

MINUTES
NVTC COMMISSION MEETING – JANUARY 3, 2002
NVTC CONFERENCE ROOM - ARLINGTON, VIRGINIA

The meeting of the Northern Virginia Transportation Commission was called to order by Chairman Donley at 8:06 P.M.

Members Present

James F. Almand
William Bogard
Sharon Bulova
Gerald Connolly
Kerry J. Donley
William D. Euille
Paul Ferguson
Jay Fisette
Katherine K. Hanley
Dana Kauffman
Roger L. McClure
Scott Silverthorne
David F. Snyder
Mary Margaret Whipple
Christopher Zimmerman

Members Absent

Leo J. Bevon
Richard H. Black
Elaine McConnell
William C. Mims

Staff Present

Tamara Ashby
Julie Bourbon
Rhonda W. Gilcrest
Scott Kalkwarf
Sharmila Samarasinghe
Alfred Titus-Glover
Richard K. Taube

Minutes of NVTC's Meeting of December 6, 2001

On a motion by Mrs. Hanley and a second by Mrs. Whipple, the commission unanimously approved the minutes. The vote in favor was cast by commissioners Bogard, Bulova, Connolly, Donley, Euille, Fiset, Hanley, Kauffman, McClure, Silverthorne, Whipple and Zimmerman.

Certificate of Service

Chairman Donley announced that this would be Delegate McClure's last meeting as a commissioner. On behalf of the commission, Chairman Donley presented Delegate McClure with a certificate and thanked him for his service on NVTC. Delegate McClure thanked the commission and stated that it has been an honor to serve on NVTC.

Commissioners Almand and Ferguson arrived at 8:07 P.M.

Election of NVTC Officers for 2002

Chairman Donley reported that NVTC's executive committee, serving as the nominating committee, recommends the following slate of officers for 2002:

Chris Zimmerman, Chairman
Elaine McConnell, Vice-Chairman
Bill Euille, Secretary-Treasurer

Mrs. Hanley moved, with a second by Mrs. Whipple, to approve the recommended slate of officers, with the understanding that since the Fairfax County Board does not meet until later in January to formally select its NVTC members, this may be subject to change. The vote in favor was cast by commissioners Almand, Bogard, Bulova, Connolly, Donley, Euille, Ferguson, Fiset, Hanley, Kauffman, McClure, Silverthorne, Whipple and Zimmerman.

Chairman Donley administered the oath of office to commissioners Zimmerman and Euille.

Chairman Zimmerman stated that VRE's chief operating officer wished to be present when the commission honored Mr. Donley for his service as chairman in 2001. There were no objections to waiting to do this until Mr. Sklannik arrived.

Selection of NVTC Representatives

Chairman Zimmerman announced the following NVTC nominations for the WMATA, VRE and VTA boards, as well as committee assignments:

WMATA Board

Dana Kauffman, principal
Chris Zimmerman, principal
Kate Hanley, alternate
Bill Euille, alternate

VRE Board

Sharon Bulova, principal
Dana Kauffman, principal
Elaine McConnell, principal
Chris Zimmerman, alternate

Virginia Transit Association Board of Directors

Sharon Bulova, principal
Chris Zimmerman, principal
David Snyder, alternate
Mary Margaret Whipple,
alternate
Rick Taube, alternate

NVTC Legislative Committee

Kate Hanley, Chairman
James Almand
William Bogard
Kerry Donley
Paul Ferguson
William Mims
Scott Silverthorne
David Snyder

NVTC Executive Committee

Chris Zimmerman, Chairman and WMATA Board
Elaine McConnell, Vice Chairman
Bill Euille, Secretary-Treasurer
Dana Kauffman, WMATA Board
Mary Margaret Whipple, General Assembly
Kerry Donley, Immediate Past Chairman

Mrs. Hanley moved, with a second by Mrs. Bulova, to approve the nominations, with the understanding that they are subject to change since the Fairfax County Board does not meet until later in January to formally select its NVTC members. The vote in favor was cast by commissioners Almand, Bogard, Bulova, Connolly, Donley, Euille, Ferguson, Fisette, Hanley, Kauffman, McClure, Silverthorne, Whipple and Zimmerman.

Revise NVTC Signatories and Pension Trustees

Chairman Zimmerman stated that Resolution #908 would establish that the new secretary-treasurer is eligible to sign NVTC documents (including financial transactions) and to serve as trustee of NVTC's Employees' Pension Trust.

On a motion by Mr. Almand and a second by Mr. Connolly, the commission unanimously approved Resolution #908 (copy attached). The vote in favor was cast by commissioners Almand, Bogard, Bulova, Connolly, Donley, Euille, Ferguson, Fisette, Hanley, Kauffman, McClure, Silverthorne, Whipple and Zimmerman.

Public Hearing on and Approval of NVTC's 2002 Workprogram

Mr. Taube reported that the public has had an opportunity to review this document on NVTC's website since early December, 2001. It has also been reviewed twice by NVTC's Management Advisory Committee and by the commission at its December 6, 2001 meeting. Before action on the proposed document, members of the public have been invited to appear to offer comments to the commission.

Chairman Zimmerman opened the meeting to the public. No members of the public requested to speak.

Mr. Donley moved, with a second by Mr. Kauffman, to close the public hearing and to approve NVTC's meeting schedule, goals and workprogram for 2002. The vote in favor was cast by commissioners Almand, Bogard, Bulova, Connolly, Donley, Euille, Ferguson, Fisette, Hanley, Kauffman, McClure, Silverthorne, Whipple and Zimmerman.

Mr. Taube reminded commissioners that the July NVTC meeting is scheduled for July 11, 2002. Also, there will be only one joint meeting with PRTC in November.

In regards to NVTC staff changes, Mr. Taube announced that Julie Bourbon is leaving NVTC and he introduced Alfred Titus-Glover, a new project manager.

Award of Contract for Technical Consulting Services for SmarTrip Farebox Procurement and VRE Fare Collection

Mr. Taube stated that NVTC received two excellent proposals in response to the RFP to assist NVTC in the procurement of 350 fareboxes and related garage revenue collection systems for NVTC bus systems, as well as to assist VRE in its fare collection system alternatives study. After reviewing the proposals, conducting interviews and checking references, the selection panel of NVTC and VRE staff unanimously recommend that NVTC's executive director be authorized to negotiate a contract with IBI Group consistent with the terms described in the RFP for an amount not to exceed \$250,000 of grant funds.

In response to a question from Mr. Connolly, Mr. Taube stated that the IBI Group has more than 450 professionals world-wide including a local office in Falls Church. Paul Lavallee will serve as the project director and has project management experience, including work for the Regional Fare Coordination System in Seattle and the farebox and ticket vending machine projects for TransLink in Vancouver, BC. Jeremy Siviter, project manager, is based in Falls Church and has extensive technical and operational experience gained through such projects as Virginia's Smart Tag electronic toll system.

Chairman Zimmerman clarified that the staff recommendation does not include choosing a system, which has already been identified (SmarTrip). He asked if the IBI Group provided the lowest bid. Mr. Taube responded that although they had the lowest bid, they were also selected on their technical merits. Chairman Zimmerman asked if the IBI Group is confident that the work can be done within the budgeted amount. Mr. Taube responded that this was discussed in the interview process and staff also checked with references regarding IBI's ability to complete previous work within the budgeted amount. Finally, the IBI Group has agreed to provide a 100 percent performance bond, which is a requirement of the RFP.

Mrs. Bulova moved to authorize NVTC's executive director to negotiate a contract with IBI Group and issue the notice to proceed. Mr. Donley seconded the motion with the understanding that a 100 percent performance bond would be required.

In response to a question from Chairman Zimmerman, Mr. Taube stated that the notice to proceed would be given as soon as possible and the term of the contract would extend through the installation of the fareboxes (as early as November, 2002 and as late as June, 2003). The work for VRE would begin right away and should be completed by summer of 2002.

The commission then voted on the motion and it passed. The vote in favor was cast by commissioners Almand, Bogard, Bulova, Connolly, Donley, Euille, Ferguson, Fisette, Hanley, Kauffman, McClure, Silverthorne, Whipple and Zimmerman.

NVTC Proposed FY 2003 Administrative Budget

Mr. Taube reported that at its September and October, 2001 meetings, the commissions discussed and recommended the preliminary FY 2003 administrative budget. It was provided to NVTC's member jurisdictions to assist in their budget preparations. Traditionally, NVTC discusses its budget again each January prior to formal action in February. The budget would hold local contributions to the same amount (\$310,000) as in FY 2002. In response to a

question from Chairman Zimmerman, Mr. Taube stated that NVTC's Management Advisory Committee has reviewed the budget.

NVTC Products and Communications

2002 NVTC Legislative Agenda. Mr. Taube stated that staff has prepared a scorecard of NVTC's legislative agenda, which will help to monitor progress and update the commission on legislative activity during the 2002 General Assembly session. He reported that Virginia's Department of Planning and Budget has returned \$15.9 million to the state's transit program that had previously been taken. Governor Gilmore has proposed restoring \$17.7 million to transit programs in his budget.

Quarterly Transit Service Change Report. The report was provided to commissioners and there were no questions.

Transit Systems' Emergency Response and Security Initiatives. Mr. Taube reported that the region is making progress on its transit systems' emergency response and security initiatives. MWCOG/TPB has made several recommendations, with progress already being made on some of them. WMATA is leading an effort to implement initiatives, including a web-based method of communicating among transit systems during an emergency. Also, the VDOT Freeway Incident Manual is being updated in a way that will better integrate transit.

Mr. Donley stated that he is pleased to see that NVTC's executive director is chairing the task force looking at reviewing HOV policies as they relate to emergency situations. He asked Mr. Taube to periodically update the commission on the status of the work being done by the task force. Mr. Kauffman asked if an emergency bus service plan will be introduced. Mr. Taube responded that currently the focus is on communication, but a bus service plan that is integrated with planned emergency detour routes will be addressed at some point. Chairman Zimmerman stated that another important aspect is coordination with the federal government. There needs to be a system for moving people, but also communicating with them. Mr. Connolly stated that some progress on this is being made at MWCOG. He stated that on September 11th there was no federal plan and each agency had its own emergency plan. Another complex issue is whether to approve early release of federal employees and how that is communicated and implemented.

Telework Follow-up. Currently Section 359 of Public Law No. 106-346 (reference A), requires each executive agency to establish a policy under which eligible employees of the agency may participate in teleworking to the maximum extent possible without diminished employee performance. In FY 2001, it required that 25 percent of the eligible federal workforce be offered the

opportunity to telework. An additional 25 percent of the eligible workforce must be offered the opportunity to telework each successive year, thus permitting every eligible employee the opportunity to telework by the end of FY 2004. While this law does not explicitly require the same offer to be extended to contract workers working on-site at government agencies, a representative from Congressman Wolf's office stated that this is within the "spirit of the law." Within the next month, the Office of Personnel Management (OPM) will release a study that will have information on what each government agency should do in order to implement a successful teleworking program. The report is expected to include recommendations on teleworking for government contractors.

Regional Transportation Items

Barry Subcommittee on the New Northern Virginia Transportation Authority. The subcommittee conducted a public hearing on its proposed legislation on December 7th at the Fairfax County Government Center. Several chambers of commerce expressed support for a different version of the authority structure that would reduce the number of members and alter the voting. Other witnesses stated that the Authority would dilute the region's focus on transit.

Six-Year Virginia Transportation Development Plan and Governor Gilmore's Budget. On December 18th, CTB approved the final version of the plan. CTB also passed a resolution honoring its commitment to fund VRE track leases, contingent on the restoration of transit's share of federal minimum guarantee and STP funds.

Potential TERM Packages for Air Quality Conformity. There is a range of possible measures that could be taken by the region to attempt to mitigate the serious NOx problem in 2005, including several transit-related projects.

Forecasts of Nationwide Employment (2000-2010). The U.S. Bureau of Labor Statistics has released its 2000-2010 employment projections. Overall employment is projected to grow by 15 percent nationwide during the decade, slightly less than the 17 percent growth actually experienced from 1990 to 2000. These patterns of growth have implications for transit systems planning.

WMATA Items

Metro Board Digest. There were no comments.

Pentagon Transit Center. The new center has been opened to the public. NVTC staff helped coordinate the project by representing several local bus systems on the task force guiding the planning.

Reverse Commute Metrobus Route 5A. A WMATA media release reported ridership has reached 700 per day on this service linking Washington, D.C. and the Dulles Corridor. Projected ridership was 125 per day. Mrs. Hanley expressed her concern that this report is misleading because the bulk of the ridership may be peak flow direction. She stated that the issue is whether Virginia jurisdictions will be asked to pay for this route after its experimental period ends. She asked NVTC staff to obtain current ridership data and report back to the commission.

FY 2003 Budget Proposals. The General Manager's operating and CIP budgets were presented on December 20, 2001. Mrs. Hanley stated that fares will not be increased. Mrs. Whipple asked why not. Mr. Euille stated that at least for the next two years, WMATA's budget can be balanced without a fare increase. Mr. Kauffman reported that WMATA is looking at changing the peak period times. Chairman Zimmerman stated that a fare increase is not necessary within the current subsidy. Personally he feels, on the whole, that it's not cheap to ride transit and it should be less expensive. Mrs. Whipple stated that a fare increase could help provide funding for more capital improvements.

New Bus Service. Chairman Zimmerman handed out several brochures on new bus service in Arlington.

NVTC Financial Items for November, 2001

Commissioners were provided with the financial reports. Chairman Zimmerman stated that it would be interesting to see Prince William County's gas tax revenues.

VRE Items

Report from the VRE Operations Board. Mrs. Bulova encouraged commissioners to read the minutes of the VRE Operations Board's December 21, 2001 meeting.

Revised FY 2002 and Proposed FY 2003 VRE Operating and Capital Budget and Six-Year Capital Improvement Program. Mrs. Bulova moved, with a second by Mr. Connolly, to approve Resolution #909, which would approve the FY 2002 budget revisions and accept and forward to NVTC's participating and contributing jurisdictions the FY 2003 operating and capital budget and six-year CIP. The vote in favor was cast by commissioners Almand, Bogard, Bulova, Connolly, Donley, Euille, Ferguson, Fissette, Hanley, Kauffman, McClure, Silverthorne, Whipple and Zimmerman. (A copy of the resolution is attached.)

Third Party Processor for Debit-Credit Transactions. Mrs. Bulova stated that Resolution #910 would authorize VRE's chief operating officer to enter into contracts with Alliance Data Systems and First National Bank of Omaha to process debit and credit card transactions. Annual transactions fees are estimated at \$34,000 and are included in VRE's budget.

On a motion by Mrs. Bulova, and a second by Mr. Connolly, the commission unanimously approved Resolution #910 (copy attached). The vote in favor was cast by commissioners Almand, Bogard, Bulova, Connolly, Donley, Euille, Ferguson, Fisette, Hanley, Kauffman, McClure, Silverthorne, Whipple and Zimmerman.

Mr. Snyder arrived at 8:40 P.M.

Recognition of Mr. Donley's Service as NVTC Chairman in 2001

Although Mr. Sklannik hadn't arrived, Chairman Zimmerman presented Mr. Donley with a VRE jacket in recognition of his outstanding service as chairman for the past year.

Adjournment

Mrs. Hanley moved, with a second by Mrs. Bulova, to adjourn the meeting. The vote in favor was cast by commissioners Almand, Bogard, Bulova, Connolly, Donley, Euille, Ferguson, Fisette, Hanley, Kauffman, McClure, Silverthorne, Snyder, Whipple and Zimmerman. Chairman Zimmerman adjourned the meeting at 8:43 P.M.

Approved this 7th day of February, 2002.

Christopher Zimmerman
Chairman

William D. Euille
Secretary-Treasurer