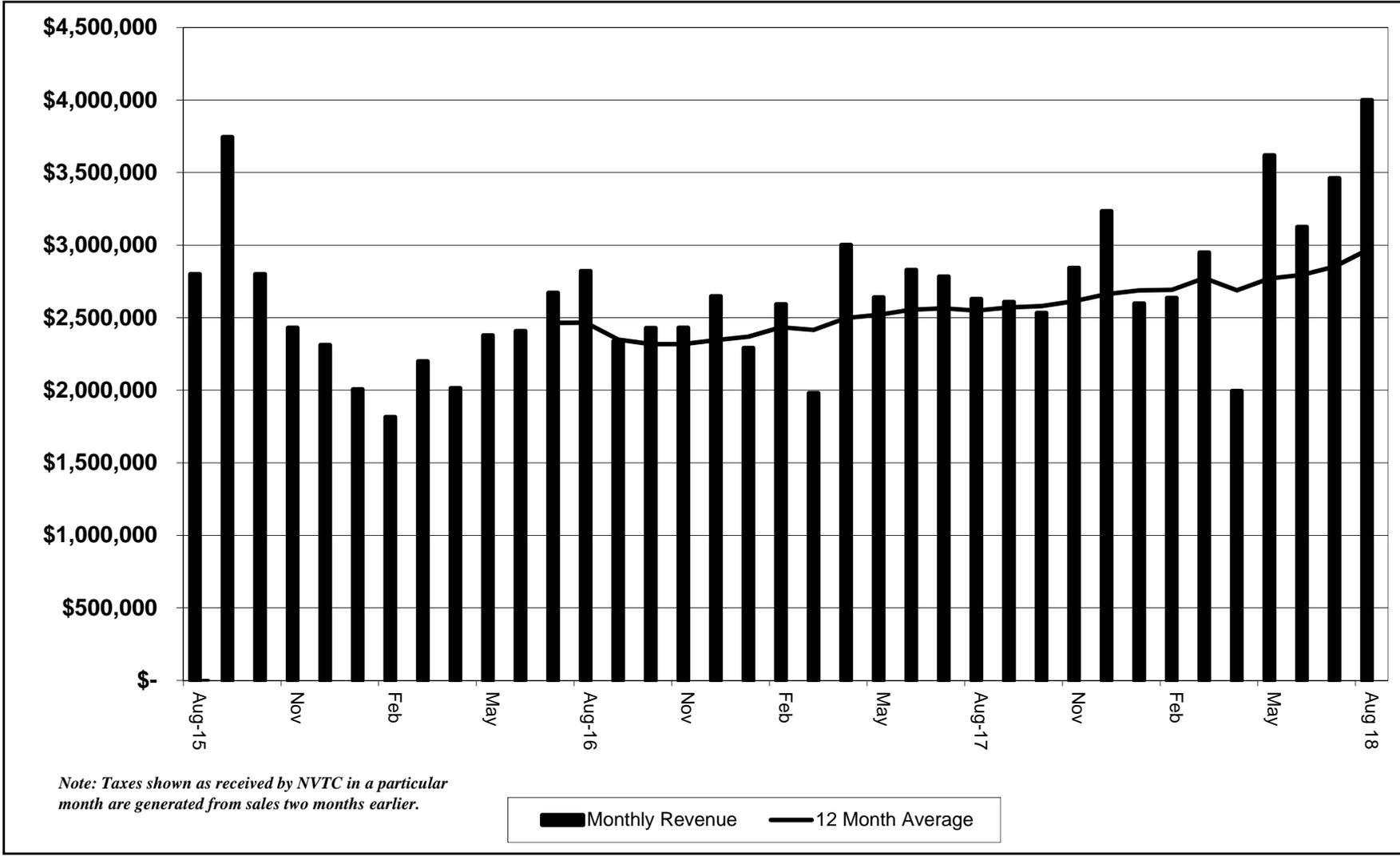
**NVTC
RECEIPTS and DISBURSEMENTS
August 2018**

<u>Date</u>	<u>Payer / Payee</u>	<u>Purpose</u>	<u>Wells Fargo Checking</u>	<u>Wells Fargo Savings</u>	<u>Virginia LGIP</u>	
					<u>G&A / Project</u>	<u>Trusts</u>
RECEIPTS						
7	DRPT	Capital grants receipts - VRE			\$ 208,621.00	
20	DRPT	Capital grant receipt - Arlington				2,090,507.00
20	DRPT	Intern grant receipt			6,014.00	
20	DRPT	Grant receipt - new fare collection project			3,074.00	
20	VDOT	Toll revenue receipt			2,530,306.00	
28	DRPT	Operating assistance - VRE			2,494,720.00	
29	DMV	Motor Vehicle Fuels Sales tax receipt				557.92
31	DMV	Motor Vehicle Fuels Sales tax receipt				3,998,752.01
31	Banks	Investment earnings		10.20	25,211.89	179,265.58
			<u>-</u>	<u>10.20</u>	<u>5,267,946.89</u>	<u>6,269,082.51</u>
DISBURSEMENTS						
1-31	Various	G&A expenses	(146,973.11)			
7	VRE	Grant revenue			(208,621.00)	
23	Arlington County	Commuter Choice project reimbursement			(55,094.11)	
23	Loudoun County	Commuter Choice project reimbursement			(1,100,000.00)	
24	Kimley Horn	Consulting - New fare collection project	(6,147.51)			
28	DRPT	Grant revenue			(2,494,720.00)	
31	Banks	Service charges	(55.56)	(32.09)		
			<u>(153,176.18)</u>	<u>(32.09)</u>	<u>(3,858,435.11)</u>	<u>-</u>
TRANSFERS						
16	Transfer	LGIP to checking	150,000.00		(150,000.00)	
			<u>150,000.00</u>	<u>-</u>	<u>(150,000.00)</u>	<u>-</u>
NET INCREASE (DECREASE) FOR MONTH			<u>\$ (3,176.18)</u>	<u>\$ (21.89)</u>	<u>\$ 1,259,511.78</u>	<u>\$ 6,269,082.51</u>

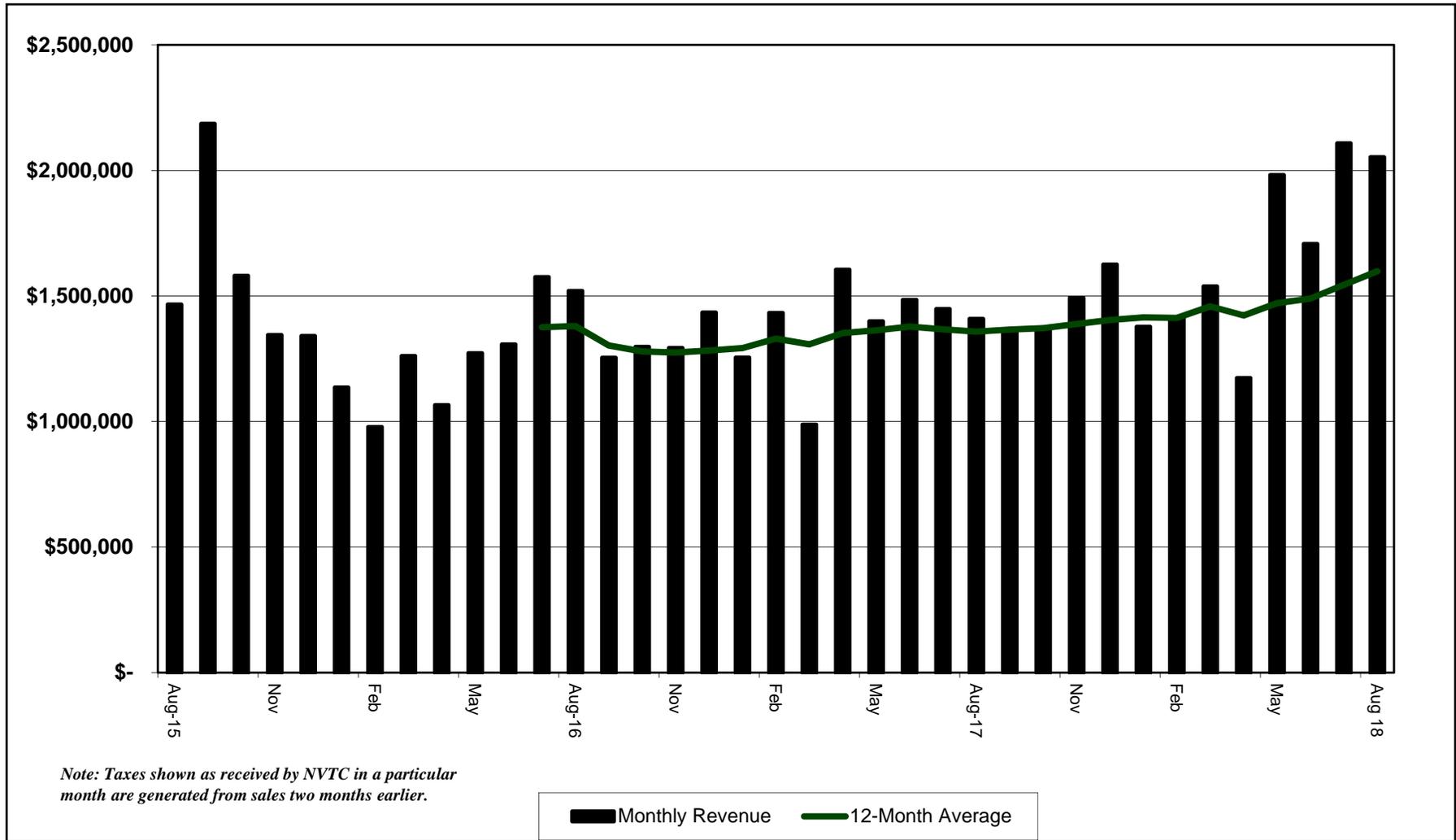
**NVTC
INVESTMENT REPORT
August 2018**

<u>Type</u>	<u>Rate</u>	<u>Balance 7/31/2018</u>	<u>Increase (Decrease)</u>	<u>Balance 8/31/2018</u>	<u>Balance</u>		
					<u>NVTC G&A/Project</u>	<u>Jurisdictions Trust Fund</u>	<u>Loudoun Trust Fund</u>
<u>Cash Deposits</u>							
Wells Fargo: NVTC Checking	N/A	\$ 116,173.04	\$ (3,176.18)	\$ 112,996.86	\$ 112,996.86	\$ -	\$ -
Wells Fargo: NVTC Savings	0.200%	60,095.25	(21.89)	60,073.36	60,073.36	-	-
<u>Investments</u>							
Bank of America: Virginia Local Government Investment Pool (LGIP)	2.154%	111,354,283.76	7,528,594.29	118,882,878.05	14,599,725.57	80,518,236.70	23,764,915.78
		<u>\$ 111,530,552.05</u>	<u>\$ 7,615,820.45</u>	<u>\$ 119,055,948.27</u>	<u>\$ 14,772,795.79</u>	<u>\$ 80,518,236.70</u>	<u>\$ 23,764,915.78</u>

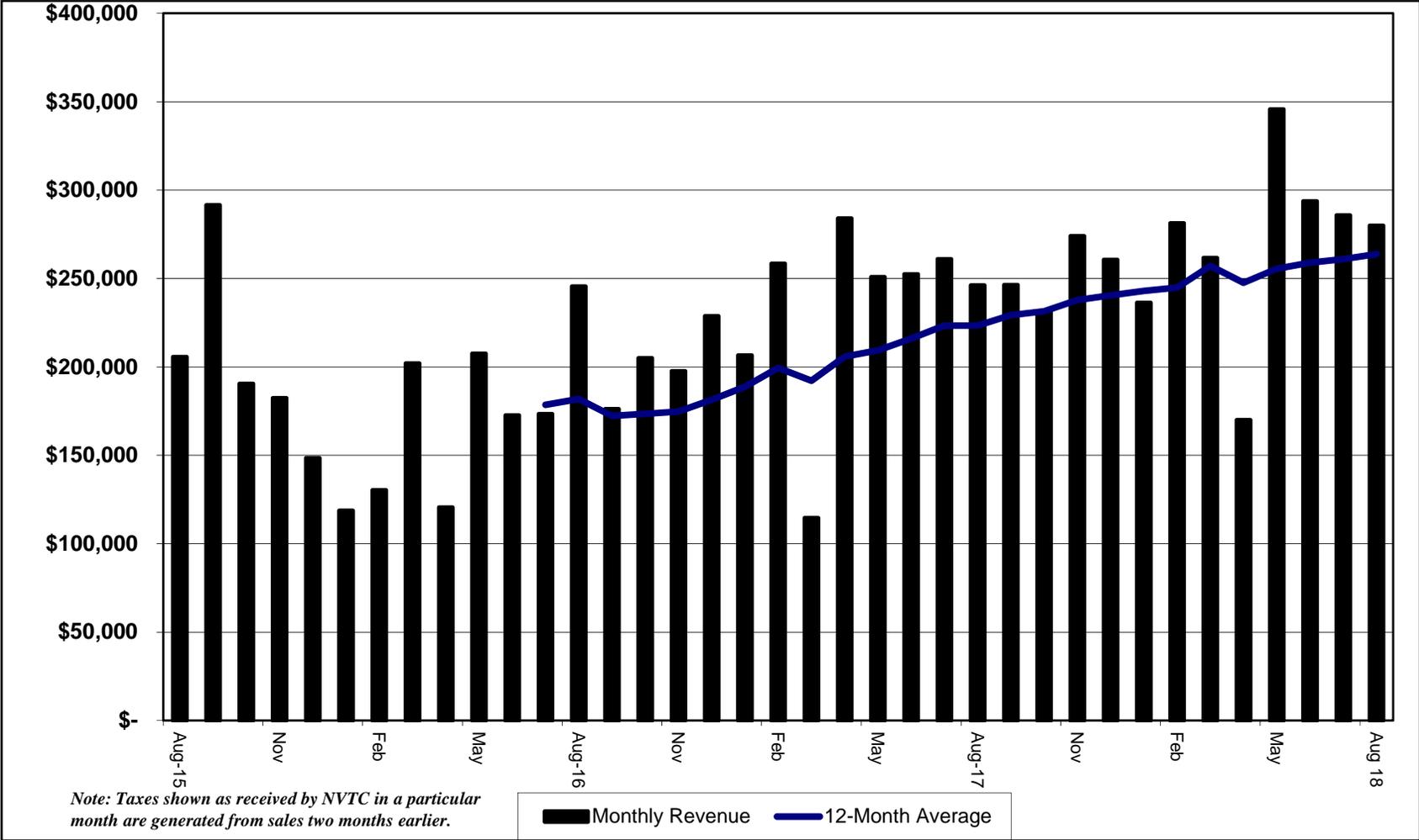
NVTC MONTHLY GAS TAX REVENUE
ALL JURISDICTIONS
FISCAL YEARS 2016-2019



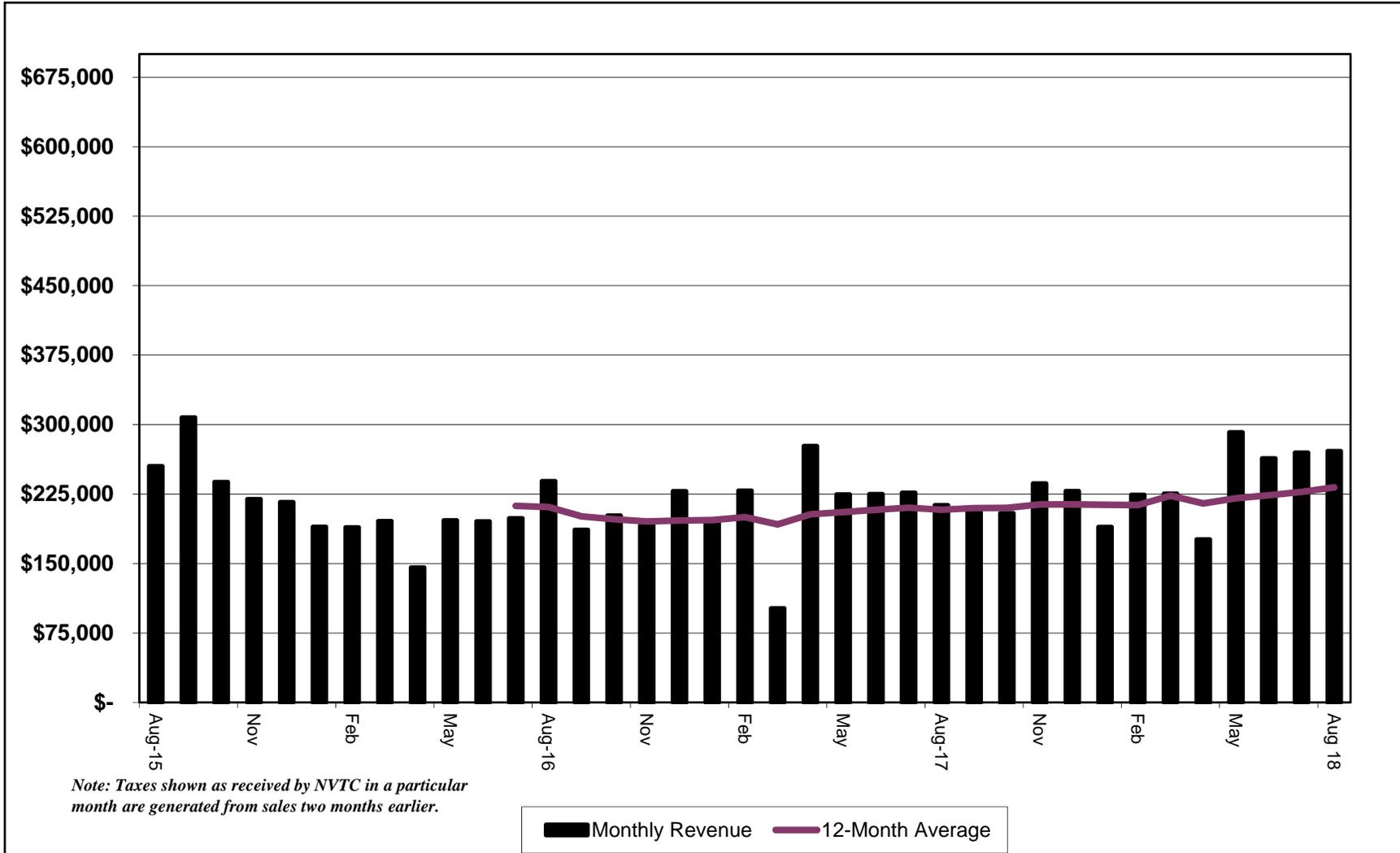
NVTC MONTHLY GAS TAX REVENUE
FAIRFAX COUNTY
FISCAL YEARS 2016-2019



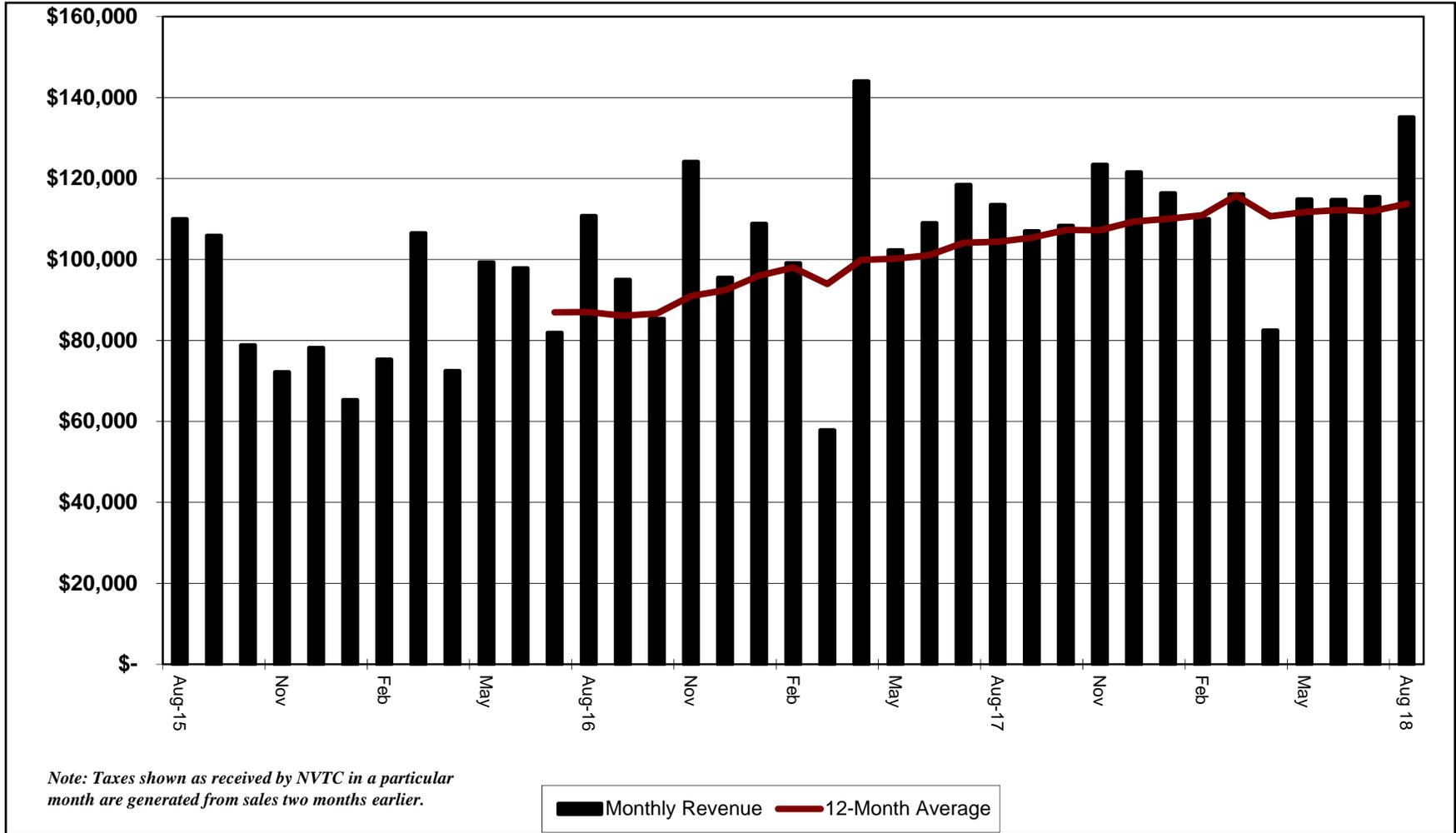
NVTC MONTHLY GAS TAX REVENUE
CITY OF ALEXANDRIA
FISCAL YEARS 2016-2019



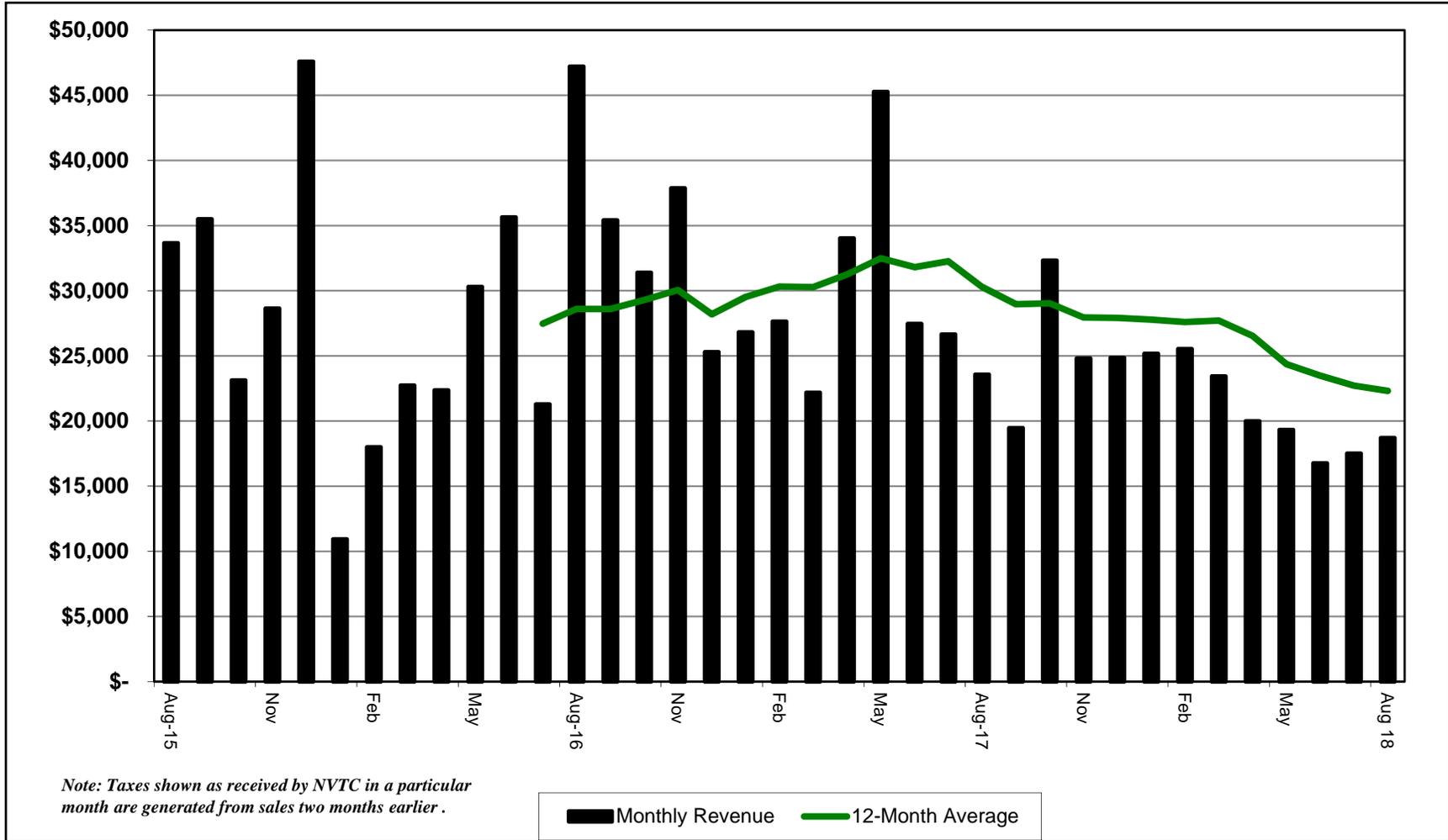
NVTC MONTHLY GAS TAX REVENUE
ARLINGTON COUNTY
FISCAL YEARS 2016-2019



NVTC MONTHLY GAS TAX REVENUE
CITY OF FAIRFAX
FISCAL YEARS 2016-2019



NVTC MONTHLY GAS TAX REVENUE
CITY OF FALLS CHURCH
FISCAL YEARS 2016-2019



NVTC MONTHLY GAS TAX REVENUE
LOUDOUN COUNTY
FISCAL YEARS 2016-2019

