

**MINUTES**  
**NVTC COMMISSION MEETING – JANUARY 2, 2003**  
**NVTC CONFERENCE ROOM - ARLINGTON, VIRGINIA**

The meeting of the Northern Virginia Transportation Commission was called to order by Chairman Zimmerman at 8:16 P.M.

**Members Present**

David Albo  
James F. Almand  
William Bogard  
Sharon Bulova  
Gerald Connolly  
Kerry J. Donley  
William D. Euille  
Paul Ferguson  
Jay Fisette  
Katherine K. Hanley  
Corey Hill (VDRPT)  
Dana Kauffman  
David F. Snyder  
Mary Margaret Whipple  
Christopher Zimmerman

**Members Absent**

Elaine McConnell  
William C. Mims  
Gary A. Reese  
Scott Silverthorne

**Staff Present**

Rhonda Gilchrest  
Scott Kalkwarf  
Jana Lynott  
Stephen MacIsaac (VRE)  
Adam McGavock  
Kala Quintana  
Pete Sklannik (VRE)  
Dave Snyder (VRE)  
Jennifer Straub (VRE)  
Richard K. Taube  
Dale Zehner (VRE)

## Minutes of the November 7, 2002 NVTC Meeting and NVTC/PRTC Joint Meeting

Mrs. Hanley asked that the NVTC meeting minutes be amended to include the following wording change on page two: "NVTC Comments on WMATA's 10-Year CIP. Mrs. Hanley suggested that the commission not take any action on this item since it is outdated."

Without objection, the commission unanimously approved the minutes. The vote in favor was cast by commissioners Albo, Almand, Bogard, Bulova, Connolly, Donley, Euille, Ferguson, Fisette, Hanley, Kauffman, Snyder, Whipple and Zimmerman. Mr. Hill abstained.

### Election of NVTC Officers for 2003

Chairman Zimmerman announced that NVTC's Executive Committee, serving as the Nominating Committee, recommends the following slate of NVTC officers for 2003:

Chairman: Elaine McConnell  
Vice Chairman: William Euille  
Secretary-Treasurer: Paul Ferguson

There were no further nominations and Chairman Zimmerman moved, with a second by Mr. Donley, to approve the slate of officers. The vote in favor was cast by commissioners Albo, Almand, Bogard, Bulova, Connolly, Donley, Euille, Ferguson, Fisette, Hanley, Hill, Kauffman, Snyder, Whipple and Zimmerman.

Chairman Zimmerman stated that Ms. McConnell is out of town so she will be sworn in as chairman at the next meeting. He then administered the oath of office to Mr. Euille and Mr. Ferguson. Commissioners congratulated them on their appointments. Mr. Zimmerman passed the gavel to Vice Chairman Euille, who began chairing the meeting. Mr. Taube stated that there would be a special presentation honoring Mr. Zimmerman as last year's chairman at the conclusion of the meeting after Mr. Sklannik arrives.

### Selection of NVTC Representatives

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

**WMATA Board**

Principals: Dana Kauffman  
Chris Zimmerman

Alternates: Kate Hanley  
William Euille

**VRE Operations Board**

Principals: Sharon Bulova  
Dana Kauffman  
Elaine McConnell

Alternate: Chris Zimmerman

**Virginia Transit Associations Board of Directors**

Principals: Sharon Bulova  
Chris Zimmerman

Alternates: David Snyder  
Mary Margaret Whipple  
Rick Taube

**NVTC Legislative Committee**

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

**NVTC Executive Committee**

Elaine McConnell, Chairman  
Bill Euille, Vice Chairman  
Paul Ferguson, Secretary-Treasurer  
Dana Kauffman, WMATA Board  
Chris Zimmerman, WMATA Board and  
immediate past chair  
Mary Margaret Whipple, General Assembly

Mrs. Hanley moved to approve the nominations, 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. She also encouraged those appointed as VTA principals to attend the VTA meetings so that there is elected official participation in this organization, particularly in light of this upcoming legislative session. Mr. Kauffman seconded. The vote in favor was cast by commissioners Albo, Almand, Bogard, Bulova, Connolly, Donley, Euille, Ferguson, Fissette, Hanley, Hill, Kauffman, Snyder, Whipple and Zimmerman.

**Revise NVTC Signatories and Pension Trustees**

Mr. Donley moved approval of Resolution #944, which would authorize Paul Ferguson, as the new Secretary-Treasurer, to serve as a signatory for NVTC documents, including financial transactions, and to serve as a trustee of NVTC's Employees' Pension Trust. Mr. Connolly seconded the motion. The vote in favor was cast by commissioners Albo, Almand, Bogard, Bulova,

Connolly, Donley, Euille, Ferguson, Fisette, Hanley, Hill, Kauffman, Snyder, Whipple and Zimmerman. (A copy of Resolution #944 is attached.)

### Year-End Review of Progress on NVTC's 2002 Workprogram

Mr. Taube gave a presentation to the commission summarizing NVTC's accomplishments over the past year. He stated that last year's workprogram had 57 specific elements and next year's proposed workprogram will have fewer elements since staff has completed some of the 57 elements. He stated that an important activity for NVTC has been managing the \$5 million SmarTrip farebox procurement for six Northern Virginia bus systems, as well as the \$285,000 technical consulting contract to integrate systems. The fareboxes are currently undergoing ISQT testing on Metrobuses in the Arlington Bus Garage. Another important element of this project is to make VRE compatible with the other systems using SmarTrip.

Mr. Taube announced that the Falls Church GEORGE local bus system is in operation. The city will have its opening ceremony on January 10<sup>th</sup> and commence revenue service then for a two-year period covered by grant funds obtained by NVTC. Mr. Snyder invited commissioners to attend the ceremony. Mrs. Whipple expressed her regret that she cannot attend because she will be in Richmond for the General Assembly Session.

Mr. Taube also reported that a \$100,000 consultant study funded by VDRPT is underway that will determine performance of current ITS transit investments and will help establish NVTC's performance database. In response to a request from Mr. Zimmerman, Mr. Taube stated that a progress report will be presented to the commission in the next few months and the final report will be completed by mid-2003.

Mr. Taube stated that NVTC's and VRE's FY 2002 audits have been completed. NVTC's assets, including VRE, totaled \$244 million at the close of FY 2002. NVTC alone managed revenues of \$133 million in FY 2002. NVTC also manages VRE's state grants and issues its bonds (\$171 million total bonds and refinancing since the beginning of the project). Staff has also worked with the Department of Taxation to streamline collection of NVTC's two percent motor fuels tax, avoid allocation errors and adjustments, and improve information sharing. NVTC has designed a new brochure to keep gas station owners fully informed about their tax-paying responsibilities.

Mr. Taube explained that NVTC's goal for public outreach is to establish NVTC as "the leading source of information about public transit issues in Northern Virginia" for the media and public. Throughout the past year, NVTC has created new brochures, helped sponsor the Rail Volution conference, provided a multi-modal tour for the newly appointed Virginia Deputy Secretary of

Transportation, and held a transit technology expo with 14 exhibitors and 200 attendees. Mr. Taube reported that NVTC's website will also be upgraded in the near future.

Mr. Taube stated that NVTC played a role in developing a regional transit emergency planning and response as a result of the tragic events on September 11, 2001. NVTC's role now is to support efforts being made by the new regional transit providers group at WMATA and also work with MWCOG. Last year NVTC conducted a very successful radio campaign to promote a new safety web page devoted to transit systems' security efforts to reassure customers.

Mr. Taube also reported that NVTC managed the region's Code Red ozone alert days. There were 12 forecast days this past year. In response to a question from Mrs. Hanley, Mr. Taube explained that for future funding, \$505,000 will be available for next summer from the federal FY 2003 CMAQ program. Further, \$405,000 has been earmarked in FY 2004 CMAQ. In combination the two funding sources provide funding for approximately 13 days in Summer, 2003 and 2004 (since VDRPT has arranged to be able to draw down the federal funds shortly before the start of the federal fiscal year each October). Of the \$405,000 for FY 2004, \$85,000 has been designated to fund a survey of effectiveness. Mr. Taube stated that not all transit systems keep accurate ridership data on Code Red days, so the upcoming survey will help determine how well the program is working. Mrs. Hanley stated that it is important to do the study.

#### Public Hearing on and Approval of NVTC's 2003 Workprogram and Meeting Schedule

Mr. Taube explained that the draft workprogram contains the same seven goals as last year with 48 specific actions recommended for 2003 to accomplish these goals. The public has had an opportunity to review the draft document on NVTC's website and it has also been reviewed by NVTC's Management Advisory Committee.

Vice Chairman Euille opened the meeting for public comment.

Paul Hughes, president of the Fairfax Coalition for Smarter Growth, stated that NVTC should support an increase in the percentage of its motor fuels tax from two percent to six percent. He explained that to do so would result in an overall increase of annual revenues from \$27.1 million to \$81.4 million. This would also result in \$597 million in additional revenue bonding capacity and with a potential matching federal share of \$995 million, the new total could be \$1.6 billion in new transit construction funding.

In response to a question from Mr. Zimmerman, Mr. Hughes stated that by increasing the tax by four percent it would bring in an additional \$54.3 million. Mrs. Hanley observed that the staff analysis shows that for each one percent increase in the tax would yield an estimated additional \$9.3 million annually. Mr. Hughes stated that the Fairfax Coalition estimates that each one percent increase for the eight jurisdictions (NVTC jurisdictions and Prince William and Stafford counties) would total an additional \$13.6 million per year for transit.

Mr. Donley stated that the bottom line is that the region needs more revenue to meet its transit challenges. NVTC's draft legislative agenda includes support for an increase from two percent to four percent in the motor fuels tax.

Ed Tennyson thanked the commission for its work to alleviate the region's transportation problems. Over the past 25 years, the region's transit use has increased 167 percent compared to an estimated 10 percent nationally. He stated that Metrorail has made a difference since it has saved money, fuel, time, and accidents and boosted property values.

Mr. Tennyson stated that the region must implement the findings for the Dulles Rail project as approved by many of the jurisdictions. He acknowledged that it will take a huge amount of capital. The 24-mile Dulles project is expected to carry over a million passenger-miles each weekday in 2025 with an investment of \$3.1 billion. The cost per passenger mile would be about 69 cents for capital and with operating it would total 96 cents per passenger mile. This is only 20 percent more than Metrobus. Metrorail fares are more than twenty percent higher than bus fares so the region would come out ahead. In comparison, Los Angeles invested \$4 billion for a 17-mile subway that is only carrying 877,000 weekday passenger-miles. He stated that it is important to convey to the Federal Transit Administration data that shows that the Dulles project will attract large volumes of travel. Bus service cannot attract such volumes of travel and he cited examples of bus usage in Los Angeles, Pittsburgh and Ottawa.

Mr. Tennyson also stated that the region needs to address the Capital Beltway problem. Public hearings have found that 90 percent of the public opposes the widening and funding of the Beltway. The proposed light rail line to parallel the highway would carry more passengers than the incremental increase resulting from a new highway lane on the Beltway and do it for one-fifth the investment with low operating costs.

Mr. Tennyson also requested that NVTC direct its attention to pedestrian safety. He stated further that the Columbia Pike/Leesburg Pike Rail Line in the 2020 Plan must be developed in more detail. Light rail could increase the people-moving capacity of Columbia Pike by about 50 percent and it could be done economically.

Mr. Tennyson also commended VRE on its role in relieving traffic congestion. He stated that neither I-66 nor I-95 could handle the traffic without help from VRE. VRE is producing 79 passenger-miles per gallon of fuel, which is four times that of automobile travel. He stated that this is a great advantage to the region's air quality.

In conclusion, Mr. Tennyson stated that he realizes that agencies supporting transit need more funds. He suggested the use of transit revenue bonds and equipment trust certificates to provide up-front matching money for federal grants.

Mr. Connolly requested that Mr. Tennyson provide copies of his testimony to commissioners and he expressed interest in getting more information from Mr. Tennyson about the Los Angeles subway project.

Allen Muchnick, president of the Virginia Bicycling Federation, stated that he is pleased to see that "better bicycle and pedestrian access to transit facilities and services" is incorporated under Goal 3, Action 5 in NVTC's proposed workprogram. He stated that there have been significant improvements in bicycle access to the Metrorail and Metrobus systems in recent years, including the expansion of bike-on-rail access to include all but the six peak hours on weekdays; many more bikes allowed on-board each train; the complete elimination of the permit requirement; and the recent outfitting of bike racks on the front of all Metrobuses. He commended WMATA for promoting the integration of bicycling with rail and bus travel and embracing clean bus technologies that benefit the health of all who breathe outdoors.

Mr. Muchnick stated that much more needs to be done to increase pedestrian and bicycle access to public transit. He explained that he realizes NVTC is rarely the lead agency for such initiatives, but he nonetheless suggested areas that need improvement, including outfitting bike racks on the other local bus systems, bike parking accommodations at urban Metrorail stations, phasing in new superior bike racks, and providing more bicycle signage and information at Metrorail stations.

Mr. Muchnick stated that except for a few bike racks outside most of the stations, VRE seems to do little to promote bicycle or pedestrian access. VRE provides no bicycle lockers for secure storage of bikes at the stations and currently provides no bike transport on any of its trains. With the expansion of reverse-commute VRE service, Mr. Muchnick expressed his opinion that VRE is missing a business opportunity to increase ridership on largely empty trains by providing bicyclists car-free access to the region's more rural areas. The railcars VRE is leasing from Seattle are already equipped for roll-on bike transport.

Mr. Muchnick reported that on December 19, 2002, the Commonwealth Transportation Board amended the VDOT Bicycle Facility Policy to conform to a

change in the Code of Virginia. Consequently, there are no legal barriers to spending state or federal highway funds to retrofit pedestrian and bicycle access improvements to public transit stations and stops. In addition to VDOT's Northern Virginia Bikeway and Trail Network Study, which is underway, local regional and state transportation agencies should forge an ongoing collaboration to strategically upgrade pedestrian and bicycle access to transit nodes.

Mr. Muchnick also stated that public restroom accessibility at rail stations, especially at terminal and transfer stations, would also increase transit ridership. He stated that perhaps the most effective way to increase bicycling and walking access to public transportation would be to designate staff within each transit agency who are clearly charged with strategically and cost-effectively increasing pedestrian and bicycling access.

Mr. Zimmerman requested that Mr. Muchnick email his comments to him so he could pursue some of these issues with the WMATA Board and Arlington County. Mrs. Bulova also requested a copy for the VRE Operations Board. She suggested that it may be possible for VRE to include in its next passenger survey questions about the interest of bicycle access on the VRE system.

Mr. Connolly asked if any other studies or analysis have been done on the elasticity of demand with respect to bicycle ridership and transit. He stated that it would be his guess that there is a finite limit to how many people will bicycle to commute no matter what amount of money is invested. He asked at what point such investments make a difference. Mr. Zimmerman stated that it is his sense that the region is far below that point. Mrs. Whipple stated that a simple way to find out is to install more bike racks at Metrorail stations and if they fill up, then there's still a demand for more. Mr. Taube stated that Mrs. Bulova's suggestion of surveying VRE riders is an excellent idea to see if there is a demand for more bicycle access. He stated that the Caltrain system in California has a significant bicycle ridership. Mr. Connolly observed that climate would be a factor in its success. Mr. Zimmerman noted that in Copenhagen, where the weather can be severe, there is still a successful bicycle and pedestrian infrastructure where one-third commutes by bicycle, one-third by walking and one-third by automobile. Even in places where warm seasons are relatively short, there can be tremendous potential for bicycle and pedestrian use. Mr. Connolly observed that Copenhagen is a concentrated European city that is quite different from a typical American city. They also have cordoned off walkways where automobiles can't go. Mrs. Hanley observed that the geographical aspect of Copenhagen may be an important factor since it has a flat terrain.

Vice Chairman Euille closed the public hearing.

Mr. Zimmerman moved, with a second by Mrs. Bulova, to approve NVTC's workprogram for 2003, together with the commission's meeting schedule.

Mrs. Hanley requested the following amendment to Goal 3, Action 9: “In coordination with the affected jurisdictions, work to obtain funding to implement recommendations of NVTC’s consultant study of Route 1 transit coordination in the Richmond Highway/Jefferson Davis Highway corridor of Fairfax and Prince William counties.” Mr. Zimmerman and Mrs. Bulova agreed to include this amendment in the main motion.

Mr. Snyder requested that NVTC be available to MWCOG to help meet the TPB’s Clean Air Act challenges (TERM’s, etc) and emergency response initiatives.

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

### NVTC’s and VRE’s Legislative Agendas for 2003

Mrs. Hanley stated that NVTC’s Legislative Committee met to put together a legislative agenda for the 2003 General Assembly session. She stated that some of the elements of the legislative agenda are to monitor potential legislation as well as support specific legislation. The VRE Operations Board has also recommended a VRE legislative agenda.

Mrs. Hanley moved, with a second by Mr. Donley, to approve the NVTC legislative agenda, to provide copies of the NVTC agenda to the Northern Virginia General Assembly delegation and ask that NVTC’s member jurisdictions and others support NVTC’s legislative agenda items.

Mr. Albo observed that some of the statutory changes include altering statutory restrictions on design-build-operate contracts and enacting liability caps. He stated these issues will be controversial with trial lawyers and contractors. Mrs. Hanley explained that these also were included in VTA’s legislative agenda; the liability caps would affect VRE since CSXT is calling for more insurance requirements. Mr. Taube stated that VTA’s executive director, Linda McMinimy, is lining up sponsors for these legislative initiatives and some General Assembly members have already volunteered to sponsor some of the legislation contained in NVTC’s agenda. Mr. Albo stated that it is important to seek assistance from the insurance companies to get them to demonstrate that insurance rates would be reduced if liability caps were in place. He also suggested that a team of CSXT representatives, liability insurance carriers and legislators needs to be brought together to work on getting this legislation passed.

Mrs. Hanley also stated that the commission should monitor the statutory language of proposed changes to existing collegial bodies, since NVTC is mentioned in a Rules Subcommittee report calling for technical changes in statutes defining such bodies.

Mr. Zimmerman asked for a brief explanation of the rationale behind proposing an increase of the motor fuels tax to four percent. Mr. Donley explained that when the Legislative Committee met there was some concern about even asking for any increase in light of the defeat of the referendum. Four percent seemed like a good compromise position among the members of the committee. Mr. Zimmerman expressed his opinion that the majority of the people who voted against the referendum may have been anti-tax, but it didn't fail because of anti-tax votes. Many people who didn't vote for the referendum did so because there wasn't enough for transit. He stated that, in his opinion, there was clearly a majority of people that would have paid more taxes to fund transit. It's more complicated than to just say it was a vote against taxes.

Mr. Zimmerman asked if the revenues from an increased fuels tax would impact WMATA's capability to fund the IRP and other priority projects. Mrs. Hanley stated that it would double the amount of funding from two percent to four percent but wouldn't completely fund the IRP. Mr. Zimmerman expressed his concern that if the region doesn't raise enough funds, it will have to come out of property taxes. Mr. Zimmerman expressed his opinion that NVTC should advocate for what its funding needs are. Mrs. Whipple stated that she will be introducing legislation that would increase the transit share of the Transportation Trust Fund from 14 percent to 19 percent.

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

Mr. Connolly stated that he disagreed with Mr. Zimmerman, because there were many voters who voted against the referendum because of the transit, since they would not have benefited from it and did not want to pay taxes for it. Mr. Zimmerman stated that he would not disagree with Mr. Connolly's statement.

Mrs. Bulova moved, with a second by Mr. Connolly, to endorse the VRE legislative agenda. The vote in favor was cast by commissioners Albo, Almand, Bogard, Bulova, Connolly, Donley, Euille, Ferguson, Fisette, Hanley, Hill, Kauffman, Snyder, Whipple and Zimmerman.

Mr. Zimmerman noted that the media release should reflect the new chairman.

## NVTC Proposed FY 2004 Administrative Budget

Mr. Taube explained that the commission should review again the preliminary NVTC budget that was discussed in September, 2002 and forwarded to NVTC's member jurisdictions to be used in preparing their local budgets. Approval will be requested at NVTC's February, 2003 meeting. Local staff examined the budget again at the December 17<sup>th</sup> Management Advisory Committee meeting and all comments have been incorporated. The preliminary budget would retain the existing authorized staff level. To reflect increased costs due to inflation and performance-based salary adjustments to retain staff in a very tight market for planners and financial analysts, the overall budget would increase by over five percent compared to FY 2003. To pay for the budgeted expenditures, state administrative aid would assume an increased role since VRE and other project chargebacks as well as interest earnings would be reduced. Local contributions would stay the same to reflect the commission's policy of maintaining the local level of effort.

There were no comments or questions.

## WMATA Items

WMATA 10-Year Capital Improvement Program (CIP). On November 21, 2003 the WMATA Board adopted a resolution acknowledging that the CIP is a "sound and comprehensive plan that establishes a vision" but recognizing the "lack of existing financial capacity to support the plan in its entirety." The Board directed staff to develop and pursue a comprehensive funding strategy and set its top two priorities, which are to fully fund the IRP to ensure rehabilitation of existing infrastructure and secure funding for two options on the current 6000 series railcar procurement (120 cars) to achieve 34 percent eight-car trains.

Locally Preferred Alternative for Dulles Corridor Rapid Transit Project. The Board also approved the Metrorail Build alternative, which would allow the project team to prepare the Final EIS and allow VDRPT to ask FTA for permission to enter preliminary engineering. The Commonwealth Transportation Board also adopted Metrorail Build as the locally preferred alternative.

Advertising for Metrobus Routes 5A and 5B. The District of Columbia asked for its savings due to service changes to be used to advertise the routes and the Board concurred. Routes 5A and 5B run in the Dulles Corridor and facilitate reverse commuting.

Purchase of SmarTrip Cards. Another 100,000 cards will be competitively procured, since nearly 300,000 cards have been issued and nearly half of daily Metrorail riders and 60 percent of peak period riders now use the cards.

Inventory is down to 20,000 cards with 11,000 issued each month. Funding will come from the proceeds of sales of previous cards.

Regional Bus Stop Improvement Program. WMATA and local staff are cooperating to develop strategies, uniform standards and work plans for improved customer safety and access at bus stops. Funding is identified in the 10-year CIP. This work follows recommendations in the Regional Bus Study.

Renewal of Contract for Car Sharing. The one-year option with Flexcar was exercised, but Board members were concerned that another provider was not receiving recognition (e.g. on WMATA's website). Staff was asked to evaluate whether the program should be expanded to include other vendors.

### Regional Transportation Items

VDRPT Customer Listening Session. VDRPT held a stakeholders' meeting at NVTC on December 3, 2002 to discuss critical issues facing the transit industry and challenges and opportunities for the agency. A facilitator was used to encourage the most productive exchange of ideas. Participants felt that the opportunity to comment on VDRPT programs and performance was very useful and provided numerous suggestions for future priorities.

FTA Forum on Mobility Management. Mr. Taube reported that he participated in a day-long forum with the FTA Administrator, Jenna Dorn, and about 50 private and public sector executives and union leaders on November 20, 2002. The groups, also using a professional facilitator, focused on historical trends and changes in public sector use or private sector contracting, current issues, and how FTA could best work with the industry to improve the effectiveness of such contracting.

High-Speed Rail Connecting Washington D.C. with North Carolina. The Federal Railway Administration and Federal Highway Administration have authorized a second round of environmental studies for the Washington-Richmond-North Carolina corridor. If service is ultimately funded and implemented, the project could cost \$1.2 billion with a target implementation of 2010. Track improvements already undertaken in the corridor that have helped VRE are being funded partially by VDRPT from this program.

Impact of 2001-02 Economic Slowdown on Public Transportation. This APTA report compiles the consequences of the economic downturn on transit ridership and finances. Fare revenues across the country dropped, government funding decreased and reduced dedicated tax revenues forced transit systems to struggle. Cost cuts, fare increases, delayed service expansion and service reductions have resulted.

Northern Virginia Transportation Authority. The authority met on December 12, 2002 and approved the proposed FY 2004 CMAQ/RSTP regional allocation of projects, including \$405,000 that NVTC will manage in order to accommodate free bus fares on forecast Code Red ozone alert days.

Other Regional Items. Mr. Snyder stated that since SmarTraveler is no longer in existence and one of NVTC's priorities is to provide public information, he asked that NVTC share advice on such projects as the "511" project and voice recognition system.

### 2003 NVTC Handbook

Mr. Taube explained that each year the commission provides an updated Handbook for its commissioners, local staff and the public. The completed Handbook will be posted on NVTC's website and a limited number of paper copies will be available for distribution to libraries and the public.

### NVTC Financial Items for October and November, 2002

The financial reports were provided to commissioners and there were no questions.

### VRE Items

Presentation to Mr. Zimmerman. On behalf of NVTC and VRE, Mr. Sklannik presented to Mr. Zimmerman a VRE jacket as thanks for his leadership as NVTC chairman during 2002.

Report from the VRE Operations Board and Chief Operating Officer. Mrs. Bulova urged commissioners to read the minutes of the November 15<sup>th</sup> Operations Board meeting.

Agreement with Manassas for Funding a VRE Commuter Parking Deck. Mrs. Bulova stated that parking expansion in Manassas is a priority in VRE's strategic plan. Planning and environmental studies are complete for a new parking deck. A proposed cost-sharing agreement has been negotiated so that the city of Manassas will bear the additional costs of selecting a site that will facilitate joint use by shoppers and tourists. Resolution #945 would authorize VRE's Chief Operating Officer to sign an agreement on behalf of the commissions contingent upon acceptance by FTA.

Mrs. Bulova moved, with a second by Mr. Connolly, to approve Resolution #945 (copy attached). The vote in favor was cast by commissioners Albo, Almand, Bogard, Bulova, Connolly, Donley, Euille, Ferguson, Fisette, Hanley, Hill, Kauffman, Snyder, Whipple and Zimmerman.

Five-Year Lease Agreement for Parking at the Fredericksburg VRE Station. Mrs. Bulova reported that VRE has been leasing 42 spaces at 406-08 Princess Anne Street in Fredericksburg for the past two years at \$50 per space per month. Mr. Sklannik stated that the lease has expired and the VRE Operations Board recommends that the commissions authorize a lease for five years at an initial rate of \$47.60 per space per month escalating at two percent a year to a maximum of \$51.50. The total cost of the lease over the five-year period would not exceed \$125,000 and would be funded through the VRE Operating budget. Resolution #946 would accomplish this.

In response to a question from Mrs. Hanley, Mr. Sklannik stated that this lease would be with a private property owner. Mrs. Hanley stated that since parking is an issue at all stations, she asked for a list of the number of parking spaces at all stations, including ownership and sources of funding. She understands that parking is needed, but there is an equity issue. For example, in Fairfax County, the county bought the land and built the parking facility with taxpayers' money and then part of Fairfax County's VRE subsidy is helping to pay for parking facilities in other jurisdictions.

On a motion by Mrs. Bulova and a second by Mr. Connolly, the commission unanimously approved Resolution #946 (copy attached). The vote in favor was cast by commissioners Albo, Almand, Bogard, Bulova, Connolly, Donley, Euille, Ferguson, Fisette, Hanley, Hill, Kauffman, Snyder, Whipple and Zimmerman.

Revised FY 2003 and Recommended FY 2004 VRE Operating and Capital Budget. Mrs. Bulova explained that the VRE Operations Board recommends approval of Resolution #947, which would adopt the FY 2004 budget and forward it to NVTC's participating and contributing jurisdictions so that, under the terms of the VRE Master Agreement, local appropriations for the budget can be considered. The resolution would also approve revisions to the FY 2003 budget without effect on local appropriations. The proposed FY 2004 budget would include a four percent fare increase for operations and a \$600,000 increase in local subsidy to provide the match for capital investments. Mrs. Bulova reported that the debt service reserve will be exhausted during FY 2003.

Mrs. Bulova moved, with a second by Mr. Donley, to approve the resolution.

Mrs. Hanley stated that it was her understanding that the CAO's recommendations included reducing the budget by \$300,000 and she asked

where in the budget the cuts were made. Mr. Sklannik responded that it was examined but it would have come from the capital budget which would have deferred the capital program. In response to a further question from Mrs. Hanley, Mr. Sklannik stated that VRE could operate service without a local subsidy increase. The fare increase will go to the operating budget. Mrs. Bulova stated that VRE has reduced some operating costs, such as marketing. Mr. Sklannik stated that the communications budget has been reduced by \$95,000 and VRE is realizing \$300,000 in savings from Amtrak. The debt service reserve that will be exhausted this year is the driving force behind the local subsidy increase.

In response to a question from Mr. Connolly, Mr. Sklannik explained that to sustain the level of the capital program and to make sure that VRE won't lose federal funds if they aren't spent, the local subsidy was increased. The approach in VRE's budget process was to separate operating and capital funding sources.

The commission then voted on the motion and it passed. The vote in favor was cast by commissioners Albo, Almand, Bogard, Bulova, Donley, Euille, Ferguson, Fisette, Hanley, Hill, Kauffman, Snyder, Whipple and Zimmerman. Mr. Connolly voted no, without prejudice, since he is not prepared to support an increase at this time.

Extension of Amended Operating/Access Agreement with CSXT. Mrs. Bulova reported that the VRE Operations Board recommends commission approval of Resolution #948, which would extend the CSXT access agreement through March 7, 2003. The agreement, which was entered into in 1994 has been amended and extended many times since then. The most recent extension was agreed to in August, 2002, through January 10, 2003. Since no agreement has been reached with CSXT on a new contract an extension is needed.

Mrs. Bulova moved, with a second by Mr. Connolly, to approve the resolution (copy attached). The vote in favor was cast by commissioners Albo, Almand, Bogard, Bulova, Connolly, Donley, Euille, Ferguson, Fisette, Hanley, Hill, Kauffman, Snyder, Whipple and Zimmerman.

### Closed Session

Mr. Zimmerman moved, with a second by Mr. Donley, the following motion:

Pursuant to the Virginia Freedom of Information Act (Section 2.2-3711A (1) and (20) of the Code of Virginia), the Northern Virginia Transportation Commission authorizes discussion in closed session on a personnel matter and plans to protect public safety.

The vote in favor was cast by commissioners Albo, Almand, Bogard, Bulova, Connolly, Donley, Euille, Ferguson, Fisette, Hanley, Hill, Kauffman, Snyder, Whipple and Zimmerman.

The commission entered into closed session at 9:48 A.M. and returned to Open Session at 10:39 A.M. On a motion by Mr. Zimmerman and a second by Mr. Ferguson, the commission unanimously approved the following certification:

The Northern Virginia Transportation Commission 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 the Freedom of Information Act 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 commissioners Albo, Almand, Bogard, Bulova, Connolly, Donley, Euille, Ferguson, Fisette, Hanley, Hill, Kauffman, Snyder, Whipple and Zimmerman.

Mr. Donley moved, with a second by Mr. Zimmerman, to approve Resolution #949, which would request funding for VRE security.

Mr. Snyder requested that the last paragraph be amended as follows:

NOW, THEREFORE BE IT RESOLVED that the Northern Virginia Transportation Commission authorizes its board members and staff in cooperation with VRE, state, regional and local staff, regional entities such as MWCOC and WMATA and other elected officials and private sector representatives to approach federal agencies and Virginia's congressional delegation to seek sufficient funding to meet expeditiously VRE's and the region's other security needs.

Mr. Donley and Mr. Zimmerman agreed to amend the motion to include Mr. Snyder's wording change. The commission then voted on the motion and it passed. The vote in favor was cast by commissioners Albo, Almand, Bogard, Bulova, Connolly, Donley, Euille, Ferguson, Fisette, Hanley, Hill, Kauffman, Snyder, Whipple and Zimmerman.

Adjournment

On a motion by Mrs. Whipple and a second by Mrs. Bulova, the commission unanimously agreed to adjourn. The vote in favor was cast by commissioners Albo, Almand, Bogard, Bulova, Connolly, Donley, Euille, Ferguson, Fissette, Hanley, Hill, Kauffman, Snyder, Whipple and Zimmerman. Vice Chairman Euille adjourned the meeting at 10:42 P.M.

Approved this sixth day of February, 2002.

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Elaine McConnell  
Chairman

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Paul Ferguson  
Secretary-Treasurer