The next Northern Virginia Regional Commission meeting scheduled for Thursday, January 27, 2022, at 7:30 pm will be held in person and electronically pursuant to Virginia Code Section 2.2-3708.2(A)(3). NVRC offices are located at 3040 Williams Drive, Suite 200, Fairfax, Virginia. NVRC meetings are streamed live on its Facebook page: https://www.facebook.com/NoVARegion

This NVRC meeting does not have a public hearing component, so public comments will not be taken.

AGENDA

1. CALL TO ORDER - Cydny A. Neville, Chairwoman

2. ROLL CALL

3. PRESENTATIONS

Potomac Heritage National Scenic Trail Study – Analysis of the Health, Social Equity and Economic Impacts of the Trail

The Northern Virginia Regional Commission (NVRC) authorized a study conducted by BBC Research & Consulting to analyze the health, social equity, and economic impacts of the Potomac Heritage National Scenic Trail (PHNST) in Northern Virginia. In Northern Virginia the trail network spans 140 miles through the Town of Dumfries, the Town of Occoquan, the Town of Leesburg, the City of Alexandria and the Counties of Loudoun, Fairfax, Arlington, and Prince William. The study was funded by the National Park Service.

The Commission will receive a presentation from NVRC staff and a representative of BBC Research & Consulting on the results of the study.

4. ADOPTION OF ACTION ITEMS

Resolution P22-17 – Authorization to Issue RFP for Auditing Services

The Commission’s contract with its existing auditor has expired consistent with Commission policy. The resolution authorizes the Executive Director to advertise an RFP for auditing services. The Commission will authorize the selection of the auditing firm.

Recommended Action: Adoption

5. EXECUTIVE DIRECTOR’S REPORT

- Activity Report
- Financial Report
- Salary Survey
6. CHAIRWOMAN’S REPORT

7. COMMUNITY/MILITARY PARTNERSHIP COMMITTEE REPORT

8. ADOPTION OF MINUTES FROM DECEMBER 2021 MEETING

9. ADJOURNMENT
RESOLUTION

Resolution No. P22-17

PATRON: Robert W. Lazaro, Jr.
Executive Director
DATE: January 27, 2022

AUTHORIZATION TO ISSUE RFP FOR AUDITING SERVICES

WHEREAS, NVRC Bylaws provide that an independent audit and annual report shall be made as soon as possible after the end of the fiscal year; and

WHEREAS, it is the Commission’s policy to engage the auditor by a one-year agreement with the option to extend the agreement annually for up to four additional years, provided there is a determination that 1) it is in the Commission’s interest to exercise an optional extension; 2) the auditor continues to meet criteria established for qualifications and independence; and 3) a reasonable price is negotiated for the services to be performed; and

WHEREAS, the existing auditor has provided services for the past five fiscal years for the Commission and as such it is time to issue an RFP to obtain auditing services;

THEREFORE BE IT RESOLVED, the Northern Virginia Regional Commission authorizes the Executive Director to advertise an RFP for auditing services. Such selection of the auditor will be approved by the Commission.
Executive Director’s Report

January 2022
2021 Year in Review Issued

Pleased to once again present our Year in Review document highlighting the work of the Commission and its staff being done in the region to the mutual benefit of the communities we serve.

Document is shared with local, state, federal stakeholders and others.
Supporting Our Regional Partners

NVRC working with our local government partners has launched a regional education web site regarding plastic pollution and steps being taken by our localities to address it. Part of the education effort includes digital ads in the Metro system.

www.NOVAPlasticSolution.org
Occoquan Land Use Update

NVRC staff produced a rolling update to a technical product that the Commission has undertaken for the Occoquan Program going back to the 1980’s.

The work for the Land Use Map Update was overseen by the Occoquan Modeling Subcommittee. The modeling subcommittee is comprised of the Occoquan Watershed localities and the Water and Wastewater Authorities within the basin that desire to be involved in the “ins and outs” of the technical aspects of Occoquan Watershed and Reservoir Response Models.
Regionalism Works

Congratulations to our colleagues in Fairfax County, Arlington County, Alexandria and Prince William County on being recognized for their efforts in helping to promote the regional recycling of glass through the Purple Can Club network.

Since piloting this program in 2019; 20,000 tons of glass has been recycled and the program has grown to localities throughout the region and Commonwealth.

Proud of Debbie S. of our team at the Northern Virginia Regional Commission who serves as the coordinator for the Northern Virginia Waste Management Board. Regionalism works.
Project Updates

**Ferry Business Case**

Nelson Nygaard has been selected as consultant.

**Military Installation Resilience Review**

AECOM has been selected as consultant.

**Affordable Housing Project**

Proposed projects still being reviewed.
Web site unique visitors are 46.9% higher than they were in 2017 and exceed 2018 and 2019 visitor levels. 2020 was a unique year of traffic to our web site. Overall traffic was 19% less than 2020.
Communicating - Twitter

Twitter impressions in 2021 were 172.2% higher than in 2017 and exceed totals in 2018 and 2019. They were 21.4% less than in 2020 reflective of the other sources of pandemic related information.
Communicating - Facebook

Facebook impressions in 2021 were 50% higher than in 2018 and exceed totals in 2019. They are substantially less than 2020 levels which saw 344957 impressions as result of Facebook advertising efforts regarding pandemic related information.
Dashboard continues to be an important source of regional data. COVID19 data remains the most popular page for the public to access.
## SUMMARY OF REVENUE AND EXPENSES

**December 31, 2021**

### REVENUE EARNED

<table>
<thead>
<tr>
<th>Revenue Source</th>
<th>CURRENT MONTH</th>
<th>FISCAL YEAR 2022 Cumulative Total 6 months</th>
<th>Adopted FISCAL YEAR 2022 FINANCIAL PLAN</th>
<th>Actual is: lower/(higher) than plan</th>
</tr>
</thead>
<tbody>
<tr>
<td>Local (50¢) and State Contributions</td>
<td>$118,850</td>
<td>$713,100</td>
<td>$1,426,215</td>
<td>$713,115</td>
</tr>
<tr>
<td>Local (10¢) Designated Contribution</td>
<td>$11,576</td>
<td>$94,923</td>
<td>$252,054</td>
<td>$157,131</td>
</tr>
<tr>
<td>Local Agreements</td>
<td>$42,163</td>
<td>$250,624</td>
<td>$634,469</td>
<td>$383,845</td>
</tr>
<tr>
<td>State Grants and Contracts</td>
<td>$20,999</td>
<td>$84,644</td>
<td>$249,994</td>
<td>$165,350</td>
</tr>
<tr>
<td>Direct Federal Grants and Contracts</td>
<td>$221,483</td>
<td>$422,246</td>
<td>$63,720</td>
<td>(358,526)</td>
</tr>
<tr>
<td>Indirect Federal Grants and Contract</td>
<td>$216,619</td>
<td>$1,825,305</td>
<td>$4,624,692</td>
<td>$2,799,387</td>
</tr>
<tr>
<td>Shared Facilities Revenue</td>
<td>$16,198</td>
<td>$95,452</td>
<td>$193,176</td>
<td>$97,724</td>
</tr>
<tr>
<td>Other</td>
<td>$31,414</td>
<td>$128,873</td>
<td>$495,370</td>
<td>$366,497</td>
</tr>
<tr>
<td>Interest</td>
<td>$144</td>
<td>$697</td>
<td>$3,000</td>
<td>$2,303</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td><strong>Total Revenue</strong></td>
<td>$679,445</td>
<td>$3,615,864</td>
<td>$7,942,690</td>
<td>$4,326,826</td>
</tr>
</tbody>
</table>

### EXPENSES

<table>
<thead>
<tr>
<th>Expense Category</th>
<th>CURRENT MONTH</th>
<th>FISCAL YEAR 2022 Cumulative Total 6 months</th>
<th>Adopted FISCAL YEAR 2022 FINANCIAL PLAN</th>
<th>Actual is: lower/(higher) than plan</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personnel</td>
<td>$187,860</td>
<td>$1,106,288</td>
<td>$2,500,217</td>
<td>$1,393,929</td>
</tr>
<tr>
<td>Consultants / Contracts</td>
<td>$393,306</td>
<td>$2,012,441</td>
<td>$4,489,918</td>
<td>$2,477,477</td>
</tr>
<tr>
<td>Housekeeping Expenses</td>
<td>$53,071</td>
<td>$293,278</td>
<td>$627,183</td>
<td>$333,905</td>
</tr>
<tr>
<td>Operating Expenses</td>
<td>$3,727</td>
<td>$50,660</td>
<td>$99,119</td>
<td>$48,459</td>
</tr>
<tr>
<td>Duplicating Expenses</td>
<td>$940</td>
<td>$16,210</td>
<td>$41,100</td>
<td>$24,890</td>
</tr>
<tr>
<td>Travel and Conference Expenses</td>
<td>$2,236</td>
<td>$7,365</td>
<td>$37,041</td>
<td>$29,676</td>
</tr>
<tr>
<td>Recruit and Development Expenses</td>
<td>-</td>
<td>$150</td>
<td>$7,000</td>
<td>$6,850</td>
</tr>
<tr>
<td>Other</td>
<td>$307</td>
<td>$2,114</td>
<td>$5,000</td>
<td>$2,886</td>
</tr>
<tr>
<td><strong>Total Expenses</strong></td>
<td>$641,445</td>
<td>$3,488,505</td>
<td>$7,806,578</td>
<td>$4,318,073</td>
</tr>
</tbody>
</table>

### INCOME OVER (UNDER) EXPENSES

<table>
<thead>
<tr>
<th>Category</th>
<th>CURRENT MONTH</th>
<th>FISCAL YEAR 2022 Cumulative Total 6 months</th>
<th>Adopted FISCAL YEAR 2022 FINANCIAL PLAN</th>
<th>Actual is: lower/(higher) than plan</th>
</tr>
</thead>
<tbody>
<tr>
<td>INCOME OVER (UNDER) EXPENSES</td>
<td>$38,000</td>
<td>$127,359</td>
<td>$136,112</td>
<td>$8,753</td>
</tr>
<tr>
<td>Locality</td>
<td>Mayor/Chair Salary</td>
<td>Council/Board Member Salary</td>
<td>District Offices</td>
<td>Dedicated Office in Government Center</td>
</tr>
<tr>
<td>-------------------</td>
<td>-------------------</td>
<td>-----------------------------</td>
<td>-----------------</td>
<td>--------------------------------------</td>
</tr>
<tr>
<td>Arlington</td>
<td>$60,622.00</td>
<td>$55,147.00</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>Fairfax</td>
<td>$100,000.00</td>
<td>$95,000.00</td>
<td>Yes</td>
<td>Yes for Board Chair</td>
</tr>
<tr>
<td>Loudoun</td>
<td>$81,000.00</td>
<td>$68,825.00</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>Prince William</td>
<td>$49,452.00</td>
<td>$43,422.00</td>
<td>Yes</td>
<td>Yes for Board Chair</td>
</tr>
<tr>
<td>Alexandria</td>
<td>$41,500.00</td>
<td>$37,500.00</td>
<td>N/A</td>
<td>Yes for Mayor</td>
</tr>
<tr>
<td>Fairfax City</td>
<td>$13,000.00</td>
<td>$12,000.00</td>
<td>N/A</td>
<td>Yes</td>
</tr>
<tr>
<td>Falls Church</td>
<td>$9,800.00</td>
<td>$9,200.00</td>
<td>N/A</td>
<td>No</td>
</tr>
<tr>
<td>Manassas</td>
<td>$20,000.00</td>
<td>$15,759.00</td>
<td>N/A</td>
<td>Shared</td>
</tr>
<tr>
<td>Manassas Park</td>
<td>$4,300.00</td>
<td>$4,600.00</td>
<td>N/A</td>
<td>No</td>
</tr>
<tr>
<td>Dumfries</td>
<td>$19,000.00</td>
<td>$18,000 (Vice-Mayor) $15,000</td>
<td>N/A</td>
<td>Yes, Mayor only</td>
</tr>
<tr>
<td>Herndon</td>
<td>$6,000.00</td>
<td>$4,000.00</td>
<td>N/A</td>
<td>Yes, Mayor only</td>
</tr>
<tr>
<td>Leesburg</td>
<td>$16,200.00</td>
<td>$15,600.00</td>
<td>N/A</td>
<td>Yes, Mayor only</td>
</tr>
<tr>
<td>Vienna</td>
<td>$7,500.00</td>
<td>$5,000.00</td>
<td>N/A</td>
<td>Yes, Mayor only</td>
</tr>
</tbody>
</table>

Note 1. No to VRS - but are allowed to participate in the 457 and/or 401(a) plans.
NORTHERN VIRGINIA REGIONAL COMMISSION
Minutes of the Commission Meeting Held Thursday, December 16, 2021

COMMISSIONERS
(The names of those members present are highlighted.)

Hon. Walter L. Alcorn
County of Fairfax
Hon. Victor S. Angry
Joined virtually with Chairwoman's permission
County of Prince William
Hon. Andrea O. Bailey
County of Prince William
Hon. Elizabeth Bennett-Parker
City of Alexandria
Hon. Kenny A. Boddy
County of Prince William
Hon. Juli E. Briskman
County of Loudoun
Hon. Kelly Burk
Town of Leesburg
Hon. John T. Chapman
City of Alexandria
Hon. Linda J. Colbert
Town of Vienna
Hon. Matt de Ferranti
County of Arlington
Hon. Libby Garvey
County of Arlington
Hon. Penelope A. Gross
County of Fairfax
Hon. Pat Herrity
County of Fairfax
Hon. Rodney L. Lusk
County of Fairfax
Hon. David Meyer, NVRC Vice Chairman
City of Fairfax
Hon. Cydny A. Neville, NVRC Chairwoman
City of Herndon
Hon. Sheila A. Olem
County of Fairfax
Hon. Dalia A. Palchik
City of Manassas Park
Hon. Jeanette Rishell
County of Loudoun
Hon. Koran T. Saines
County of Fairfax
Hon. Kathy L. Smith, NVRC Treasurer
City of Falls Church
Hon. David Tarter
County of Fairfax
Hon. James R. Walkinshaw
City of Manassas
Hon. Mark Wolfe

STAFF PRESENT

Robert Lazaro
Executive Director
Linda M. Tenney
Deputy Director
Gina Kesselmann-Smith
Management Analyst
Normand Goulet
Environmental Services Director
Jill Kaneff
Regional Demographer
Christopher Landgraf
Military Installation Resiliency Project Manager
Dale Medearis
Senior Regional Planner
Michelle Simmons
Human Services Director
Peggy Tadej
Director of Community and Military Partnerships

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1 Joined virtually with Chairwoman's permission
2 Joined virtually with Chairwoman's permission
3 Joined virtually
4 Joined virtually
5 Joined virtually
CALL TO ORDER
Chairwoman Neville called the meeting to order at 7:31 p.m.

ROLL CALL
The roll was called and all members present or absent were noted for the record.

PRESENTATION
Military Facility Resiliency Review

The Commission received a presentation from Chris Landgraf of NVRC’s staff on the Military Facility Resiliency Review project. NVRC received a grant from the U.S. Department of Defense in support of this project.

Roadmap for Strategic International Engagement in Northern Virginia

The Commission received a presentation from Dr. Dale Medearis of NVRC’s staff on the Commission’s strategic engagement with Stuttgart Region and applying lessons and best practices for the benefit of the region.

ACTION ITEMS
Commissioner Gross moved approval of the Resolution No. P22-13—Resolution authorizing Executive Director to sign contract with consulting firm to implement the Military Installation Resilience Review Project. The motion was seconded and carried unanimously.

Background:
Resolution authorizing the Executive Director to sign a contract with consulting firm to assist the Commission implement the Military Installation Resilience Review project. The Commission was awarded a contract by the United States Department of Defense to implement this project. A consulting firm will be selected in January 2022.

Commissioner Gross moved approval of the Resolution No. P22-14—Resolution in support of the EMBRACE Act that would authorize the Defense Department to use several sources of federal funds to undertake stormwater management projects at military bases. The motion was seconded and carried unanimously.

Background:
Resolution in support of the EMBRACE Act introduced by U.S. Senators Tim Kaine and Mark Warner that would authorize the Defense Department to use several sources of federal funds to undertake stormwater management projects at military bases. Stormwater is a significant problem in the region. Any additional funding to assist local military facilities address these issues is of benefit to local governments in Northern Virginia.

Commissioner Gross moved approval of the Resolution No. P22-15—Resolution authorizing Executive Director to sign WIPIII contract with
the Department of Environmental Quality. The motion was seconded and carried unanimously.

Background:

Resolution authorizing the Executive Director to execute a contract with DEQ, for participation in the Phase III WIP project at the allocated funding of not-to exceed amount of $58,000. DEQ desires to continue to work with the PDCs on portions of the Phase III WIP and has made additional funds available to the Chesapeake Bay PDC's to convene locality and regional officials, staff and stakeholders; to provide input and recommendations for meeting Local Area Planning Goals established by DEQ.

Commissioner Gross moved approval of the Resolution No. P22-16 – Resolution authorizing Executive Director to sign contract for M495 Ferry Business Case Consultant. The motion was seconded and carried unanimously.

Background:

Resolution authorizes the Executive Director to execute a contract with consultant selected to conduct M495 Ferry Business Case project.

EXECUTIVE DIRECTOR'S REPORT

Mr. Lazaro presented his report to the Commission, which included the financial report for October 2021, November 2021 and the following:

- Mapping Area Medium Income Less than 50%
  - We have mapped areas with income levels at below 50% AMI ($64,500 for a family of 4) for the purposes of targeting energy efficiency programs from a variety of sources. We have shared this with the Local Energy Alliance Program (LEAP) who helps implement a variety of efficiency programs in the region.

- Change of Command Ceremony
  - NVRC was pleased to attend the Change of Command Ceremony for Colonel Helmut Frietzsche of the German Armed Forces Command United States and Canada which is located in Reston and at the Dulles International Airport.
  - Colonel Frietzsche was a friend of NVRC and participated several times in NVRC sponsored meetings and events.

- Supporting Our Regional Partners
  - NVRC is working with our local government partners to launch a regional education web site regarding plastic pollution and steps being taken by our localities to address it.
- Web site when live will be www.NOVAPlasticSolution.org.

- Debbie S. of our team appeared on a WUSA9 segment on recycling in the region. Debbie manages the activities of the Northern Virginia Waste Management Board which is a collaborative regional effort.

- With Thanks to Governor Northam
  - The Region’s Mayors and Chairs met virtually with Governor Northam to express their thanks for his service to the Commonwealth and his work with our local governments during his term of office. The Governor always made himself available as well as key Secretariat leaders and public health officials to the group.

- Highlighting Our Regional Work
  - NVRC Executive Director Bob Lazaro appeared on a Fairfax Public Access TV show sponsored by Dominion Energy highlighting our work with the company and local government partners to ease the transition to LED street lighting.
  - The work led to reduce costs and substantial savings to local governments, a reduction in greenhouse gas emissions and a large variety of streetlights to choose from. The work is a great example of successful regionalism.

- Update on NVRC Housing Grants Program
  - Recapping the program’s goals –
    - Increase the region’s affordable housing stock by adding new units
      - Rehab of existing “affordable” units ineligible
    - Distribute funding across the region
    - Enable member localities that have developed housing and localities new to housing development to participate
    - Focus on No. Va. tenants and 1st time homebuyers with significant housing need, less access or minimal housing choice
    - Incorporate energy efficiency, access to amenities, and economical building techniques
    - Award funding to projects resulting in production of 30 habitable units by 6/30/24
• Intent to Apply Process Complete - What we learned about proposed affordable housing projects
  o 12 applicants including 4 NVRC member localities
    ▪ 22 potential projects
    ▪ 55% rental units
    ▪ 45% first-time homebuyer
    ▪ Several senior housing projects
  o Developments located in 7 of NVRC’s 13 member localities

• NSU/VSU Special Committee Update
  o Committee has met three times since August including a meeting with SCHEV representative
  o Drafted problem statement to share with the two Presidents of the Universities
  o Gathered demographic data re: NoVA students
  o New Federal infrastructure legislation contains funding for HBCUs
  o Next meeting will be January 24th with University leadership

• Two personnel changes
  o Cristin Shiffer, Transportation Demand Management Outreach Coordinator, is leaving NVRC at the end of 2021
  o Corey Miles, Senior Environmental Coastal Resources Program Manager, is leaving NVRC at the end of 2021

• Happy Holidays, Merry Christmas and a happy and healthy New Year from NVRC staff!

CHAIRWOMAN’S REPORT
Chairwoman Neville provided an update in addition to Mr. Lazaro’s report on NSU/VSU Special Committee regarding a very fruitful conversation she had with Dr. Abdullah from VSU in terms of building a presence for HBCUs in Northern Virginia. She also thanked the Committee for their hard work and dedication.

Chairwoman Neville also emphasized the importance to stay safe during this pandemic as yet another variant is circulating, particularly since it is the holiday season.
COMMUNITY & MILITARY PARTNERSHIP COMMITTEE REPORT

Commissioner Angry reported that the December 2 Community and Military Partnership Meeting was a great success.

Next Steps

- Maintaining Attendance. 60 attendees participated - hope to keep those numbers once in-person meetings begin in March 2022.

- Discussion during the resiliency planning presentation focused on shared infrastructure between the community and the military bases (e.g., transportation systems, energy systems, communications) that are vulnerable to natural and human-caused threats (e.g., weather events, climate change, cyber attacks). Discussed need to baseline current resiliency efforts and needs to develop a comprehensive regional plan. It is important to think about how to include Human/People Resiliency in this region recovering from the Pandemic.

- Fort Belvoir History – Plans to have the March 17th meeting at Fort Belvoir to further discussions such as name changes overtime, previous land ownership, etc. and end with a tour of the base’s history. Historians working on this history will be included in the discussion.

- Fairfax County Vulnerability Index Presentation. Vulnerability Index mapping not only relates to resiliency but also directly links to DEI Roadmap issues that include affordable housing, education, food insecurity, safety, workforce, and public safety. Consequently, a call will be held among DEI representatives in preparation for the March meeting to stitch together a vulnerability index map of the region. Regional data is important locally for resiliency planning and DEI actions and it also is relevant to Section 1051 of the National Defense Authorization Act that calls for surveys of the relation between members of the military and military communities.

- Meeting schedule for 2022
  - January 20, 2022
  - March 17, 2022
  - May 19, 2022
  - July 21, 2022
  - September 15, 2022
  - November 17, 2022

ADOPTION OF MINUTES

Commissioner Gross moved approval of the Commission meeting minutes of October 28, 2021. The motion was seconded and carried unanimously.

ADJOURNMENT

Chairwoman Neville adjourned the meeting at 8:53 p.m.

Respectfully submitted:

Robert W. Lazaro, Jr.  
Executive Director

Approved by:

Cydny A. Neville  
Chairwoman