

NORTHERN VIRGINIA TRANSPORTATION AUTHORITY

MEMORANDUM

TO: The Honorable C. Zimmerman, Chairman, and Members
Northern Virginia Transportation Authority

FROM: J. Mason, Executive Director

SUBJECT: Closing of NVTA Office

DATE: July 3, 2008

In anticipation of a scenario in which the General Assembly has not resolved the dedicated funding issue by July 10, it is necessary to have a plan for the closing of the NVTA operational office (as implied by alternate budget for FY09 presented at June 12 meeting).

Attached is a draft plan that will serve as the basis for closing down our NVTA office operations over the next two months.

Effective July 1, I will be paid at half-time rate. In August, I anticipate less than half-time, only what is required to complete closing operations and prepare for audit.

Please note that I have made the assumption that NVTA will continue to execute its statutory responsibilities in a manner similar to that before we established an operational NVTA office.

Attachment: Plan for Closing NVTA Office

Coordination:

Arlington County (M. Longhi)
NVTC (R. Taube, S. Kalkwarf, K. Quintana, E. Rodgers)
JACC (T. Biesiadny)

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Plan for Closing of NVTA Office

- **Purpose.** To provide a synopsis of the actions/activities necessary to close down existing NVTA office and staff operations.

- **Assumptions.**
 - Dedicated funding issue not resolved.
 - NVTA continues to have some responsibilities, i.e., long range planning, decision-making for discretionary funding (CMAQ/RSTP), coordination of Northern Virginia positions, etc. As a result, NVTA will revert to pre-2008 approach, relying on jurisdictional staffs for support.
 - Future responsibilities:
 - ✓ JACC
 - Coordination of staff activities and meetings
 - Principal technical analyses, advice and recommendations to NVTA on transportation projects and services, regional transportation planning, long range transportation planning, air quality, legislation, and testimony to the CTB, and interagency coordination for NVTA (Resolution 14C-08)
 - Staff support of PCAC and TAC as required
 - Checking mail box and routing mail as required
 - Retention of basic files needed for operations, e.g., Bylaws, policies, resolutions)
 - ✓ NVTC
 - Public Outreach/Information (K. Quintana)
 - Web site management (E. Rodgers)
 - Accountant (S. Kalkwarf)
 - Retention of financial files needed for operations and auditing (S. Kalkwarf)
 - Retention of insurance policies (S. Kalkwarf)
 - ✓ Arlington County
 - Banking (M. Longhi)
 - ✓ To be determined
 - Storage of assets and historical files
 - Status of JCAC and TAC to be resolved.

- **Assets.**
 - Computers
 - ✓ Dell Inspiron 580 with Dell monitor and XP reinstallation code (\$1,877)
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 - Router (in GMU network utility room) – Netgear RangeMax Next Wireless-N Router (\$100)

As of 7/2/08

- Xerox Phaser 6110MFP printer/fax (\$809)
- Computer desk (\$54)
- Office materials (e.g., paper cutter, staplers)
- Office supplies (envelopes, file folders, paper, etc.) [Note: 50,000 envelopes with return address should be retained with view to use with overprint label if needed]
- Brochures (on taxes and fees) currently being stored by Balmar (at no cost to NVTA)
- Framed *TransAction 2030* map (approximately 34x26")
- Domain name hosting of web site (paid for 5 years)

- **Documents created since January 2008** (to be retained)
 - Revised NVTA Bylaws
 - Policy documents
 - ✓ Allocation of Revenue (approved 1/10/08)
 - ✓ Debt (1/10/08)
 - ✓ Audit (6/12/08)
 - ✓ Conflict of Interest (Preliminary draft)
 - ✓ Public Records (background material)
 - SOPs
 - ✓ Agenda Template
 - ✓ Agenda Coordination
 - ✓ Action Summary
 - ✓ Meeting Minutes
 - ✓ Memorandum to Authority Template
 - ✓ Regular Meeting Checklist
 - ✓ Public Hearing Checklist
 - Employee Handbook (selected sections drafted)
 - Staffing positions (draft job descriptions)
 - ✓ Chief Financial Officer (CFO)
 - ✓ Accountant (outline only; dependent on CFO preference)
 - ✓ Office Manager
 - ✓ Transportation Planner III
 - ✓ Program Manager
 - Payroll management options

- **Files.** Approximately four (4) file drawers.

- **Considerations.**
 - Lease requires 30 day notice
 - FY08 audit is required; will be in the August/September timeframe
 - Approach to NVTA assets/files should be predicated on possibility that NVTA funding issue will be resolved within the year.

As of 7/2/08

- **FY09 expenses.** Given the phase-out approach and requirements, approximately \$55,000 in expenses will be incurred in FY09. These expenses will be covered by carry-over funds from FY08 and a VDOT grant of \$50,000 for FY09.
- **Concept.** NVTA will close office and cease permanent staff operations as quickly as practicable, while ensuring that all required actions have been taken and that assets and files are properly secured.
- **Activities to be retained.**
 - Insurance policies (liability and public official) (NVTC/Kalkwarf)
 - Website hosting (NVTC/Rodgers)
- **Actions.**
 - Office closure
 - ✓ Notification of lease cancellations (July 11)
 - ✓ Establishment of mailing address (post office box)
 - ✓ Voicemail information
 - ✓ Updating website information
 - ✓ Updating various vendors/options for support to NVTA (VRS, payroll management, HR support, etc.)
 - ✓ ?
 - Preparation for FY08 audit
 - Cancel procurement card
 - Cancel banking post office box
 - Compilation of files
 - Transfer of files (locations TBD)
 - ✓ NVTA operating records
 - ✓ NVTA historical records
 - ✓ TransAction 2030 files
 - ✓ Financial
 - ✓ ?
 - Storage of assets (computers, office supplies, etc.)