



Photo: Lawrence Lewis, Jr., Park Pier, Charles City

Central Virginia Transportation Authority (CVTA)



NOTES
This meeting is open to the public. Members of the public are invited to attend in person or virtually. Please alert the CVTA at information@cvtava.org if electronic transmission of this meeting fails for the public. Please refer to our [Statement Regarding Virtual Meeting Participation by Members of the Public](#) for more information.

Check out our complete [Public Participation Guide](#) online to learn about the different ways you can stay connected and involved.

Meetings are also live streamed and archived on our YouTube Channel at [Plan RVA - YouTube](#).

Members of the public are invited to submit public comments either verbally or in writing. Written comments can be submitted through the Q&A/Chat function on Zoom or by email to information@CVTAVA.org.



AGENDA

CENTRAL VIRGINIA TRANSPORTATION AUTHORITY

Friday, November 15, 2024, 9:00 a.m.
PlanRVA James River Boardroom,
424 Hull Street, Suite 300, Richmond, VA 23224 and via Zoom

If you wish to participate in this meeting virtually, please register via Zoom at the following link:
https://planrva-org.zoom.us/webinar/register/WN_xSrqean_QWW4vbqWXjfJmA

Call to Order (Davis)

Pledge of Allegiance (Davis)

Certification of a Quorum (Scott)

Welcome and Introductions (Davis)

A. ADMINISTRATION

1. Confirmation of Member Participation from a Remote Location

(as needed) (Davis)

Action requested (if there are member requests to participate remotely): motion to confirm that the Chair's decision to approve or disapprove the member(s) request to participate from a remote location was in conformance with the CVTA Policy for Remote Participation of Members; and, the voice of the remotely participating member(s) can be heard by all persons at the primary or central meeting location (voice vote).

2. Consideration of Amendments to the Agenda

(Davis)

3. Approval of CVTA Meeting Minutes –September 27, 2024 – page 4

(Davis/5 minutes)

Action requested: motion to approve meeting minutes as presented (voice vote).

4. Open Public Comment Period

5. CVTA Chairman's Report

(Davis/5 minutes)

6. CVTA Executive Director's Report

(Parsons/15 minutes)

a. VDOT Emergency Funds Information Item.

B. ACTION ITEMS

1. CVTA Audit Report – page 13

(Parsons/10 minutes)

Requested action: motion to approve the audit report (roll call vote).

2. Regional Funding Deallocation Policy – page 65

(Parsons/20 minutes)

Requested action: motion to approve the Regional Funding Deallocation Policy as presented (roll call vote).

3. Fall Line Trail Management: A Resource Guide – page 68

(Parsons/10 minutes)

Requested action: motion to approve the report titled Fall Line Trail Management: A Resource Guide as presented (voice vote).

C. REPORTS

1. CVTA Finance Committee Update

(10 minutes)

a. Finance Committee Chair's Report *(Spoonhower)*

b. Financial Activities and Investment Reports *(Parsons)* – page 128

2. CVTA Technical Advisory Committee (TAC) Update

(Smith/10 minutes)

a. TAC Chair's Report

D. OTHER BUSINESS

1. Agency Reports - PlanRVA and RRTPO – page 131

2. CVTA Member Comments

E. ADJOURNMENT

CENTRAL VIRGINIA TRANSPORTATION AUTHORITY MEETING MINUTES
Friday, September 27, 2024, 9:00 a.m.
PlanRVA James River Boardroom and via Zoom
424 Hull Street, Suite 300, Richmond, VA 23224

Members Present:

Jurisdiction/ Agency	Member	Present	Absent	Designee	Present	Absent
Town of Ashland	John H. Hodges,	X		Daniel McGraw		
Charles City County	Byron Adkins, Sr.	X		Ryan Patterson		
Chesterfield County	Kevin P. Carroll	X		James Holland		
Goochland County	Neil Spoonhower	X		Tom Winfree		
Hanover County	Sean Davis	X		Ryan Hudson		
Henrico County	Tyrone Nelson	X		Vacant		
New Kent County	John Moyer	X		Amy Pearson		
Powhatan County	Steve McClung		X	Mark Kinney		X
City of Richmond	Mayor Levar M. Stoney		X	Kristen Nye	X	
VA House of Delegates	Delegate Rae Cousins	X		N/A		
Senate of Virginia	Senator Ghazala F. Hashmi	X		N/A		
Commonwealth Transportation Board	J. Rex Davis	X		N/A		

Non-Voting Ex-Officio

Agency	Member	Present	Absent	Designee	Present	Absent
CRAC	Perry J. Miller	X		John Rutledge		
GRTC	Sheryl Adams	X		Adrienne Torres		
RMTA	Joi Taylor Dean	X		N/A		
VDRPT	Zach Trogdon		X	Tiffany Dubinsky	X	
VDOT	Stephen Brich		X	Dale Totten (A)		X
				Mark Riblett (A)	X	
Virginia Port Authority	Barbara Nelson		X	Thomas Cross (A)		X

The technology used for the CVTA meeting was a web-hosted service created by Zoom and YouTube Live Streaming and was open and accessible for participation by members of the public. A recording of this meeting is available on our [Plan RVA YouTube Channel](#).

Call to Order

The Central Virginia Transportation Authority (CVTA) Chair, Sean Davis, presided and called the meeting to order at 9:05 a.m.

Pledge of Allegiance

The Pledge of Allegiance was led by Chair Davis.

Welcome and Introductions

Chair Davis welcomed all attendees.

Diane Fusco, PlanRVA. took roll call and confirmed that a quorum was present.

A. ADMINISTRATION

1. Confirmation of Member Participation from a Remote Location

There were no members requesting permission to participate remotely.

2. Consideration of Amendments to the Meeting Agenda - none

There were no requested amendments to the agenda.

3. Approval CVTA Meeting Minutes – August 9, 2024

On motion by Tyrone Nelson, seconded by Kristen Nye, the members of the Authority voted to approve the CVTA meeting minutes as presented (voice vote).

4. Open Public Comment Period

There were no citizens present in-person or virtually wishing to offer public comments.

5. CVTA Chairman's Report

Chair Davis addressed the Authority members and discussed upcoming presentations to be given at locality meetings.

6. CVTA Executive Director's Report

a. Correspondence

Chet Parsons, Executive Director, reviewed two pieces of correspondence. A Town of Ashland letter of support for a grant application and the following public comment that was received via email:

Chet Parsons

From: Greg Gilliam <g3479356@outlook.com>
Sent: Monday, September 16, 2024 1:03 PM
To: Chet Parsons
Subject: Fall Line Trail safety concerns regarding current laws and educating new users

Chet Parsons,

On 8/28/2024 I attended the groundbreaking for the Fall Line Trailhead in Bryan Park. The trail will be a wonderful asset in improving sustainable mobility options for the region, and I support the path chosen through Bryan Park. I noticed a "Trail Rules" sign (photo below) that raised concerns that could use some additional real-world clarity and a couple that are likely in conflict with current City of Richmond codes and State of Virginia laws educating pedestrians and bikes on how to use the trail. In addition, for the last 3 months, I have spent between 1.5- and 3- hours everyday walking on the existing paved surfaces and trails at Bryan Park and have noted park users' behaviors. I suggest the following to educate users on these new amenities to get everyone safely on the same page from the start.

Trail Rules:

1. Be courteous to other trail users (add: **by following these rules**) at all times
2. Keep right, always pass on the left (this conflicts with current bike/pedestrian laws and is more accurately stated: **Pedestrians (on foot) keep to the extreme left side of paved roads, facing bike and vehicle traffic. Bicyclists and vehicular traffic keep to the right side of paved roads. Code of Virginia § 46.2-928**) It's about 50/50 the way pedestrians and bicyclists comply with this currently, pedestrians especially don't seem to know.
3. Give audible warning when passing (ubiquitous use of headphones calls for a better method – like pedestrians and bicyclists facing each other and making eye contact, the primary reason pedestrians should walk facing traffic – this one can be deleted after the update to #2)
4. Maintain single file (this would be ideal but recently laws for cyclists were changed that permit no more than 2 abreast and if two or more are walking they will walk 2 abreast for sure – consider: **Don't cross the yellow line – use the shoulders of the paved surface on your side to give room for passing**)
5. Keep pets on a leash (this law is very frequently ignored, especially when animal owners move away from the entry points – the key elements of the code that could use stronger language include: **Dogs running at large are prohibited and must be physically restrained by a tether, lead, or leash under the owner's or custodian's control at all times. (City Code 4-243)**)
6. Clean up after your pet (most animal owners or custodians generally do a good job with this, **as long as there are waste receptacles that are close by** otherwise they leave it on the ground – suggest stronger language: **Animal excreta or waste must be immediately collected and disposed of by the owner or custodian of the animal in trash cans. (City Code 4-90)**)

I would recommend making two-sided signs for these 5 core trail rules and placing them on each side so users can easily see them coming or going regardless of their current understanding. They can be at the entry points, but more importantly, they also need to be spread periodically throughout the length of the trail as reminders. It would be ideal to install these signs now along the paved walking loop at Bryan Park to start the process.

Other considerations include:

- Since this will be used by many as a primary mode of transportation like a highway between homes, colleges, universities, and workplaces at all hours, it will need to be open 24x7 year around. The current City of Richmond sunrise-to-sunset park rules will conflict, especially in the trailhead overlap.
- The trail rules should be uniform between jurisdictions for the entire length of the trail, and not conflict with current individual jurisdiction laws.
- Adding 911 addresses to the GIS at key points of the trail to help with location
- Smart lighting along the trail, at least at key points
- Bicycle lock stands at rest facilities where the bike may be unattended temporarily
- Law: every bicycle ridden between sunset and sunrise must have at least one white headlamp with the light being visible at least 500 feet to the front.
- Information on allowed or nonallowed use since shared use paths may also be used by pedestrians, skaters, users of wheelchair conveyances, joggers, and other nonmotorized users, bicycles, large (adult) tricycle, electric personal assistive mobility devices, all classes of electric power-assisted bicycle (e- bikes), motorized skateboard or foot-scooter, electrically powered toy vehicles, small motor-driven cycle, or moped. Especially ADA compliance.
- Speed restrictions- bicycles can travel very fast

Regards,
Greg Gilliam

Ms. Nye shared information regarding the City of Richmond's current work on the Richmond Inspire Parks Master Plan.

b. Agency Reports – PlanRVA and RRTPO

Mr. Parsons noted that the reports were included in the agenda packet.

B. ACTION ITEMS

1. Fall Line Trail – Revisions to Appendix A – Henrico County

Mr. Parsons presented this request and reported that the Authority previously approved a (SPA) between the CVTA and Henrico County allocating funds for the CVTA Project ID numbers 0008, 0009, 0010, 0011, 0012, 0013 and 0014 (described below), in the total amount of \$35,819,905, for purposes of project execution, subject to review and approval in accordance with CVTA policies and procedures.

- CVTA-0008 #FLT - Park St (Segment 6C)
- CVTA-0009 #FLT - Lakeside Community Trail Ph 1 (Segment 6D.1)
- CVTA-0010 #FLT - Lakeside Community Trail Ph 2 (Segment 6D.2)
- CVTA-0011 #FLT - Lakeside Community Trail Ph 3 (Segment 6D.3)
- CVTA-0012 #FLT - Brook/Hilliard Road Diet (Segment 6E)
- CVTA-0013 #FLT - Villa Park Phase (Segment 6G)
- CVTA-0014 #FLT - Longdale Trail (Segments 7A - 7C.1)

These seven project segments were approved in bulk, as each section represented a portion of the Fall Line that Henrico County was developing concurrently. As the development of the Henrico segments has progressed, construction plans and schedules have necessitated a shift in funding between the seven segments so that progress can continue as planned.

Henrico County is requesting a shift in CVTA Regional funds between several of the previously funded Fall Line Trail segments. The total allocation amount of \$35,819,905 is not proposed to change.

The details of the request are:

- CVTA-0009 #FLT-Lakeside Community Trail Phase 1 - shift \$462,000 to this phase from CVTA-0014 - Revised total CVTA allocation - \$858,504
- CVTA-0011 #FLT-Lakeside Community Trail Phase 3 - \$497,000 to this phase from CVTA-0014 - Revised total CVTA allocation - \$3,570,000
- CVTA-0014 #FLT-Longdale Trail - Shift \$959,000 from this phase to CVTA-0009 and CVTA-0011 - Revised total CVTA allocation - \$25,132,000

On motion by Tyrone Nelson, seconded by Kevin Carroll, the members of the Authority voted unanimously to approve the following resolution (roll call vote; see below):

Resolved, that the Central Virginia Transportation Authority (CVTA) approves a revised Appendix A for the grouped Fall Line standard project agreement that reflects the updated funding allocation split as proposed by Henrico County.

Jurisdiction/Agency	Member	Vote
Town of Ashland	John H. Hodges,	Aye
Charles City County	Byron Adkins, Sr.	Aye
Chesterfield County	Kevin P. Carroll	Aye
Goochland County	Neil Spoonhower	Aye
Hanover County	Sean Davis	Aye
Henrico County	Tyrone Nelson	Aye
New Kent County	John Moyer	Aye
Powhatan County	Steve McClung	Absent
City of Richmond	Kristen Nye	Aye
VA House of Delegates	Delegate Rae Cousins	Aye
Senate of Virginia	Senator Ghazala F. Hashmi	Aye
Commonwealth Transportation Board	J. Rex Davis	Aye

2. Henrico County Draft SPAs

a. CVTA-0052 – Route 60, Route 33 and Beulah Road Roundabout

b. CVTA-0058 – Route 5 and New Osbourne Turnpike Improvements

Mr. Parsons presented this request for approval of two draft project agreements and offered to answer any questions.

On motion by Tyrone Nelson, seconded by John Moyer, the members of the Authority voted to approve Henrico County SPA CVTA-0052. Roll call vote; see below:

Jurisdiction/Agency	Member	Vote
Town of Ashland	John H. Hodges,	Aye
Charles City County	Byron Adkins, Sr.	Aye
Chesterfield County	Kevin P. Carroll	Aye
Goochland County	Neil Spoonhower	Aye
Hanover County	Sean Davis	Aye
Henrico County	Tyrone Nelson	Aye
New Kent County	John Moyer	Aye
Powhatan County	Steve McClung	Absent
City of Richmond	Kristen Nye	Aye
VA House of Delegates	Delegate Rae Cousins	Aye
Senate of Virginia	Senator Ghazala F. Hashmi	Aye
Commonwealth Transportation Board	J. Rex Davis	Aye

On motion by Tyrone Nelson, seconded by John Moyer, the members of the Authority voted to approve Henrico County SPA CVTA-0058. Roll call vote; see below:

Jurisdiction/Agency	Member	Vote
Town of Ashland	John H. Hodges,	Aye
Charles City County	Byron Adkins, Sr.	Aye
Chesterfield County	Kevin P. Carroll	Aye
Goochland County	Neil Spoonhower	Aye
Hanover County	Sean Davis	Aye
Henrico County	Tyrone Nelson	Aye
New Kent County	John Moyer	Aye
Powhatan County	Steve McClung	Absent
City of Richmond	Kristen Nye	Aye
VA House of Delegates	Delegate Rae Cousins	Aye
Senate of Virginia	Senator Ghazala F. Hashmi	Aye
Commonwealth Transportation Board	J. Rex Davis	Aye

3. City of Richmond Draft SPAs
a. CVTA-0031 – Hull St Phase II (US 360)
b. CVTA-0062 – North South BRT

Mr. Parsons presented this request for approval of two draft project agreements and offered to answer any questions.

On motion by Kristen Nye, seconded by John Hodges, the members of the Authority voted unanimously to approve the City of Richmond SPA CVTA-0031 as presented. Roll call vote; see below:

Jurisdiction/Agency	Member	Vote
Town of Ashland	John H. Hodges,	Aye
Charles City County	Byron Adkins, Sr.	Aye
Chesterfield County	Kevin P. Carroll	Aye
Goochland County	Neil Spoonhower	Aye
Hanover County	Sean Davis	Aye
Henrico County	Tyrone Nelson	Aye
New Kent County	John Moyer	Aye
Powhatan County	Steve McClung	Absent
City of Richmond	Kristen Nye	Aye
VA House of Delegates	Delegate Rae Cousins	Aye
Senate of Virginia	Senator Ghazala F. Hashmi	Aye
Commonwealth Transportation Board	J. Rex Davis	Aye

On motion by Kristen Nye, seconded by John Hodges, the members of the Authority voted unanimously to approve the City of Richmond SPA CVTA-0062 as presented. Roll call vote; see below:

Jurisdiction/Agency	Member	Vote
Town of Ashland	John H. Hodges,	Aye
Charles City County	Byron Adkins, Sr.	Aye
Chesterfield County	Kevin P. Carroll	Aye
Goochland County	Neil Spoonhower	Aye
Hanover County	Sean Davis	Aye
Henrico County	Tyrone Nelson	Aye
New Kent County	John Moyer	Aye
Powhatan County	Steve McClung	Absent
City of Richmond	Kristen Nye	Aye
VA House of Delegates	Delegate Rae Cousins	Aye
Senate of Virginia	Senator Ghazala F. Hashmi	Aye
Commonwealth Transportation Board	J. Rex Davis	Aye

4. VDOT Draft SPA – CVTA 0001 - Fall Line Trail DB#2

Mr. Parsons presented this request for approval of a draft project agreement and offered to answer any questions.

On motion by Kristen Nye, seconded by John Hodges, the members of the Authority voted unanimously to approve the VDOT SPA CVTA-0001 as presented. Roll call vote; see below:

Jurisdiction/Agency	Member	Vote
Town of Ashland	John H. Hodges,	Aye
Charles City County	Byron Adkins, Sr.	Aye
Chesterfield County	Kevin P. Carroll	Aye
Goochland County	Neil Spoonhower	Aye
Hanover County	Sean Davis	Aye
Henrico County	Tyrone Nelson	Aye
New Kent County	John Moyer	Aye
Powhatan County	Steve McClung	Absent
City of Richmond	Kristen Nye	Aye
VA House of Delegates	Delegate Rae Cousins	Aye
Senate of Virginia	Senator Ghazala F. Hashmi	Aye
Commonwealth Transportation Board	J. Rex Davis	Aye

5. FY25 Local Allocation Plan

Mr. Parsons presented the FY25 Local Allocation Plan and reported that explained that the plan is a list of the projects that localities are using CVTA local funding for.

On motion by Neil Spoonhower seconded by Kevin Carroll, the members of the Authority voted unanimously to approve the FY25 Local Allocation Plan (voice vote).

6. FY24 Annual Certifications and Quarterly Reporting

Mr. Parsons presented certifications and annual reports and noted that all nine localities have submitted their certifications and reports.

On motion by Kevin Carroll, seconded by Tyrone Nelson, the members of the Authority voted unanimously to approve the FY24 Annual Certifications and quarterly reports. Roll call vote; see below:

Jurisdiction/Agency	Member	Vote
Town of Ashland	John H. Hodges,	Aye
Charles City County	Byron Adkins, Sr.	Aye
Chesterfield County	Kevin P. Carroll	Aye
Goochland County	Neil Spoonhower	Aye
Hanover County	Sean Davis	Aye
Henrico County	Tyrone Nelson	Aye
New Kent County	John Moyer	Aye
Powhatan County	Steve McClung	Absent
City of Richmond	Kristen Nye	Aye
VA House of Delegates	Delegate Rae Cousins	Aye
Senate of Virginia	Senator Ghazala F. Hashmi	Aye
Commonwealth Transportation Board	J. Rex Davis	Aye

7. CVTA Regional Fund Interest Earnings – options

Mr. Parsons reported that, at its September 11, 2024, regular meeting, the CVTA Finance Committee discussed the excellent performance of the regional funds that have been reinvested while waiting to be programmed for project costs. Following guidance from the Executive Director, members discussed the opportunity to develop plans that could benefit from investment of the regional revenue interest income.

With input from the Technical Advisory Committee, the Finance Committee discussed opportunities including reinvestment of the funding, allocation of funds to existing regional projects, set-asides for working capital reserve, and establishment of a funding stream for Fall Line wayfinding maintenance needs.

At its meeting, the Finance Committee moved to recommend that the CVTA commit \$1.5 million of CVTA interest income to fund the Fall Line Wayfinding Plan implementation, and evenly split the remaining interest income balance between the Working Capital Reserve and funding of regionally approved projects. This recommendation would instruct the Technical Advisory Committee to develop recommendations on projects to support.

On motion by Neil Spoonhower, seconded by Kevin Carroll, the members of the Authority voted unanimously to approve a spending plan for CVTA Regional Fund interest earnings that reflects the Finance Committee recommendations. Roll call vote; see below:

Jurisdiction/Agency	Member	Vote
Town of Ashland	John H. Hodges,	Aye
Charles City County	Byron Adkins, Sr.	Aye
Chesterfield County	Kevin P. Carroll	Aye
Goochland County	Neil Spoonhower	Aye
Hanover County	Sean Davis	Aye
Henrico County	Tyrone Nelson	Aye
New Kent County	John Moyer	Aye
Powhatan County	Steve McClung	Absent
City of Richmond	Kristen Nye	Aye
VA House of Delegates	Delegate Rae Cousins	Aye
Senate of Virginia	Senator Ghazala F. Hashmi	Aye
Commonwealth Transportation Board	J. Rex Davis	Aye

8. Bond Validation

Mr. Parsons presented certifications and annual reports and reported that the Authority previously Authority received a report on bond finance validation. This report was introduced by the Executive Director and led by bound counsel. The Finance Committee and TAC have discussed the bond validation process and feel that it is the appropriate next step in the process to prepare the CVTA to issue debt in the future. Megan Martz Gilliland with Kaufman & Canoles, P.C., was in attendance and gave a presentation on implementing a legal structure for future bond financing.

Chair Davis asked that the matter be further reviewed and vetted by the Finance Committee and that was accomplished at its September 11 meeting. The Finance Committee unanimously recommended full Authority approval for the Executive Director to proceed with the bond finance validation process.

On motion by Neil Spoonhower, seconded by Kevin Carroll, the members of the Authority voted unanimously to approve and instruct the Executive Director to proceed with the bond finance validation process. Roll call vote; see below:

Jurisdiction/Agency	Member	Vote
Town of Ashland	John H. Hodges,	Aye
Charles City County	Byron Adkins, Sr.	Aye
Chesterfield County	Kevin P. Carroll	Aye
Goochland County	Neil Spoonhower	Aye
Hanover County	Sean Davis	Aye
Henrico County	Tyrone Nelson	Aye
New Kent County	John Moyer	Aye
Powhatan County	Steve McClung	Absent
City of Richmond	Kristen Nye	Aye
VA House of Delegates	Delegate Rae Cousins	Aye
Senate of Virginia	Senator Ghazala F. Hashmi	Aye
Commonwealth Transportation Board	J. Rex Davis	Aye

C. REPORTS

1. CVTA Finance Committee Update

a. Finance Committee Chair's Report

Mr. Spoonhower reported The committee has met twice since the last regular Authority meeting, on August 14th and on September 11th and provided a recap of each meeting:

August meeting:

- In August, the committee voted to elect Neil Spoonhower as FY25 Chair and John Moyer as FY25 Vice Chair.
- Voted to recommend full Authority approval of the revised Appendix A for Henrico County for Fall Line Trail projects that reflects the updated funding allocation split as proposed by Henrico County.
- Heard a presentation from Matt Harris, with Chesterfield County on the county's experiences during their recent transportation bond issuance.

September meeting:

- Received an update from staff on potential causes for the recent variability in revenues, specifically the variations in the fuels tax revenues from month to month and the impacts of EV, hybrid, and fuel efficiency standards on the fuels tax revenues.
- Voted to recommend Authority approval for the Executive Director to proceed with the bond finance validation process.
- Voted to recommend Authority approval of the FY25 Local Allocation Plan.
- Voted to recommend the Authority dedicate \$1.5 million of CVTA interest income to fund the Fall Line Trail Wayfinding Plan design and construction, dedicate one half of the CVTA interest income for Working Capital Reserve for reinvestment, and dedicate one half of the remaining CVTA interest income earnings fund regional projects; and instruct the Technical Advisory Committee the Technical Advisory Committee to develop recommendations on those regional projects.
- Directed staff to develop a fiscal policy to address use of interest earnings for the Finance Committee to review.

The committee is scheduled to meet again on October 9th.

b. Financial Activity and Investment Reports

Mr. Parsons reviewed the financial activity and investment reports and highlighted key figures in the reports.

2. CVTA Technical Advisory Committee (TAC) Update

a. TAC Chair's Report

Barb Smith reported that the TAC's primary focus recently has been on the Regional Project Selection and Allocation Framework document. Parking lot items have been reviewed and the committee expects to bring a report to the full authority by the end of the year.

The group has also been working on suggested revisions to the draft deallocation policy.

D. OTHER BUSINESS

1. CVTA Member Comments

Chair Davis reported that there is current legislation providing for liability protection for certain entities. The CVTA is currently covered under that provision. Delegate Cousins and Senator Hashmi are both working to have the CVTA included in the provision (Code of Virginia 33.2-1525).

E. ADJOURNMENT

Chair Davis adjourned the meeting at 9:57 a.m.

CVTA AGENDA 11/15/24; ITEM B.-1.

CVTA Audit Report – Fiscal Year 2024

Central Virginia Transportation Authority

BACKGROUND: PB Mares, under contract with the Central Virginia Transportation Authority, has completed its audit of the Authority and has issued a clean report.

Finance Committee Recommendation: Mr. Michael Garber attended the October 9, 2024, meeting of the CVTA Finance Committee and presented a summary of the audit findings.

On motion by Levar Stoney, seconded by Kevin Carroll, the members of the CVTA Finance Committee voted to recommend full Authority approval of the FY24 Audit report

REQUESTED ACTION: Motion to approve the Fiscal Year 2024 CVTA Audit report as presented.

CVTA RESOLUTION: The following resolution is presented for Central Virginia Transportation Authority approval:

Resolved, that the Central Virginia Transportation Authority (CVTA) approves the Fiscal Year 2024 Audit Report.



September 27, 2024

To the Board of Directors
Central Virginia Transportation Authority
Richmond, Virginia

In connection with our audit of the financial statements of the Central Virginia Transportation Authority (Authority) for the year ended June 30, 2024, we have the following comments and suggestions for your consideration.

New GASB Pronouncements

As of June 30, 2024, the Governmental Accounting Standards Board (GASB) had issued several statements not yet implemented by the Authority. The statements which might impact the Authority are as follows:

Statement No. 101, *Compensated Absences*

This Statement provides guidance to better meet the information needs of financial statement users by updating the recognition and measurement guidance for compensated absences. That objective is achieved by aligning the recognition and measurement guidance under a unified model and by amending certain previously required disclosures.

Statement No. 101 will be effective for the Authority beginning with its year ending June 30, 2025.

Statement No. 102, *Certain Risk Disclosures*

The objective of this Statement is to provide users of government financial statements with essential information about risks related to a government's vulnerabilities due to certain concentrations or constraints. That objective is achieved by requiring governments to disclose information about concentrations and constraints that could make them vulnerable to a heightened possibility of loss or harm.

The requirements of Statement 102 will be effective for the Commission beginning with its year ending June 30, 2025.

Statement No. 103, *Financial Reporting Model Improvements*

The objective of this Statement is to improve key components of the financial reporting model to enhance its effectiveness in providing information that is essential for decision making and assessing a government's accountability.

The requirements of Statement 103 will be effective for the Commission beginning with its year ending June 30, 2026.

Virginia Security for Public Deposits Act

The Virginia Auditor of Public Accounts has introduced a new requirement regarding compliance with the Virginia Security for Public Deposits Act. Beginning with the quarter ending December 2023, entities are required to verify on a quarterly basis whether their cash account balances held in banks and other financial institutions have been properly reported as public funds.

This report is intended solely for the information and use of management, the Board of Directors of the Authority, and others within the organization and is not intended to be and should not be used by anyone other than these specified parties.

If you have any questions concerning any of these items or if we can be of further assistance, please contact us. We thank you for the opportunity to conduct your audit for the year ended June 30, 2024 and express our appreciation to everyone for their cooperation during this engagement.

PBMares, LLP

PBMares, LLP

CENTRAL VIRGINIA TRANSPORTATION AUTHORITY

Results of the Audit
June 30, 2024

Presented by:
Michael A. Garber, Partner
558 South Main Street, Harrisonburg, VA 22801
(540) 434-5975
www.PBMares.com



Purpose of this Report

Engagement Team and Firm Information

Overview of the Financial Statements

- Independent Auditor's Report
- Financial Statements
- Compliance Report

Required Communications under *Government Auditing Standards*

Questions, Comments, and Observations

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Engagement Team and Firm Information

PBMares – Overview

Ranked on INSIDE Public Accounting's IPA 100 list, PBMares is a full-service accounting and consulting firm, providing audit, tax, and advisory services. Founded in 1963, the firm is headquartered in Virginia and maintains a strong presence in the Mid-Atlantic region, with offices in Rockville, Maryland, Morehead City, Wilmington and New Bern, North Carolina, as well as Fairfax, Fredericksburg, Harrisonburg, Newport News, Norfolk, Richmond, Warrenton, and Williamsburg, Virginia. We have developed a strong practice and a solid reputation thanks to the background and qualifications of our highly skilled and experienced professional staff.

Range of Services

With more than 300 professionals, PBMares offers expertise across a broad range of services. In addition to traditional assurance and tax services, we provide the following services:

- Cybersecurity
- Forensic
- Internal audits
- Outsourced accounting
- Wealth management
- Business valuations
- Retirement plan design and administration
- Transaction advisory
- Estate/trust accounting and planning
- Strategic planning
- Succession planning
- Litigation support

Industry specialties include:

- State and Local Government
- Not-for-Profit
- Construction and Real Estate
- Healthcare
- Financial institutions
- Government contractors
- Hospitality

PBMares Cares

Part of being a CPA firm is serving the community. This should be an innate part of any firm's values, and, at PBMares, we take our role as stewards of society very seriously. It isn't just about providing excellence through our services. Our commitment to the public good has a deeper ethical significance to us as individuals and citizens and translates into many contributions to our communities where we live and work – ways that go beyond making a financial contribution. Many of PBMares' partners and employees serve on non-profit boards or volunteer thousands of hours in service to local charities, including churches, children's museums, schools, food pantries, youth sports, health care organizations, and countless other worthy causes.

State and Local Government Niche

Public Sector Commitment and Experience

PBMares' State & Local Government Team is comprised of more than 20 professionals focused on the unique compliance and regulatory needs of clients in the public sector. The public sector is one of the main focus industries within our firm. Members of the State & Local Government Team have extensive experience in providing audit and consulting services to many authorities, boards, commissions, counties, cities, and towns. The team is co-led by Betsy Hedrick and Mike Garber, who are based in the firm's Harrisonburg office.

Members of the team actively pursue information on the most up-to-date government developments and devote significant time researching and studying the economics, operational issues and trends affecting governmental entities to ensure we are on the leading edge of issues affecting clients. Team members serve as volunteer instructors at seminars conducted by the Virginia Government Finance Officers Association and the Virginia Society of Certified Public Accountants, as well as serve as seminar sponsors held by these associations. This deep industry involvement translates to a well-trained, specialized engagement team, setting us apart from many CPA firms.

Professional Development and Thought Leadership

PBMares will share information regarding training opportunities for our clients in applicable subject matters, including the firm's free annual Municipal Government Ethics & Training Day. The State and Local Government Niche Team also maintains a blog, giving government entities timely information on subjects that impact them. Recent blog posts have covered topics including Federal grant compliance and guidance for implementing new *Governmental Accounting Standards*.

Engagement Team

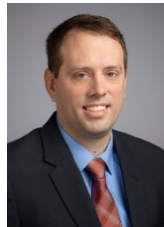
Michael A. Garber, CPA, MBA, Partner



As the Engagement Partner for the Authority, Mike ensures that the services clients receive are of the highest quality and that the benefits of the professional working relationship between our two organizations are maximized. As such, he has overall responsibility for supervision of the engagement and provides technical expertise as needed. He is actively involved with the supervision, management and performance of the audit fieldwork, as well as the review of work papers and reports. He reviews the audit strategy and conducts the technical standards review of all work papers, as needed, and the final report. He has more than 30 years of experience in providing audit, accounting, and consulting services to governmental entities. He also has extensive experience performing and reviewing single audits. He also co-leads the firm's State and Local Government Team.

Mike is a member of the American Institute of Certified Public Accountants, the Virginia Society of Certified Public Accountants (VSCPA), the Government Finance Officers Association (GFOA) and Virginia Government Finance Officers Association (VGFOA). He has been a presenter and session leader for new GASB pronouncements and other governmental related topics for the VSCPA, the Virginia Association of School Business Officials (VASBO), and the VGFOA. Mr. Garber is also a reviewer for the GFOA Certificate of Achievement for Excellence in Financial Reporting program. For ten years, he was recognized by Virginia Business magazine and the VSCPA as a "Super CPA" in the service areas of Government and Not-for-Profit as voted on by his peers from throughout the Commonwealth.

Tyler Farnsworth, CPA, Director



As the Engagement Manager, Tyler designs the engagement strategy and procedures, directs the fieldwork and reviews the work of the staff accountants assigned to the engagement. He coordinates on-site and daily work efforts. Tyler joined PBMares in 2014. Since joining PBMares, he has worked on audit teams for various government audit engagements including counties, cities, towns, authorities, boards, and commissions.

He is a member of the American Institute of Certified Public Accountants, the Virginia Society of Certified Public Accountants and the Virginia Government Finance Officers' Association.

Overview of Financial Statements

Independent Auditor's Report

The independent auditor's report has specific significance to readers of the financial report.

Management's Responsibility for the Financial Statements

The financial statements are the responsibility of management.

Auditor's Responsibility

Our responsibility, as external auditors, is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the *Specifications for Audits of Authorities, Boards and Commissions* issued by the Auditor Public Accounts of the Commonwealth of Virginia. We planned and performed our audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

Opinions

We have issued an unmodified audit report (i.e. "clean opinions"). The respective financial statements are considered to present fairly the financial position and results of operations as of and for the year ended June 30, 2024.

Other Matters

Certain required supplementary information and the introductory included in the financial report, have not been subjected to the auditing procedures applied in the audit of the basic financial statements and, accordingly, we do not express an opinion or provide any assurance on them.

Other Reporting

Government Auditing Standards require auditors to issue a report on our consideration of internal control over financial reporting and on our tests of compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters. We have issued such a report and reference to this report is included in the independent auditor's report.

Financial Statements

These Financial Statements consist of three sections: introductory, financial, and compliance. The financial section has two components: management's discussion and analysis and the basic financial statements. The basic financial statements include the government-wide financial statements, fund financial statements, and notes to financial statements.

Government-wide Financial Statements

The government-wide financial statements report information about the Authority as a whole using accounting methods similar to those used by private-sector companies.

The first government-wide statement, the Statement of Net Position, presents information on all of the Authority's assets and liabilities with the difference reported as net position. This statement provides both long-term and short-term information.

The second government-wide statement, the Statement of Activities, presents information showing how the Authority's net position changed during the most recent fiscal year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of related cash flows.

Total assets of the Authority exceeded total liabilities at June, 30, 2024 by \$283,169,806.

Governmental Funds

At June 30, 2024, the Authority's major governmental funds, the General Fund and the Special Revenue Funds, reported total fund balances of \$283,169,806, which was comprised of unassigned and restricted fund balances.

Compliance Report

The report is based on our tests of the Authority's internal controls and compliance with laws, regulations, etc. The report is not intended to provide an opinion, but to provide a form of negative assurance as to the Authority's internal controls and compliance with applicable rules and regulations. This report and the procedures performed are required by *Government Auditing Standards* as issued by the U. S. Government Accountability Office (GAO).

Required Communications under *Government Auditing Standards*

Required Communications

Auditing Standards generally accepted in the United States of America (AU-C 260, *The Auditor's Communication with Those Charged with Governance*) require the auditor to promote effective two-way communication between the auditor and those charged with governance. Consistent with this requirement, the following summarizes our responsibilities regarding the basic financial statement audit and compliance reporting process, as well as observations arising from our audit that are significant and relevant to your responsibility to oversee the financial and compliance reporting process.

Our Responsibilities with Regard to the Financial Statement and Compliance Audit

Our responsibilities under auditing standards generally accepted in the United States of America; *Government Auditing Standards* issued by the Comptroller General of the United States; and *Specifications for Authorities, Boards and Commissions* provided by the Auditor of Public Accounts of the Commonwealth of Virginia have been described to you in our arrangement letter dated April 15, 2024. Our audit of the financial statements does not relieve management or those charged with governance of their responsibilities which are also described in that letter.

Overview of the Planned Scope and Timing of the Financial Statement and Compliance Audit

We have issued a separate communication dated April 15, 2024 regarding the planned scope and timing of our audit and identified risks.

Accounting Policies and Practices

Preferability of Accounting Policies and Practices

Under accounting principles generally accepted in the United States of America, in certain circumstances, management may select among alternative accounting practices. In our view, in such circumstances, management has selected the preferable accounting practice.

Adoption of, or Change in, Accounting Policies

Management has the ultimate responsibility for the appropriateness of the accounting policies used by the Authority. The Authority did not adopt any significant new accounting policies, nor have there been any changes in existing significant accounting policies during the current period.

Significant or Unusual Transactions

We did not identify any significant or unusual transactions or significant accounting policies in controversial or emerging areas for which there is a lack of authoritative guidance or consensus.

Management's Judgments and Accounting Estimates

Summary information about the process used by management in formulating particularly sensitive accounting estimates and about our conclusions regarding the reasonableness of those estimates is included in Exhibit A.

Audit Adjustments

There were no audit adjustments made to the original trial balance presented to us to begin our audit..

Uncorrected Misstatements

We are not aware of any uncorrected misstatements other than misstatements that are clearly trivial.

Disagreements with Management

We encountered no disagreements with management over the application of significant accounting principles, the basis for management's judgments on significant matters, the scope of the audit or significant disclosures to be included in the financial statements.

Consultations with Other Accountants

We are not aware of any consultations management had with other accountants about accounting or auditing matters.

Significant Issues Discussed with Management

No significant issues arising from the audit were discussed with or were the subject of correspondence with management.

Significant Difficulties Encountered in Performing the Audit

We did not encounter any significant difficulties in dealing with management during the audit.

Difficult or Contentious Matters that Required Consultation

We did not encounter any significant and difficult or contentious matters that required consultation outside the engagement team.

Shared Responsibilities for Independence

In all matters relating to audit work required by the Authority, PBMares is free from personal and external impediments to independence, is organizationally independent, and will maintain an independent attitude and appearance with respect to the requested audit services. PBMares is free of all obligations and interests that might or would conflict with the best interests of the Authority.

Independence is a joint responsibility and is managed most effectively when management, audit committees (or their equivalents), and audit firms work together in considering compliance with American Institute of Certified Public Accountants (AICPA) and Government Accountability Office (GAO) independence rules. For PBMares to fulfill its professional responsibility to maintain and monitor independence, management, the audit committee, and PBMares each play an important role.

PBMares Responsibilities

- AICPA and GAO rules require independence both of mind and in appearance when providing audit and other attestation services. PBMares is to ensure that the AICPA and GAO's General Requirements for performing non-attest services are adhered to and included in all letters of engagement.
- Maintain a system of quality management over compliance with independence rules and firm policies.

The Authority's Responsibilities

- Timely inform PBMares, before the effective date of transactions or other business changes, of the following:
 - New affiliates, directors, or officers.
 - Changes in the reporting entity impacting affiliates such as subsidiaries, partnerships, related entities, investments, joint ventures, component units, jointly governed organizations.
- Provide necessary affiliate information such as new or updated structure charts, as well as financial information required to perform materiality calculations needed for making affiliate determinations.

- Understand and conclude on the permissibility, prior to the Authority and its affiliates, officers, directors, or persons in a decision-making capacity, engaging in business relationships with PBMares.
- Not entering into arrangements of nonaudit services resulting in PBMares being involved in making management decisions on behalf of the Authority.
- Not entering into relationships resulting in close family members of PBMares covered persons, temporarily or permanently acting as an officer, director, or person in an accounting, financial reporting or compliance oversight role at the Authority.

Significant Written Communications between Management and Our Firm

Copies of significant written communications between our firm and management of the Authority, including the representation letter provided to us by management, are attached as Exhibit B.

Closing

This information is intended solely for the use of Audit Committee and management and is not intended to be, and should not be, used by anyone other than these specified parties. It will be our pleasure to respond to any questions you have about this report.

We appreciate the opportunity to serve the Central Virginia Transportation Authority.

Thank you.

Exhibit A – Summary of Significant Accounting Estimates

Exhibit A – Summary of Significant Accounting Estimates

Accounting estimates are an integral part of the preparation of financial statements and are based upon management’s current judgment. The process used by management encompasses their knowledge and experience about past and current events and certain assumptions about future events. You may wish to monitor throughout the year the process used to determine and record these accounting estimates. The following describes the significant accounting estimates reflected in the Authority’s June 30, 2024 financial statements:

Estimate	Accounting Policy	Management’s Estimation Process	Basis for Our Conclusions on Reasonableness of Estimate
Investments	Investment Valuation	The fair value of investments are recorded based on reporting provided by the custodian. The Authority relies upon the custodian to price securities or determine fair value based on the highest quality of inputs available.	<p>Management’s approach to recognizing fair value adjustment of investments appear reasonable and consistent with accepted practice.</p> <p>While these estimates are based on information provided by the custodian, the Authority should continue to monitor and evaluate the quality of information used to develop fair value estimates and risks inherent to such measures.</p>

Exhibit B – Significant Written Communications
between Management and Our Firm

September 27, 2024

PBMares, LLP
558 South Main Street
Harrisonburg, Virginia 22801

This representation letter is provided in connection with your audit of the basic financial statements of Central Virginia Transportation Authority (Authority) as of and for the year ended June 30, 2024 for the purpose of expressing an opinion on whether the financial statements are presented fairly, in all material respects, in accordance with accounting principles generally accepted in the United States of America (U.S. GAAP).

We confirm, to the best of our knowledge and belief, as of September 27, 2024:

Financial Statements

1. We have fulfilled our responsibilities, as set out in the terms of the audit engagement letter dated April 15, 2024, for the preparation and fair presentation of the financial statements referred to above in accordance with U.S. GAAP.
2. We acknowledge our responsibility for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.
3. We acknowledge our responsibility for the design, implementation, and maintenance of internal control to prevent and detect fraud.
4. The methods, data, and significant assumptions used by us in making accounting estimates and their related disclosures are appropriate to achieve recognition, measurement, or disclosure that is reasonable in the context of U.S. GAAP, and reflect our judgment based on our knowledge and experience about past and current events, and our assumptions about conditions we expect to exist and courses of action we expect to take.
5. The methods, assumptions and data used to record fair market value of investments are as follows, and result in an estimate that is appropriate for financial statement measurement and disclosure purposes and have been consistently selected and applied in making the estimate: The fair value of investments are recorded based on reporting provided by the custodian. The Authority relies upon the custodian to price securities or determine fair value based on the highest quality of inputs available. Significant judgments made in making the estimate have taken into account all relevant information of which we are aware. All disclosures related to the estimate, including disclosures describing estimation uncertainty, are complete and reasonable in the context of U.S. GAAP. No subsequent events have occurred that would require adjustment to the estimate and related disclosures included in the financial statements.

6. The financial statements properly classify all funds and activities in accordance with Governmental Accounting Standards Board (GASB) Statement No. 54, *Fund Balance Reporting and Governmental Fund Type Definitions*, as amended.
7. All events subsequent to the date of the financial statements and for which U.S. GAAP requires adjustment have been disclosed, if any.
8. The effects of all known actual or possible litigation and claims have been accounted for and disclosed in accordance with U.S. GAAP, if any.
9. Management has followed applicable laws and regulations in adopting, approving and amending budgets.
10. Components of net position (restricted and unrestricted) and classifications of fund balance (restricted and unassigned) are properly classified and, if applicable, approved.
11. Expenses have been appropriately classified in or allocated to functions and programs in the statement of activities, and allocations have been made on a reasonable basis.
12. Interfund, internal, and intra-entity activity and balances have been appropriately classified and reported.
13. In the audit engagement letter dated April 15, 2024, we requested that you draft the financial statements.

With respect to this service:

- a. We have made all management decisions and performed all management functions;
 - b. We assigned an appropriate individual to oversee the services;
 - c. We evaluated the adequacy and results of the services performed, and made an informed judgment on the results of the services performed;
 - d. We have accepted responsibility for the results of the services; and
 - e. We have accepted responsibility for all significant judgments and decisions that were made.
14. We have complied with all aspects of laws, regulations and provisions of contracts and agreements that would have a material effect on the financial statements in the event of noncompliance. In connection therewith, we specifically represent that we are responsible for determining that we are not subject to the requirements of the Single Audit Act because we have not received, expended or otherwise been the beneficiary of the required amount of federal awards during the period of this audit.
 15. We have no knowledge of any uncorrected misstatements in the financial statements.
 16. We have requested an unsecured electronic copy of the auditor's report and basic financial statements and agree that the auditor's report and basic financial statements will not be modified in any manner.

Information Provided

17. We have provided you with:
 - a. Access to all information, of which we are aware that is relevant to the preparation and fair presentation of the financial statements such as records, documentation, and other matters.
 - b. Additional information that you have requested from us for the purpose of the audit.
 - c. Unrestricted access to persons within the Authority from whom you determined it necessary to obtain audit evidence.
 - d. Minutes of the meetings of the governing body and committees, or summaries of actions of recent meetings for which minutes have not yet been prepared.
18. All transactions have been recorded in the accounting records and are reflected in the financial statements.
19. We have disclosed to you the results of our assessment of risk that the financial statements may be materially misstated as a result of fraud.
20. It is our responsibility to establish and maintain internal control over financial reporting. One of the components of internal control is risk assessment. We hereby represent that our risk assessment process includes identification and assessment of risks of material misstatement due to fraud. We have shared with you our fraud risk assessment, including a description of the risks, our assessment of the magnitude and likelihood of misstatements arising from those risks, and the controls that we have designed and implemented in response to those risks.
21. We have no knowledge of allegations of fraud or suspected fraud, affecting the Authority's financial statements involving:
 - a. Management.
 - b. Employees who have significant roles in the internal control.
 - c. Others where the fraud could have a material effect on the financial statements.
22. We have no knowledge of any allegations of fraud or suspected fraud affecting the Authority's financial statements received in communications from employees, former employees, analysts, regulators, or others.
23. We have no knowledge of noncompliance or suspected noncompliance with laws and regulations.
24. We are not aware of any pending or threatened litigation and claims whose effects should be considered when preparing the financial statements.
25. We are aware of no significant deficiencies, including material weaknesses, in the design or operation of internal controls that could adversely affect the Authority's ability to record, process, summarize and report financial data.

26. There have been no communications from regulatory agencies concerning noncompliance with, or deficiencies in, financial reporting practices.
27. During the course of your audit, you may have accumulated records containing data that should be reflected in our books and records. All such data have been so reflected. Accordingly, copies of such records in your possession are no longer needed by us.

Supplementary Information

28. With respect to the Management's Discussion and Analysis presented as required by the Governmental Accounting Standards Board to supplement the basic financial statements:
 - a. We acknowledge our responsibility for the presentation of such required supplementary information.
 - b. We believe such required supplementary information is measured and presented in accordance with guidelines prescribed by U.S. GAAP.
 - c. The methods of measurement or presentation have not changed from those used in the prior period.

Compliance Considerations

In connection with your audit, conducted in accordance with *Government Auditing Standards*, we confirm management:

29. Is responsible for the preparation and fair presentation of the financial statements in accordance with the applicable financial reporting framework.
30. Is responsible for compliance with the laws, regulations, and provisions of contracts and grant agreements applicable to the auditee.
31. Is not aware of any instances of identified and suspected fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements that have a material effect on the financial statements.
32. Is responsible for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.
33. Acknowledges its responsibility for the design, implementation, and maintenance of internal controls to prevent and detect fraud.
34. Has a process to track the status of audit findings and recommendations, if any.

35. Acknowledges its responsibilities as it relates to non-audit services performed by the auditor, including a statement that it assumes all management responsibilities; that it oversees the services by designating an individual, preferably within senior management, who possesses suitable skill, knowledge or experience; that it evaluates the adequacy and results of the services performed; and that it accepts responsibility for the results of the services.

CENTRAL VIRGINIA TRANSPORTATION AUTHORITY

Chet Parsons

Chet Parsons, Executive Director (CVTA)

Sheila White

Sheila White, Director of Finance (City of Richmond)

Deborah D. Baicy

Debbie Baicy, Fiscal Services Coordinator (Chesterfield County)

**CENTRAL VIRGINIA
TRANSPORTATION AUTHORITY**

FINANCIAL AND COMPLIANCE REPORTS

YEAR ENDED JUNE 30, 2024



ASSURANCE, TAX & ADVISORY SERVICES

CENTRAL VIRGINIA TRANSPORTATION AUTHORITY

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CENTRAL VIRGINIA TRANSPORTATION AUTHORITY

DIRECTORY OF PRINCIPAL OFFICIALS

Voting Members

Mayor Levar M. Stoney, CVTA Chair; *City of Richmond*
John H. Hodges, CVTA Vice Chair; *Town of Ashland*
Kevin P. Carroll, *Chesterfield County*
Tyrone E. Nelson, *Henrico County*
Byron M. Adkins, Sr., *Charles City County*
Neil Spoonhower, *Goochland County*
Sean M. Davis, *Hanover County*
John P. Moyer, *New Kent County*
Steve W. McClung, *Powhatan County*
Del Rae Cousins, *Virginia House of Delegates*
Sen. Ghazala F. Hashmi, *Senate of Virginia*
J. Rex Davis, *Commonwealth Transportation Board*

Non-Voting Members

Perry J. Miller, *Capital Region Airport Commission*
Sheryl Adams, *Greater Richmond Transit Company*
Joi Taylor Dean, *Richmond Metropolitan Transportation Authority*
Jennifer DeBruhl, *Virginia Department of Rail and Public Transportation*
Stephen C. Brich, *Virginia Department of Transportation*
Stephen A. Edwards, *Virginia Port Authority*

FINANCIAL SECTION



INDEPENDENT AUDITOR'S REPORT

To the Honorable Authority Board Members
Central Virginia Transportation Authority

Report on the Audit of the Financial Statements

Opinions

We have audited the financial statements of the governmental activities, each major fund and the budgetary comparison of the Central Virginia Transportation Authority (Authority) as of and for the year ended June 30, 2024, and the related notes to the financial statements, which collectively comprise the Authority's basic financial statements as listed in the table of contents.

In our opinion, the accompanying financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and each major fund of the Authority, as of June 30, 2024, and the respective changes in financial position and budgetary comparison for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinions

We conducted our audit in accordance with auditing standards generally accepted in the United States of America (GAAS); the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States (*Government Auditing Standards*); and the *Specifications for Audits of Authorities, Boards and Commissions* issued by the Auditor of Public Accounts of the Commonwealth of Virginia. Our responsibilities under those standards and specifications are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the Authority and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Responsibility of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Authority's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

Auditor's Responsibility for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with GAAS and *Government Auditing Standards*, we

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Authority's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the Authority's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the Management's Discussion and Analysis, pages 4 to 7, be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with GAAS, which consisted of inquiries of management about the methods of preparing the information and comparing the information for the consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated September 27, 2024 on our consideration of the Authority's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Authority's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Authority's internal control over financial reporting and compliance.

PBMares, LLP

Harrisonburg, Virginia
September 27, 2024

CENTRAL VIRGINIA TRANSPORTATION AUTHORITY

MANAGEMENT'S DISCUSSION AND ANALYSIS (Unaudited)

This section of the Central Virginia Transportation Authority's (the "Authority") Financial and Compliance Report presents our discussion and analysis of the Authority's financial performance as of and during the fiscal year ended June 30, 2024. Please read it in conjunction with the Authority's financial statements and accompanying notes that follow.

The Authority

The Authority, a political subdivision of the Commonwealth of Virginia, was created on July 1, 2020 pursuant to Chapter 37, Title 33.2, Code of Virginia. The Authority was created to fund transportation needs in the central Virginia region encompassed by Planning District 15 (the "District") and is comprised of the Town of Ashland, the Counties of Charles City, Chesterfield, Goochland, Hanover, Henrico, New Kent, Powhatan, and the City of Richmond. The following additional regional taxes were levied to support the Authority's mission: effective July 1, 2020, wholesale fuels tax of 7.6 cents per gallon of gasoline and 7.7 cents per gallon of diesel fuel and effective October 1, 2020, additional sales and use tax of 0.7%. The fuel tax rates will be indexed for inflation. The legislation stipulates that the additional levied taxes must be used to address transportation needs within the region and further stipulates the following disposition of funds: 50% of total revenues must be distributed to the locality of origin; 15% of revenue must be distributed to the Greater Richmond Transit Company for regional public transportation; and 35% of total revenues may be maintained for allocation to regionally significant projects. The Authority is also permitted to support general operating and administration expenses from the total revenues prior to distribution according to the formulas.

Financial Highlights

- Total net position increased by \$83,665,685 (41.9%) to a net position amount of \$283,169,806.
- Revenues increased \$17,884,602 (8.2%) to \$234,752,398.
- Expenses increased \$13,621,449 (9.9%) to \$151,086,713.

Overview of the Financial Statements

The Authority's annual report consists of two parts, management's discussion and analysis (this section, which is unaudited) and the audited financial statements. The governmental activities are reported through government-wide and governmental fund financial statements.

Government-wide Financial Statements. The government-wide financial statements provide readers with a broad view of the Authority's finances using the accrual basis of accounting in a manner similar to that of a private-sector business. The *Statement of Net Position* presents information on all assets and liabilities with the difference reported as net position. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of the Authority is improving or deteriorating. The *Statement of Activities* presents information that shows how the Authority's net position changed during the fiscal year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of related cash flows. Thus, revenues and expenses are reported for some items that will have actual cash flows in a future fiscal period.

CENTRAL VIRGINIA TRANSPORTATION AUTHORITY

**MANAGEMENT’S DISCUSSION AND ANALYSIS
(Unaudited)**

Governmental Fund Financial Statements. The governmental fund financial statements reinforce the information provided in the government-wide financial statements by providing a narrower focus. The governmental fund financial statements, using the modified accrual basis of accounting, look at near-term inflows and outflows of spendable resources and the available balances of those resources at the end of the fiscal year. The *Balance Sheet* reports the Authority’s fund balance as of the fiscal year end. Fund balance information is useful when evaluating the Authority’s near-term financing requirements. The *Statement of Revenues, Expenditures and Changes in Fund Balance* is the statement of activities for the governmental fund. Consistent with the current financial resources measurement focus, the financial statement reports expenditures rather than expenses.

Fund Financial Statements. A fund is a grouping of related accounts used to maintain control over resources which have been segregated for specific activities or objectives. The Authority uses fund accounting to ensure and demonstrate compliance with finance related legal requirements. The Authority only reports governmental funds. The governmental funds of the Authority are divided into two funds: General and Special Revenue Fund.

Notes to the Financial Statements. The notes to the financial statements provide additional information that is essential for a full understanding of the data provided in the government-wide and governmental fund financial statements.

Financial Analysis of the Authority

Government-wide financial analysis. The Authority’s assets exceeded liabilities by \$283,169,806 during the current fiscal year. The Authority’s net position increased by \$83,665,685 (41.9%) from the prior year (see Table 1).

**Table 1
Condensed Summary of Net Position
As of June 30, 2024 and 2023**

	2024	2023	Change	Percent Change
Assets:				
Current and other assets	\$ 311,066,367	\$ 222,807,366	\$ 88,259,001	39.6%
Liabilities:				
Due to other governments	27,896,561	23,303,245	4,593,316	19.7%
Net Position:				
Restricted	282,912,332	198,831,103	84,081,229	42.3%
Unrestricted	257,474	673,018	(415,544)	-61.7%
Total net position	\$ 283,169,806	\$ 199,504,121	\$ 83,665,685	41.9%

The largest post of the Authority’s net position (99.9% at June 30, 2024) represents resources that are subject to external restrictions on how they may be used. The remaining balance (0.1% at June 30, 2024) is unrestricted net position.

CENTRAL VIRGINIA TRANSPORTATION AUTHORITY

**MANAGEMENT’S DISCUSSION AND ANALYSIS
(Unaudited)**

The Authority’s total revenues increased from the prior year by \$17,884,602 (8.2%) to \$234,752,398. Approximately 70.2% of the Authority’s revenues were sales and use tax, 24.2% were fuels tax and the remaining 5.6% were Commonwealth fund interest income and investment earnings. The Authority’s total expenses increased from the prior year by \$13,621,449 (9.9%) to \$151,086,713. Approximately 73.5% of the Authority’s expenses were distributions to the jurisdictions, 22.0% were distributions to GRTC, and the remaining 4.5% were general and administration costs and project costs (see Table 2).

**Table 2
Condensed Summary of Changes in Net Position
Years Ended June 30, 2024 and 2023**

	2024	2023	Change	Percent Change
Revenues:				
Intergovernmental revenue:				
Sales & Use tax	\$ 164,838,240	\$ 159,175,280	\$ 5,662,960	3.6%
Fuels tax	56,884,106	51,859,859	5,024,247	9.7%
Commonwealth Fund Interest Income	606,841	141,546	465,295	328.7%
Investment Earnings	12,423,211	5,691,111	6,732,100	118.3%
Total revenues	<u>234,752,398</u>	<u>216,867,796</u>	<u>17,884,602</u>	<u>8.2%</u>
Expenses:				
General and administrative	773,349	380,676	392,673	103.2%
Jurisdictional distributions	111,002,070	105,240,983	5,761,087	5.5%
GRTC distributions	33,300,621	31,572,295	1,728,326	5.5%
Project Expenses	6,010,673	271,310	5,739,363	2115.4%
Total expenses	<u>151,086,713</u>	<u>137,465,264</u>	<u>13,621,449</u>	<u>9.9%</u>
Change in Net Position	83,665,685	79,402,532	4,263,153	5.4%
Net position, beginning of year	199,504,121	120,101,589	79,402,532	66.1%
Net position, end of year	<u>\$ 283,169,806</u>	<u>\$ 199,504,121</u>	<u>\$ 83,665,685</u>	<u>41.9%</u>

The Authority’s revenues increased by \$17,884,602 (8.2%) and total expenses increased by \$13,621,449 (9.9%) compared to prior fiscal year financial activity. Key elements contributing to these results are as follows:

- Sales and use tax increased \$5,662,960 (3.6%) from the prior year. The regional economy for the nine localities making up the CVTA footprint was healthy and growing over fiscal year 2024 and is reflected in these revenues.
- Fuels tax increased \$5,024,247 (9.7%) from the prior year. Revenues from fuel sales in the region grew due to increased consumer confidence and higher fuel prices.
- Investment earnings increased \$6,732,100 (118.3%) due to rising interest rates and increased cash balances due to the increase in the tax revenue.
- Project expenses increased \$5,739,363 (2115.4%) due to regional project implementation and related reimbursement requests from the regional revenue fund administered by CVTA. After project commitments, localities and VDOT enter into Standard Project Agreements with CVTA that include procedures for reimbursement of project costs. The increase in project expenses in 2024 reflect the action on the part of localities and VDOT to administer and construct transportation projects.

CENTRAL VIRGINIA TRANSPORTATION AUTHORITY

MANAGEMENT'S DISCUSSION AND ANALYSIS (Unaudited)

- Jurisdictional distributions increased \$5,761,087 (5.5%) and GRTC distributions increased \$1,728,326 (5.5%) due to the Code mandated allocation percentages and the increase in tax revenue and Commonwealth fund interest income. Pursuant to the Code, after providing funding for annual general and administrative expenses, the Authority distributes the tax revenue as follows: 50% disbursed to the participating jurisdictions, 35% retained for regional projects and 15% disbursed to the Greater Richmond Transit Company.

Governmental fund financial analysis. As previously noted, the focus of the governmental fund is to provide information on near-term inflows, outflows, and balances of spendable resources. Since the governmental fund statements are presented on a different measurement focus and basis of accounting than the government-wide statements, a reconciliation would typically be presented to explain the differences. However, for the fiscal year ended June 30, 2024, there were no reconciling differences between the governmental fund and the government-wide financial activity. During the current year, fund balance increased by \$83,665,685 (41.9%) to \$283,169,806, revenue increased by \$17,884,602 (8.2%) to \$234,752,398 and expenditures increased by \$13,621,449 (9.9%) to \$151,086,713 (see Tables 1 and 2 above).

Requests for Information

The purpose of this financial report is to provide interested parties with a general overview of the Authority's finances. If you have any questions about this report or need additional financial information, contact Central Virginia Transportation Authority, 424 Hull Street, Suite 300, Richmond, VA 23224.

BASIC FINANCIAL STATEMENTS

CENTRAL VIRGINIA TRANSPORTATION AUTHORITY

STATEMENT OF NET POSITION

June 30, 2024

	Governmental Activities
ASSETS	
Cash, cash equivalents, and investments	\$ 359,404
Restricted:	
Cash, cash equivalents, and investments	269,799,234
Due from other governments	39,329,389
Accrued interest receivable	<u>1,578,340</u>
Total assets	<u>311,066,367</u>
LIABILITIES	
Due to other governments	<u>27,896,561</u>
Total liabilities	<u>27,896,561</u>
NET POSITION	
Restricted	282,912,332
Unrestricted	<u>257,474</u>
Total net position	<u><u>\$ 283,169,806</u></u>

CENTRAL VIRGINIA TRANSPORTATION AUTHORITY

STATEMENT OF ACTIVITIES
Year Ended June 30, 2024

	Expenses	Net (Expense) Revenue and Change in Net Position
		Governmental Activities
Functions/Programs		
Governmental activities:		
General and administration	\$ 773,349	\$ (773,349)
Jurisdictional distributions	111,002,070	(111,002,070)
Project cost distributions	6,010,673	(6,010,673)
GRTC distributions	<u>33,300,621</u>	<u>(33,300,621)</u>
Total governmental activities	<u><u>\$ 151,086,713</u></u>	<u><u>(151,086,713)</u></u>
General revenues:		
Intergovernmental revenue:		
Sales and use tax		164,838,240
Fuels tax		56,884,106
Commonwealth fund interest income		606,841
Investment earnings		<u>12,423,211</u>
Total general revenues		<u>234,752,398</u>
Change in net position		83,665,685
Net Position, beginning of year		<u>199,504,121</u>
Net Position, end of year		<u><u>\$ 283,169,806</u></u>

CENTRAL VIRGINIA TRANSPORTATION AUTHORITY

BALANCE SHEET – GOVERNMENTAL FUNDS

June 30, 2024

	<u>Special Revenue Funds</u>				Total Governmental Funds
	General Fund	Local Distribution Fund	Regional Revenue Fund	GRTC Fund	
ASSETS					
Cash, cash equivalents, and investments	\$ 359,404	\$ -	\$ -	\$ -	\$ 359,404
Restricted cash, cash equivalents, and investments	-	-	269,799,234	-	269,799,234
Restricted due from other governments	-	19,664,695	13,765,286	5,899,408	39,329,389
Restricted accrued interest receivable	-	-	1,578,340	-	1,578,340
Total assets	\$ 359,404	\$ 19,664,695	\$ 285,142,860	\$ 5,899,408	\$ 311,066,367
LIABILITIES					
Due to other governments	\$ 101,930	\$ 19,664,695	\$ 2,230,528	\$ 5,899,408	\$ 27,896,561
Total liabilities	101,930	19,664,695	2,230,528	5,899,408	27,896,561
FUND BALANCES					
Restricted	-	-	282,912,332	-	282,912,332
Unassigned	257,474	-	-	-	257,474
Total fund balances	257,474	-	282,912,332	-	283,169,806
Total liabilities and fund balances	\$ 359,404	\$ 19,664,695	\$ 285,142,860	\$ 5,899,408	\$ 311,066,367

CENTRAL VIRGINIA TRANSPORTATION AUTHORITY

**STATEMENT OF REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCES –
GOVERNMENTAL FUNDS
Year Ended June 30, 2024**

	General Fund	Special Revenue Funds			Total Governmental Funds
		Local Distribution Fund	Regional Revenue Fund	GRTC Fund	
Revenues					
Intergovernmental:					
Sales and use tax	\$ -	\$ 82,539,618	\$ 57,609,035	\$ 24,689,587	\$ 164,838,240
Fuels tax	-	28,483,636	19,880,329	8,520,141	56,884,106
Commonwealth fund interest income	-	303,864	212,084	90,893	606,841
Investment earnings	32,757	-	12,390,454	-	12,423,211
Total revenues	<u>32,757</u>	<u>111,327,118</u>	<u>90,091,902</u>	<u>33,300,621</u>	<u>234,752,398</u>
Expenditures					
Current:					
General and administration	773,349	-	-	-	773,349
Jurisdictional distributions	-	111,002,070	-	-	111,002,070
Project cost distributions	-	-	6,010,673	-	6,010,673
GRTC distributions	-	-	-	33,300,621	33,300,621
Total expenditures	<u>773,349</u>	<u>111,002,070</u>	<u>6,010,673</u>	<u>33,300,621</u>	<u>151,086,713</u>
Excess (deficiency) of revenues over (under) expenditures	<u>(740,592)</u>	<u>325,048</u>	<u>84,081,229</u>	<u>-</u>	<u>83,665,685</u>
Other Financing Sources (Uses)					
Transfers in	325,048	-	-	-	325,048
Transfers out	-	(325,048)	-	-	(325,048)
Total other financing sources (uses), net	<u>325,048</u>	<u>(325,048)</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net change in fund balances	<u>(415,544)</u>	<u>-</u>	<u>84,081,229</u>	<u>-</u>	<u>83,665,685</u>
Fund Balances, beginning of year	<u>673,018</u>	<u>-</u>	<u>198,831,103</u>	<u>-</u>	<u>199,504,121</u>
Fund Balances, end of year	<u>\$ 257,474</u>	<u>\$ -</u>	<u>\$ 282,912,332</u>	<u>\$ -</u>	<u>\$ 283,169,806</u>

CENTRAL VIRGINIA TRANSPORTATION AUTHORITY

**SCHEDULE OF REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE –
BUDGET AND ACTUAL – GENERAL FUND
Year Ended June 30, 2024**

	Original Budget	Final Budget	Actual Amounts	Variance with Final Budget Over (Under)
Revenues				
Investment earnings	\$ -	\$ -	\$ 32,757	\$ 32,757
Total revenues	-	-	32,757	32,757
Expenditures				
Current:				
General and administration	831,720	831,720	773,349	(58,371)
Total expenditures	831,720	831,720	773,349	(58,371)
Deficiency of revenues under expenditures	(831,720)	(831,720)	(740,592)	91,128
Other Financing Sources				
Transfer in	831,720	831,720	325,048	(506,672)
Total other financing sources	831,720	831,720	325,048	(506,672)
Net change in fund balance	-	-	(415,544)	(415,544)
Fund Balance, beginning of year	-	-	673,018	673,018
Fund Balance, end of year	\$ -	\$ -	\$ 257,474	\$ 257,474

CENTRAL VIRGINIA TRANSPORTATION AUTHORITY

NOTES TO FINANCIAL STATEMENTS

Note 1. Description of the Authority and its Activities

The Central Virginia Transportation Authority (the Authority), a political subdivision of the Commonwealth of Virginia, was created on July 1, 2020 pursuant to the Central Virginia Transportation Authority Act, Chapter 37, Title 33.2-3702, of the *Code of Virginia*. The Authority was created to fund transportation needs in the central Virginia region encompassed by Planning District 15 (the District) and is comprised of the Town of Ashland, the Counties of Charles City, Chesterfield, Goochland, Hanover, Henrico, New Kent, Powhatan, and the City of Richmond.

The Authority consists of eighteen members comprised of the chief elected officer, or his/her designee, of each of the nine jurisdictions encompassed by the District, a member of the House of Delegates appointed by the Speaker of the House, a member of the Senate appointed by the Senate Committee on Rules, and a member of the Commonwealth Transportation Board appointed by the Governor. In addition, non-voting members include the Director of the Virginia Department of Rail and Public Transportation, the Commissioner of the Virginia Department of Transportation, the Executive Director of the Virginia Port Authority, the Chief Executive Officer of the Greater Richmond Transit Company (the GRTC), the Chief Executive Officer of the Capital Region Airport Commission, and the Chief Executive Officer of the Richmond Metropolitan Transportation Authority.

The Authority is responsible for long-range transportation project planning, prioritization, and funding for regional transportation projects. Funding for the projects is provided by an additional regional sales and use tax and a wholesale gas tax on gasoline and diesel fuel. The fuel tax rates would be indexed for inflation.

Note 2. Summary of Significant Accounting Policies

A. Financial Reporting Model

The financial statements presented for the Authority are prepared in accordance with accounting principles generally accepted in the United States of America (GAAP) applicable to governmental units, as prescribed by the Governmental Accounting Standards Board (GASB). GASB sets the reporting model requirements for the annual financial reports of state and local governments. The Authority's Annual Financial Report includes:

- Management's Discussion and Analysis (the MD&A) (unaudited) – MD&A is required supplementary information that introduces the financial statements and provides an analytical overview of the Authority's activities for the year. It describes the decisions or conditions that are expected to have a significant effect on financial positions or results of operation.
- Financial Statements – The financial statements include both government-wide and governmental fund statements and related notes. The notes are an integral part of the financial statements and communicate information that is essential for fair presentation of the financial statements that is not displayed on the face of the statements.

CENTRAL VIRGINIA TRANSPORTATION AUTHORITY

NOTES TO FINANCIAL STATEMENTS

Note 2. Summary of Significant Accounting Policies (Continued)

B. Measurement Focus, Basis of Accounting and Financial Statement Presentation

The financial statements include both government-wide and governmental fund financial statements.

Government-wide financial statements consist of a Statement of Net Position and a Statement of Activities and reflect a full economic resources measurement focus and the accrual basis of accounting. The Statement of Net Position reports information about all assets and liabilities of the Authority, both current and long-term. The Statement of Activities measures the Authority's operations over the past year. All changes in revenues and expenses are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of related cash flows. Intergovernmental revenues, consisting of taxes and interest income, are used to offset net expenses.

The governmental fund financial statements consist of a Balance Sheet and a Statement of Revenues, Expenditures and Change in Fund Balances and are prepared using the current financial resources measurement and the modified accrual basis of accounting. Revenues are recorded when both measurable and available and are considered available if received within 60 days after the end of the accounting period. Expenditures are recognized when the liability is incurred. The Balance Sheet measures only current assets and liabilities. The Statement of Revenues, Expenditures and Change in Fund Balances reports only on the Authority's near-term inflows and outflows of spendable resources for the year.

Because government-wide and governmental fund financial statements are designed to present information from different perspectives, the governmental fund financial statements include a summary reconciliation between the governmental fund and governmental-wide statements. During the current fiscal year, there are no reconciling items to report.

The activities of the Authority and all financial resources are accounted for in the following major governmental funds:

- General Fund – The General Fund is the general operating fund and is used to account for all financial resources except those required to be accounted for in another fund. The General Fund is considered a major fund for financial reporting purposes.
- Special Revenue Funds – Special revenue funds account for and report the proceeds of specific revenue sources restricted or committed to expenditures for specified purposes other than debt service or capital projects. The Authority has three special revenue funds:
 - Local Distribution Fund – The Local Distribution Fund accounts for 50% of the intergovernmental revenue that is distributed to the member jurisdictions on a pro rata basis.
 - Regional Revenue Fund – The Regional Revenue Fund accounts for the 35% of the intergovernmental revenue and investment earnings to be used for regional transportation projects prioritized by the Authority.
 - GRTC Fund – The GRTC Fund accounts for the 15% of the intergovernmental revenue that is distributed to GRTC.

CENTRAL VIRGINIA TRANSPORTATION AUTHORITY

NOTES TO FINANCIAL STATEMENTS

Note 2. Summary of Significant Accounting Policies (Continued)

C. Budgeting

The Authority adopts an annual operating budget for the planning and administrative activities of the General Fund. The budgeting process enables the Authority to determine the annual transfer required from the Special Revenue Fund to fund its general and administrative activities. Annually, the Authority will determine the disposition of any unspent balances remaining in the General Fund at year-end.

D. Other Significant Accounting Policies

1. Cash and Cash Equivalents

The Authority considers all highly liquid investments with an original maturity of less than three months when purchased to be cash equivalents.

2. Investment Policy

The Authority follows a deposit and investment policy in accordance with the Commonwealth of Virginia statutes. Investments with a maturity date of greater than one year from the date of purchase are stated at fair value and money market investments with a maturity date of one year or less from the date of purchase are stated at amortized cost, which approximates fair value, in accordance with GAAP. Deposit and investment instruments include Commonwealth of Virginia Local Government Investment Pool (the LGIP), Virginia Investment Pool Fund (the VIP) and Certificates of Deposit. Investments are generally on deposit with banks and savings and loan institutions and are collateralized under the provisions of the Virginia Security for Public Deposits Act, Section 2.2-4400 et seq.

3. Restricted Assets

Certain cash, cash equivalents, investments, amounts due from other governments, and accrued interest receivable classified as restricted assets on the Statement of Net Position are comprised of intergovernmental deposits and receivables that shall be used solely for regional transportation projects benefiting the member jurisdictions.

4. Fund Equity

The Authority, in accordance with GAAP, categorizes its governmental fund balances using the following guidance:

Nonspendable fund balance classification includes amounts that are not in spendable form or are legally required to be maintained intact.

Restricted fund balance classification includes amounts constrained to specific purposes by their providers, through constitutional provisions, or by enabling legislation.

CENTRAL VIRGINIA TRANSPORTATION AUTHORITY

NOTES TO FINANCIAL STATEMENTS

Note 2. Summary of Significant Accounting Policies (Continued)

D. Other Significant Accounting Policies (Continued)

4. Fund Equity (Continued)

Committed fund balance classification includes amounts constrained to specific purposes by formal action of the Authority that identifies the specific circumstances under which resources can be expended. Committed fund balance can only be modified by action of the Authority.

Assigned fund balance classification includes amounts constrained by the Authority's plans, or intent, to use the amounts for specific purposes but does not meet the criteria to be classified as either restricted or committed. Assignments generally only exist temporarily, and additional action does not normally have to be taken for the removal of an assignment.

Unassigned fund balance classification includes the residual balance of the General Fund that has not been restricted, committed, or assigned for specific purposes within the General Fund.

As of June 30, 2024, the Regional Revenue Fund balance includes \$282,912,332 classified as restricted fund balance for regional transportation projects per the *Code of Virginia*. When fund balance resources are available for use in more than one classification, the Authority will consider the use of restricted, committed, or assigned resources first, and then unrestricted resources, as they are needed.

5. Net Position

Net position represents the difference between assets and liabilities. Net position is reported as restricted when there are limitations imposed on their use either through the enabling legislation adopted by the Authority or through external restrictions imposed by laws or regulations of other governments. The Authority first applies restricted resources when an expense is incurred for purposes for which both restricted and unrestricted net position are available.

6. Estimates and Assumptions

The preparation of financial statements in conformity with GAAP requires management to make estimates and assumptions that affect the reported amounts of assets, liabilities, revenues and expenditures/expenses and disclosure of contingent assets and liabilities for the reported periods. Actual results could differ from those estimates.

CENTRAL VIRGINIA TRANSPORTATION AUTHORITY

NOTES TO FINANCIAL STATEMENTS

Note 2. Summary of Significant Accounting Policies (Continued)

D. Other Significant Accounting Policies (Continued)

7. Interfund Transfers

Transactions among the Authority's funds that would be treated as revenues and expenditures/expenses if they involved organizations external to the Authority are accounted for as revenues and expenditures/expenses in funds involved.

Transactions, which constitute reimbursements to a fund for expenditures initially made from it, which are properly applicable to another fund, are recorded as expenditures in the reimbursing fund and as reductions of expenditures in the reimbursed fund.

Transactions, which constitute the transfer of resources from a fund receiving revenues to a fund through which the revenues are to be expended, are separately reported in the respective funds' operating statements.

8. Administrative Functions

The Authority has entered a Memorandum of Understanding Regarding Fiscal Services with the City of Richmond, a Memorandum of Understanding with the Richmond Regional Planning District Commission (PlanRVA), and a Fiscal Agent Agreement with Chesterfield County. The City of Richmond has agreed to assist the Authority with ensuring financial statements are completed in accordance with GAAP and serves as Authority contact for the annual audit process. PlanRVA has agreed to provide support services for the Authority which includes coordination of monthly meetings; ensuring compliance with the state statutes; completion of programmatic tasks related to the mission and function of the Authority, such as regional project prioritization and compliance reports; and additional technical assistance, planning, outreach or other support needed by the Authority. Chesterfield has agreed to receive, manage, and distribute revenues transferred to the Authority in accordance with the Authority's financial policies and procedures.

9. Subsequent Events

The Authority has evaluated subsequent events through September 27, 2024, the date on which the financial statements were available to be issued.

CENTRAL VIRGINIA TRANSPORTATION AUTHORITY

NOTES TO FINANCIAL STATEMENTS

Note 3. Deposits and Investments

As of June 30, 2024, the fair value of the Authority's deposits and investments, with their respective credit ratings, was as follows:

Investment Type	Fair Value	Credit Rating
Demand deposits	\$ 1,100,000	N/A
Certificates of deposit	85,019,929	A1
VIP - Stable NAV Liquidity Pool	93,872,286	AAAm
LGIP	90,166,423	AAAm
	<u>\$ 270,158,638</u>	

A. Deposits

Deposits with banks are covered by the Federal Deposit Insurance Corporation (FDIC) and collateralized in accordance with the Virginia Security for Public Deposits Act, Section 2.2-4400 et. seq. of the *Code of Virginia*. Under the Act, banks, and savings institutions, holding public deposits in excess of the amount insured by the FDIC must pledge collateral to the Commonwealth of Virginia Treasury Board. Financial institutions may choose between two collateralization methodologies and depending upon that choice, will pledge collateral that ranges in the amounts from 50% to 130% of excess deposits. Accordingly, all deposits are considered fully collateralized.

B. Investments

The *Code of Virginia* Sec. 2.2-4501 et seq. authorizes the Authority to invest in obligations of the United States or its agencies thereof; obligations of the Commonwealth of Virginia or political subdivisions thereof; obligations of other states and their political subdivisions; obligations of the International Bank for Reconstruction and Development (World Bank), the Asian Development Bank, the African Development Bank, "prime quality" commercial paper, negotiable certificates of deposits, bank notes, and corporate bonds rated AA or better by Standard & Poor's Rating Services (S&P), and Aa or better by Moody's Investors Services, Inc. (Moody's), and a maturity of no more than five years; bankers' acceptances, overnight term and open repurchase agreements; money market mutual funds; the State Treasurer's LGIP; and the VIP.

C. External Investment Pools

As of June 30, 2024, the Authority had investments of \$90,166,423 in the LGIP for governmental activities. The LGIP is a professionally managed money market fund, which invests in qualifying obligations and securities as permitted by Virginia statutes. Pursuant to Section 2.2-4605 *Code of Virginia*, the Treasury Board of the Commonwealth sponsors the LGIP and has delegated certain functions to the State Treasurer. The LGIP reports to the Treasury Board at their regularly scheduled monthly meetings. The fair value of the position of the LGIP is the same as the value of the pool shares, i.e., the LGIP maintains a stable net asset value of \$1 per share. The LGIP has been assigned an "AAAm" rating by S&P. LGIP is managed in accordance with GASB Statement No. 79. The portfolio securities are valued by the amortized cost method, and, on a weekly basis, this valuation is compared to current market to monitor any variance and the maturity is less than one year. Investments are limited to short-term, high quality credits that can be readily converted into cash with limited price variation.

CENTRAL VIRGINIA TRANSPORTATION AUTHORITY

NOTES TO FINANCIAL STATEMENTS

Note 3. Deposits and Investments (Continued)

C. External Investment Pools (Continued)

The Authority had investments of \$93,872,286 in the VIP Stable NAV Liquidity Pool at June 30, 2024. This pooled investment was created during fiscal year 2017 specifically to offer local governments an investment option with a stable net asset value, while providing daily liquidity and a competitive yield. The VIP seeks to maintain a constant net asset value per share of \$1. The Stable NAV pool is rated AAAM by S&P. VIP Stable NAV is managed in accordance with GASB Statement No. 79. The portfolio securities are valued by the amortized cost method, and on a daily basis this valuation is compared to current market to monitor any variance and the maturity is less than one year. Investments are limited to short-term, high quality credits that can be readily converted into cash with limited price variation.

D. Custodial Credit Risk

For deposits, custodial credit risk is the risk that, in the event of a failure of a depository financial institution, deposits may not be recovered. All cash of the Authority is maintained in accounts collateralized in accordance with the Virginia Security for Public Deposits Act (Act), Section 2.2-4400 et. seq. of the *Code of Virginia* or covered by federal depository insurance. Under the Act, banks holding public deposits in excess of the amounts insured by FDIC must pledge collateral in the amount of 50% of excess deposits to a collateral pool in the name of the State Treasury Board. If any member bank fails, the entire collateral pool becomes available to satisfy the claims of governmental entities. With the ability to make additional assessments, the multiple bank collateral pool functions similarly to depository insurance. The Commonwealth of Virginia Treasury Board is responsible for monitoring compliance with the collateralization and reporting requirements of the Act.

For investments, custodial risk is the risk that in the event of the failure of the counterparty, the Authority will not be able to recover the value of its investments or collateral securities that are in the possession of an outside party. However, the Authority requires all securities purchased to be properly and clearly labeled as an asset of the Authority, and held in safekeeping by a third-party custodial bank or institution in compliance with Section 2.2-4515 of the *Code of Virginia*.

E. Concentration of Credit Risk

The Authority is to adhere to the investment policy of the fiscal agent with regards to the authorized investments, use of authorized brokers, and use of authorized investments pools, maturities and diversification. The fiscal agent's policy establishes limitations on total portfolio composition by institution in order to control concentration of credit risk as follows:

Money market funds	10% maximum
Corporate notes	15% maximum
Repurchase agreements	15% maximum
Commercial paper	25% maximum
Certificate of deposit – commercial banks	45% maximum
LGIP	100% maximum
VIP	100% maximum
U.S. Treasuries and agencies	100% maximum
Commercial paper per issue	5% maximum

CENTRAL VIRGINIA TRANSPORTATION AUTHORITY

NOTES TO FINANCIAL STATEMENTS

Note 3. Deposits and Investments (Continued)

E. Concentration of Credit Risk (Continued)

As of June 30, 2024, the Authority's portfolio, excluding demand deposits is as follows:

<u>Investment Type</u>	<u>Percent of Portfolio</u>
Certificates of deposit	31.60%

F. Interest Rate Risk

As a means of limiting exposures to fair value losses arising from rising interest rates, the policy limits the investment of operating funds to investments with a stated maturity of no more than 2.5 years from the date of purchase.

As of June 30, 2024, the Authority had the following deposits and investments:

<u>Investment Type</u>	<u>Investment Maturity (in years)</u>	
	<u>Fair Value</u>	<u>Less than 1 year</u>
Certificates of deposit	<u>\$ 85,019,929</u>	<u>\$ 85,019,929</u>
	<u>\$ 85,019,929</u>	<u>\$ 85,019,929</u>

Note 4. Fair Value Measurement

The Authority categorizes its fair value measurements within the fair value hierarchy established by generally accepted accounting principles. The hierarchy is based on the valuation inputs used to measure the fair value of the asset. The three levels of the fair value hierarchy are described below.

- Level 1** Valuation based on quoted prices in active markets for identical assets or liabilities.
- Level 2** Valuation based on quoted prices for similar assets or liabilities, quoted prices in markets that are not active, or other inputs that are observable or can be corroborated by observable data for substantially the full term of the assets and liabilities.
- Level 3** Valuations based on unobservable inputs to the valuation methodology that are significant to the measurement of the fair value of assets or liabilities.

The Authority has the following recurring fair value measurement as of June 30, 2024:

- Certificates of deposit of \$85,019,929 are valued using significant other observable inputs (Level 2 inputs)

The inputs or methodology used for valuing securities is not necessarily an indication of the risk associated with investing in those securities. The investments held in external investment pools are exempt from the fair value disclosure.

CENTRAL VIRGINIA TRANSPORTATION AUTHORITY

NOTES TO FINANCIAL STATEMENTS

Note 5. Due To/From Other Governments

At June 30, 2024, due from other governments consisted of the following:

	Local Distribution Fund	Regional Revenue Fund	GRTC Fund	Total
Commonwealth of Virginia:				
Sales and use tax	\$ 14,226,187	\$ 9,958,331	\$ 4,267,856	\$ 28,452,374
Fuels tax	5,438,508	3,806,955	1,631,552	10,877,015
Total	\$ 19,664,695	\$ 13,765,286	\$ 5,899,408	\$ 39,329,389

Amounts due to other governments as of June 30, 2024 consisted of the following:

	General Fund	Local Distribution Fund	Regional Revenue Fund	GRTC Fund	Total
Charles City County	\$ -	\$ 120,105	\$ -	\$ -	\$ 120,105
Chesterfield County	-	5,721,798	577,696	-	6,299,494
Goochland County	-	539,916	-	-	539,916
Hanover County	-	2,800,461	20,952	-	2,821,413
Town of Ashland	-	72,399	-	-	72,399
Henrico County	-	6,039,342	735,102	-	6,774,444
New Kent County	-	548,416	-	-	548,416
Powhatan County	-	452,544	-	-	452,544
City of Richmond	-	3,369,714	51,042	-	3,420,756
Plan RVA	101,930	-	-	-	101,930
Greater Richmond Transit Company	-	-	-	5,899,408	5,899,408
VDOT	-	-	845,736	-	845,736
	\$ 101,930	\$ 19,664,695	\$ 2,230,528	\$ 5,899,408	\$ 27,896,561

Amounts distributed to the participating localities for the year ended June 30, 2024, were:

	Regional Fund	Local Distribution Fund	Total
Charles City County	\$ -	\$ 498,117	\$ 498,117
Chesterfield County	1,644,268	32,422,481	34,066,749
Goochland County	-	2,835,644	2,835,644
Hanover County	212,829	15,468,229	15,681,058
Town of Ashland	-	397,889	397,889
Henrico County	735,102	34,843,160	35,578,262
New Kent County	-	2,607,383	2,607,383
Powhatan County	-	2,570,476	2,570,476
City of Richmond	51,041	19,358,691	19,409,732
VDOT	3,367,433	-	3,367,433
	\$ 6,010,673	\$ 111,002,070	\$ 117,012,743

CENTRAL VIRGINIA TRANSPORTATION AUTHORITY

NOTES TO FINANCIAL STATEMENTS

Note 6. Intergovernmental Revenues, Commonwealth of Virginia

Effective October 1, 2020, sections 58.1-603.1 and 58.1-601.01 of the *Code of Virginia* authorized an additional 0.7% sales and use tax and effective July 1, 2020, section 58.1-2295 of the *Code of Virginia* authorized a wholesale fuels tax of 7.6 cents per gallon on gasoline and 7.7 cents per gallon on diesel fuel to be levied and imposed in each of the member jurisdictions. The revenue generated and collected pursuant to the additional tax authorized by the Code, is collected and deposited in the Central Virginia Transportation Fund monthly by the Commonwealth. The Commonwealth distributes balances from the Fund to the Authority as soon as practicable to fund transportation projects in the District.

Note 7. Risk Management

The Authority is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; injuries to employees and natural disasters. To reduce insurance costs and the need for self-insurance, the Authority has joined with other Commonwealth of Virginia political subdivisions in the VML Insurance Programs. The Authority has coverage with the VML Insurance Programs. Each Program member jointly and severally agrees to assume, pay and discharge any liability. The Authority pays VML the contributions and assessments based upon classifications and rates into a designated cash reserve fund out of which expenses of the Program and claims and awards are to be paid.

COMPLIANCE SECTION



**INDEPENDENT AUDITOR’S REPORT ON
INTERNAL CONTROL OVER FINANCIAL REPORTING
AND ON COMPLIANCE AND OTHER MATTERS BASED ON
AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN
ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS***

To the Honorable Authority Board Members
Central Virginia Transportation Authority

We have audited, in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States (*Government Auditing Standards*); and the *Specifications for Audits of Authorities, Boards and Commissions*, issued by the Auditor of Public Accounts of the Commonwealth of Virginia, the financial statements of the governmental activities, each major fund, and the budgetary comparison of the Central Virginia Transportation Authority (Authority), as of and for the year ended June 30, 2024, and the related notes to the financial statements, which collectively comprise the Authority’s basic financial statements, and have issued our report thereon dated September 27, 2024.

Report on Internal Control over Financial Reporting

In planning and performing our audit of the financial statements, we considered the Authority’s internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Authority’s internal control. Accordingly, we do not express an opinion on the effectiveness of the Authority’s internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility a material misstatement of the Authority’s financial statements will not be prevented, or detected and corrected, on a timely basis. A significant deficiency is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit, we did not identify any deficiencies in internal control we consider to be material weaknesses. However, material weaknesses or significant deficiencies may exist that were not identified.

Report on Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Authority's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Authority's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Authority's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

PBMares, LLP

Harrisonburg, Virginia
September 27, 2024

CVTA AGENDA 11/15/24; ITEM B.-2.

Deallocation Policy for Leveraging Funds

Central Virginia Transportation Authority

BACKGROUND: As part of the [CVTA Regional Project Selection and Allocation Framework](#), regional project applicants are encouraged to leverage CVTA funds for additional outside funding, such as Smart Scale, revenue sharing, or federal grants when possible. The CVTA has supported leveraging funds for regional projects to aid project delivery in an expedited timeframe. Projects with funding intended to be leveraged are not considered active until the project is fully funded.

There are multiple opportunities for the project sponsor to take advantage of the leveraged funding. Following the award of CVTA regional funding, if the project sponsor is not able to obtain full funding through leveraged resources, the sponsor may consider the following options:

- The project estimate may be adjusted for inflation and programmed forward to the anticipated funding year of the additional source
- The project sponsor may also request a new amount for leveraging funds
- If this new amount is not included in the CVTA funding scenario, the project sponsor can adjust the request or retain the original funding request and try for a second time to achieve additional project funding
- If the adjusted leveraging amount is approved by the CVTA, the process is reset with the new funding amount as the first leveraging attempt.

If the project sponsor is still unable to fully fund the project, the project will be deemed eligible for deallocation. The policy under consideration identifies how the CVTA shall treat projects eligible for deallocation and, if funds are deallocated, how such funds will be directed back into the regional project funding budget.

TAC Recommendation: Utilizing feedback from a working group it established for this policy, at its October 7th meeting TAC reviewed the draft policy. Following productive discussion, TAC is recommending Authority approval of the policy.

Finance Committee Recommendation: The Finance Committee reviewed the draft policy at its October 9th meeting and recommends full Authority approval.

REQUESTED ACTION: Motion to approve the Regional Funding Deallocation Policy and include it as part of the CVTA Financial Policies and Procedures

CVTA RESOLUTION: The following resolution is presented for Central Virginia Transportation Authority approval:

Resolved, that the Central Virginia Transportation Authority (CVTA) approves a revision to its Financial Policies and Procedures to include a Deallocation Policy for Leveraging Funds

Deallocation of regional funding by the Central Virginia Transportation Authority

As part of the [CVTA Regional Project Selection and Allocation Framework](#), regional project applicants are encouraged to leverage CVTA funds for additional outside funding, such as Smart Scale, revenue sharing, or federal grants when possible. The CVTA intends to support awarding leveraging funds to aid project delivery in an expedited timeframe. Projects with funding intended to be leveraged are not considered active until the project is fully funded. However, leverage funds allocated by CVTA for a regional project are considered allocated funds and cannot be allocated to another project until deallocated.

Following the award of CVTA regional funding to leverage additional funding for a project, if the project sponsor is not able to obtain full funding through leveraged resources, the project estimate will be adjusted for inflation and programmed forward to the anticipated funding year of the additional source. The project sponsor may also request a new amount for leveraging funds. If this new amount is not included in the CVTA funding scenario, the project sponsor can adjust the request or retain the original funding request and try for a second time to achieve additional project funding. If the adjusted leveraging amount is approved by the CVTA, the process is reset with the new funding amount as the first leveraging attempt.

If the project sponsor is unable to fully fund the project within four years of having regional CVTA funds allocated, the project will be deemed eligible for deallocation. The following process identifies how the CVTA shall treat projects eligible for deallocation and, if funds are deallocated, how such funds will be directed back into the regional project funding budget.

Deallocation will first be considered by the Technical Advisory Committee. The TAC will advise the Finance Committee on a recommended action. The Finance Committee will review and consider TAC's recommended action and provide an ultimate recommendation to the Authority for consideration and action.

The CVTA will notify the project sponsor and/or Virginia Department of Transportation in writing that it will consider the recommendation to deallocate CVTA funds from a project to allow the opportunity for a response to the proposed action. The project sponsor and/or VDOT responses to a potential deallocation, if any, will be considered by the Finance Committee, which shall make a recommendation to the CVTA for action. If the project sponsor or VDOT do not act or respond within the designated timeframe, CVTA may take action, by motion or resolution, to deallocate funds from the project and place them back into balance entry for CVTA regional project funds.

CVTA AGENDA 11/15/24; ITEM B.-3.

Fall Line Trail Management – A Resource Guide

Central Virginia Transportation Authority

BACKGROUND: The Central Virginia Transportation Authority (CVTA) Technical Advisory Committee requested that staff collect and prepare information to guide discussions with the CVTA TAC regarding Fall Line Trail management. While the long-term management of this regional multi-use facility is critically important, the CVTA recognizes it is a funding agency and does not have the authority to make decisions regarding facility management. Rather, facility management will be a decision between the trail owner and each locality.

The following report gathers and summarizes all materials that have been requested by the CVTA Technical Advisory Committee and can serve as a foundation for future regional conversations regarding the management of the Fall Line Trail.

Technical Advisory Committee Recommendation: At its regular meeting held November 4, 2024, the members of the CVTA Technical Advisory Committee voted unanimously to recommend full Authority acceptance of the report titled Fall Line Trail Management: A Resource Guide.

REQUESTED ACTION: Motion to approve the report titled Fall Line Trail Management: A Resource Guide as presented.

CVTA RESOLUTION: The following resolution is presented for Central Virginia Transportation Authority approval:

Resolved, that the Central Virginia Transportation Authority (CVTA) approves the Fall Line Trail Management: A Resource Guide report and reconfirms its role as lead funding partner.

Fall Line Trail Management: A Resource Guide

Central Virginia Transportation Authority

Fall 2024

Background

The Central Virginia Transportation Authority (CVTA) Technical Advisory Committee requested that staff collect and prepare information to guide discussions with the CVTA TAC regarding Fall Line Trail management. While the long-term management of this regional multi-use facility is critically important, the CVTA recognizes it is a funding agency and does not have the authority to make decisions regarding facility management. Rather, facility management will be a decision between the trail owner and each locality.

The following report gathers and summarizes all materials that have been requested by the CVTA Technical Advisory Committee and can serve as a foundation for future regional conversations regarding the management of the Fall Line Trail.

1.0 Central Virginia Regional Trails Management Responsibilities (September 2024)

This document was produced by staff for the CVTA TAC (see Appendix A) and shared with the Fall Line Trail Working Group at the September 4, 2024, meeting. The document outlines key responsibilities for a coordinating organization (backbone organization) to consider including:

- Operations & Maintenance
- Development & Implementation
- Program Evaluation & Reporting
- Community Engagement
- Volunteer Coordination
- Event Management
- Data Collection & Management

1.1 Working Group Member Response to Central Virginia Regional Trails Management Responsibilities Document

Working group members were asked for feedback on the Fall Line Trail Management Responsibilities Report. Two members provided suggestions on additional information that could be added to the management responsibilities. Highlights of the Virginia Capital Trail Foundation (VCTF) and Sports Backers comments are below:

Virginia Capital Trail Foundation summary of comments (see Appendix B for full response)

- A breakdown of mileage that will be maintained by VDOT, per locality
- A maintenance plan should be established to clarify who will be responsible for the following:
 - Graffiti removal
 - Drainage issues along the trail
 - Snow removal
 - Removal of tree branches
 - Distance from treated surface to be maintained and clarity on VDOT/locality responsibility
 - Regarding Amenities:
 - Establish who will own installed amenities on VDOT right-of-way sections
 - Establish who will review amenities for conformance with state and federal requirements and the Americans with Disabilities Act
 - Sets design standards for the trail
 - Regarding Trail Signage:
 - Establish if VDOT will review wayfinding signage for MUTCD conformance
 - Provide guidance on wayfinding signage in different sections of the trail and who will be responsible for funding, installation, and consistency
 - Establish signage design and safety standards for the trail

Sports Backers Summary of Comments (see Appendix C for full response)

- The draft is fairly effective and comprehensive. With a few additions and some thought toward organizational qualifications and key performance indicators, it is a proper basis future manager applicants
- Safety is not mentioned in the draft
- This future organization should authentically promote the Fall Line Trail. The Fall Line Trail will only be transformative if we build it and develop around it with the right mix of expertise, authenticity, and enthusiasm
- Develop and update maintenance breakout along corridor to delineate varying agencies responsible for each task
- Fall Line Vision Plan has been a platform to incorporate localities' projects into Sports Backers' annual work plan
- Further promote existing relationships with organizations like Capital Trees and Venture Richmond, who either do maintenance directly or manage contracts such as Clean and Safe

2.0 Management Agreements and Reports

During CVTA TAC discussions, it was noted that several agreements and reports exist that may guide future discussions for the management and maintenance of the Fall Line Trail. Those management agreements and reports are summarized below and included in full for reference as appendices. The Virginia Department of Transportation (VDOT) enters into management agreements with localities or nonprofits regarding the management of bicycle and pedestrian trails (shared-use paths) throughout the Commonwealth.

2.1 Memorandum of Agreement for Virginia Capital Trail (2017)

This Memorandum of Agreement dated April 5, 2017 (see Appendix D) provides for the cooperation between the Virginia Department of Transportation (VDOT) and the non-profit Virginia Capital Trail Foundation (VCTF) for the promotion, use, operation and maintenance of the Virginia Capital Trail. This MOA was established after the completion of the facility and supersedes two previous agreements.

- MOA establishes VDOT as the lead public agency responsible for operations and maintenance and VCTF as the preeminent non-profit responsible for the promotion and enhancement of the trail and the independent advocate
- MOA states the organizations will coordinate and collaborate in the following areas:
 - Establishment of Virginia Capital Trail Advisory Committee
 - Committee will provide input towards operations, perpetual maintenance, promotion and enhancement of Capital Trail
 - Meet quarterly
 - Consists of representatives from VDOT, VCTF and each locality the trail passes through
 - Advocacy, Education and Communications
 - Sets standards for communication and keeping each party informed of media efforts
 - Right to Place Signs and Amenities
 - Establishes guidelines and procedures for placement
 - Maintenance and Ownership of the Trail and Amenities
 - VDOT will maintain the trail and amenities
 - Maintenance needs are reported to the VDOT Customer Service Center
 - Sponsorship
 - VCTF is authorized to recognize private sponsors that fund amenities
 - Adopt-A-Trail
 - Establishes a program to offset maintenance costs
 - VCTF Sponsored Trail Events
 - Event must follow VDOT's land use permit process
 - Permits will be issued at no fee (to the extent allowable under law and regulation)

2.2 Memorandum of Agreement for Fall Line Trail (2022)

This Memorandum of Agreement (MOA) dated February 28, 2022, (see Appendix E) provides for the cooperation between the Virginia Department of Transportation (VDOT) and Henrico County for the construction, operation and maintenance of Fall Line Trail. The agreement recognizes the Ashland to Petersburg Trail Study as the basis for the establishment of the trail.

With this MOA, the parties agreed to the following:

- Division of maintenance responsibilities is based on agency controlling ROW or ownership: VDOT, Henrico County or private
- Establishes fiscal responsibility for the costs of maintaining portions of the trail as determined by the ROW or ownership
- Establishes general expectations regarding maintenance of Fall Line Trail, acknowledging that subsequent agreements may be necessary to provide more details on the terms and conditions related to maintenance of the trail
- Parties agree Henrico County has the right to perform maintenance on locality-owned facilities within or adjacent to the easements for the trail, and if necessary, will provide public notice for any necessary closures of the trail
- The agreement establishes guidance from state and federal law and regulations and Commonwealth Transportation Board policies.

2.3 Virginia Capital Trail Sponsorship and Maintenance Report (2020)

A report (see Appendix F) was produced in 2019 by the Secretariats of Transportation and Natural Resources per the request of the General Assembly to assess the feasibility and cost of transferring the maintenance and sponsorship of the 52-mile Virginia Capital Trail from VDOT to DCR. The report provides a detailed history of the project, including funding for construction, the formation of the Virginia Capital Trail Foundation (VCTF) and the relationships and agreements between VDOT, the VCTF and the localities for day-to-day operations and maintenance. The report states that the partnership for the Capital Trail can be broken down into the following responsibilities by organization:

- Virginia Capital Trail Foundation – core functions include day-to-day trail operation
 - Volunteer recruitment and development
 - Marketing
 - Donor solicitation
 - Stakeholder contact
 - General administration of the Capital Trail

- VDOT – primary maintenance provider through three maintenance area headquarters
 - Maintenance support
 - Litter Removal
 - Mowing
 - Tree removal
 - Debris removal
 - Patching of asphalt
 - Signage replacement
 - Bridge crossing and inspection
 - Drainage inspection
- Localities – some trail and trailhead maintenance
 - James City County – MOU with VDOT and VCTF
 - Mows portion of trail
 - Litter pickup
 - Local law enforcement patrol
 - Assumes maintenance responsibilities (not replacement costs) for amenities
 - City of Richmond and Henrico County – less formal agreements
 - Maintains portion of trail and trailhead through the parks and recreation departments, including
 - Mowing
 - Debris removal
 - Litter clean up
 - Portable toilets
 - Amenities

The report estimates a total annual cost of \$378,554, or \$7,280 per mile was spent in FY 2019 for the cost of administration, operation and maintenance of the Virginia Capital Trail. This estimate was based on compiling data from numerous stakeholders and reflects a reactive and as-needed approach to maintenance and does not reflect preventative measures.

The report also provides operating and maintenance costs of the New River Trail as a comparison. This facility is operated by DCR as a state park. The New River Trail is a 57-mile linear park with a gravel trail on an abandoned railroad right-of-way (the report acknowledges this is not a perfect reflection of the Capital Trail, but rather a strong parallel). While this facility also crosses through multiple localities, the administration, operating and maintenance costs are borne by a single state agency with nine full-time employees and 22 seasonal staff. DCR estimated the total annual cost for the New River Trail is \$661,010 or \$11,597 per mile. When factoring in the unique conditions of the Capital Trail (paved surface, trestle redecking, bridge and major crossing repair), DCR estimated a cost of \$20,807 per mile for that facility.

The report concludes with the following recommendations:

1. Maintenance and sponsorship of the Capital Trail should stay with VDOT and VCTF
2. DCR should lend its linear park planning expertise and provide technical assistance in developing a Virginia Capital Trail master plan
3. General Assembly should establish a dedicated fund for future capital and ongoing maintenance and operational costs of active pedestrian and commuter multi-use paths operated by VDOT
4. Reciprocal law enforcement agreements should be established between VDOT and Capital Trail jurisdictions. Or amend code of Virginia to allow state and local police to issue tickets along the full length of the trail

While the goal of this document was to provide guidance regarding which agency should be the sponsor of the Virginia Capital Trail, it also provides examples of management models and relationships, including both day-to-day, as well as long-term planning and recommendations for potential management changes.

2.4 Fall Line Trail White Paper (PlanRVA, June 2024)

The purpose of this white paper (see Appendix G) is to provide examples of regional trail management that have been implemented around the country. The options listed in the study are intended to be a resource as responsible parties take steps to move forward with management agreements and policies.

The white paper provided examples of five potential management options for the Fall Line Trail and include in-practice examples of each:

1. Foundation/Non-Profit
 - a. Virginia Capital Trail Foundation (Richmond)
 - b. Sports Backers (Richmond)
 - c. Maymont Foundation (Richmond)
 - d. PATH Foundation (Atlanta)
2. Authority
 - a. Northern Virginia Regional Park Authority (NOVA Parks, Northern Virginia)
3. Coalition
 - a. Circuit Trails Coalition (Philadelphia)
 - b. Great Trails State Coalition (North Carolina)
4. Conservancy
 - a. Great Allegheny Passage (GAP)
5. Department of Transportation
 - a. Florida Shared-Use Non-motorized (SUN) Trail Program

3.0 Fall Line Trail Miles Per Jurisdiction (2024)

The Fall Line Trail is a planned 43-mile, paved, shared-use path that will serve the Richmond region as the north-south spine of a developing active transportation network. The Fall Line Trail will pass through seven jurisdictions (north to south): Town of Ashland, Hanover County, Henrico County, City of Richmond, Chesterfield County, City of Colonial Heights and City of Petersburg. The data presented by VDOT provides mileage through each of the jurisdictions, including which sections will be constructed and maintained by VDOT.

The Virginia Department of Transportation (VDOT) provided a map (see below) that illustrates simple long-term maintenance expectations for each jurisdiction along the Fall Line Trail. The map identifies the responsible party for maintenance and gives an overall split of 31 miles of trail under VDOT maintenance and 12 miles of trail under local maintenance.

Additional work needs to be accomplished to properly illustrate more detailed responsibility. The sections displayed in the VDOT map do not correspond to the adopted segments of the Fall Line Trail. Other data that should be included is an understanding of the maintenance responsibilities and notation of the expected right-of-way for each segment.

October 2024 Draft Fall Line Trail - Maintenance Responsibilities

Legend

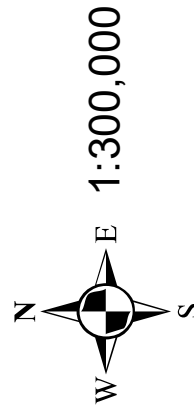
**Fall Line Trail
Maintenance Responsibility**

- Locality
- VDOT

Localities

Name

- Chesterfield County
- City of Colonial Heights
- Hanover County
- Henrico County
- City of Petersburg
- City of Richmond

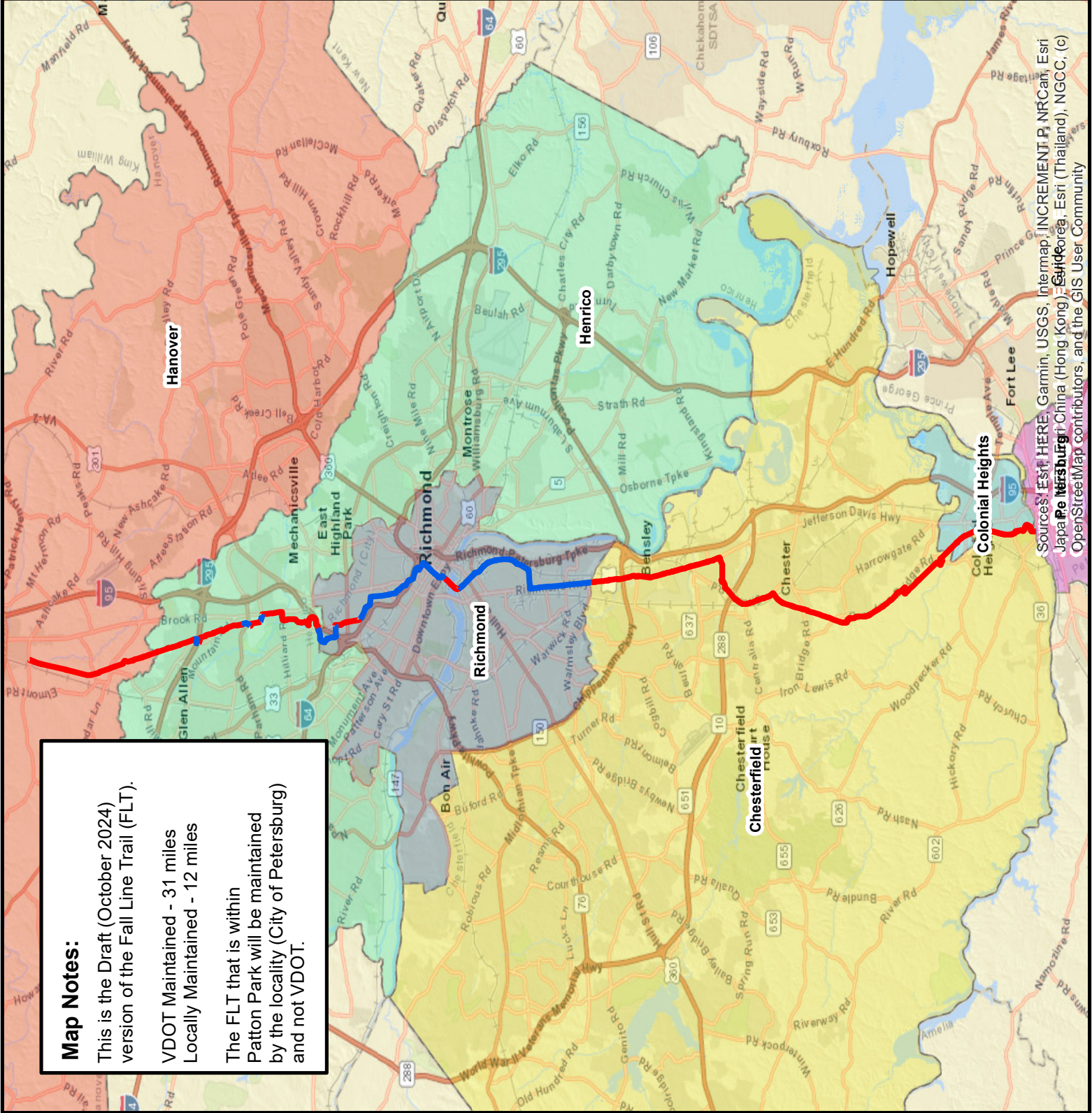


Map Notes:

This is the Draft (October 2024) version of the Fall Line Trail (FLT).

VDOT Maintained - 31 miles
Locally Maintained - 12 miles

The FLT that is within Patton Park will be maintained by the locality (City of Petersburg) and not VDOT.



Sources: Esri HERE, Garmin, USGS, Intermap, INCREMENT P, NRCan, Esri Japan, Swisstopo, DeLorme, NAVTEQ, Swisstopo, Esri (Thailand), NGCC, (c) OpenStreetMap contributors, and the GIS User Community

Central Virginia Regional Trails Management Responsibilities

Mission / Vision

Act as the regional coordinating organization (backbone organization) to ensure consistency and coordination of the Fall Line to provide an optimal user experience, including trail design, construction, operation, maintenance and programing.

1. Operations & Maintenance:

- a. Coordinate with VDOT and localities on maintenance and law enforcement of the built sections of the Fall Line
- b. Coordinate with localities and private sector partners to maintain associated right-of-way and amenities
- c. Work diligently to identify and cultivate financial resources to fund ongoing maintenance and operations of the entire trail system

2. Development & Implementation:

- a. Develops resources sufficient to ensure the financial health of the organization.
- b. Advocate for establishment of a State Trails Office maintenance reserve through the General Assembly
- c. Coordinate the planning, execution, and evaluation of programs, including community teams, trail ambassadors, clean-ups, and other programs as identified
- d. Collaborate with locality staff, stakeholders, and state/federal partners to define program objectives, milestones, and outcomes.
- e. Monitor program progress, track milestones, and adjust plans to meet goals and deadlines.
- f. Coordinate with volunteers and partner organizations to ensure smooth implementation of program goals and objectives.
- g. Coordinate with locality and regional communications partners and create marketing materials related to programs which may include flyers, newsletter articles, social media posts or events, and website editing.

3. Program Evaluation and Reporting:

- a. Develop metrics and evaluation tools to measure the effectiveness and impact of programs.
- b. Collect and analyze data, prepare reports, and present findings to locality partners and community stakeholders.
- c. Utilize evaluation results to identify areas for improvement and make recommendations for program enhancements.

4. Community Engagement:

- a. Facilitate stakeholder engagement meetings to foster effective communication among partners and ensure alignment with the vision and goals of the Fall Line.
- b. Foster and grow current and new relationships with trail users, community groups, local government agencies, and other stakeholders and partners.
- c. Provide support in reporting and organizing maintenance concerns to locality staff, state partners, and community stakeholders.
- d. Provide assistance in monitoring and executing the addition of amenities along the Fall Line.
- e. Organize and participate in community events, workshops, and public meetings.
- f. Collaborate with locality staff to develop and distribute program-related communications, mapping, newsletters, and social media content.

5. Volunteer Coordination:

- a. Recruit, train, and supervise volunteers for program-related activities, including educational events and community outreach.
- b. Provide guidance and support to volunteers, ensuring a positive and rewarding experience.
- c. Maintain volunteer records and recognize volunteer contributions.

6. Events:

- a. Develop, coordinate and manage the logistics of special events, including a permit system for event organized by other parties
- b. Manage volunteer coordination for special events.

7. Other:

- a. Install, maintain, gather, and upload data from trail counters along the trail network.

Virginia Capital Trail Foundation Comments on Fall Line Management Responsibilities

(Comments received via email from Virginia Capital Trail Foundation)

Maintenance Plan should clarify who will be responsible for the following in each section (explicit outlining of this will prove better long term maintenance than implicit)

- Graffiti removal
- Drainage issues along the sides of the trail (water pooling that may damage the gravel embankment of the trail but is not actually on the asphalt of the trail)
- Snow removal
- Removal and tree branches a)overhanging the trail or b)not overhanging, but blocking view for trail crossings
- How many feet from the asphalt does a structural issue need to be to fall under locality responsibility and not VDOT's

Amenities

- Who will own installed amenities on VDOT right of way sections? If a localities funds it and installs it, will they own it or will VDOT own it?
- Who will review amenities for conformance with state, federal requirements and ADA?
- Will there be design standards for the trail? Who will develop and review these?
- In the presentation you listed the Parks and Recs departments of each locality being responsible for amenities, even on VDOT right of way sections. This will differ from Capital Trail?
- From VCTF's MOU with VDOT: "VDOT and VCTF agree that once amenities are installed, they become property of VDOT and the responsibility for maintaining these amenities shall become VDOT's at that time."

Signage

- Will VDOT review wayfinding signage for MUTCD conformance?
- Will wayfinding signage in different sections be purchased and installed by localities? if so, how will cohesiveness be ensured?
- Will there be signage design and safety standards for the trail? who will develop and review these?
- From VCTF's MOU with VDOT: "The parties agree that the MUTCD and Virginia Supplement establish minimum standards and that additional criteria may be applied to signage along the trail to ensure a visual experience for visitors commensurate with the Trail's stature and character."

Sports Backers comments – October 24, 2024



Broadly speaking, this draft is fairly effective and comprehensive. With a few additions and some thought toward organizational qualifications and key performance indicators, it is a proper basis for future manager applicants.

Below, **orange** text signifies additions or comments. **Blue** is context related to Sports Backers' work in this area.

A new category is added at the bottom: the need for this organization to effectively promote the Fall Line. The Fall Line will only reach its transformative potential if we build the trail and develop in the trail corridor with the right mix of expertise, authenticity, and enthusiasm. The Fall Line is bigger than the Virginia Capital Trail in every way except length, and it takes a special approach to deliver on its economic development, community impact, and active transportation promise.

Safety is not mentioned anywhere in the draft. It has been added under 2) Development.

Central Virginia Regional Trails Management Responsibilities

Mission / Vision

Act as the regional coordinating organization (backbone organization) to ensure consistency and coordination of the Fall Line to provide an optimal user experience, including trail design, construction, operation, maintenance and programing.

1. Operations & Maintenance:

- a. Coordinate with VDOT and localities on maintenance and law enforcement of the built sections of the Fall Line
 - **Develop and update maintenance breakout along corridor to delineate varying agencies' responsibilities for each task.**
 - **Sports Backers has extensive relationships with law enforcement and first responders, in large part due to major events, throughout the Fall Line focus area, as well as VDOT Central Office and Richmond District and locality agencies overseeing transportation, parks, public works, schools,**

and economic development. We have industry-leading logistical expertise and understand locality event requirements that seek permitted use of public space, administrative support, and on-site personnel.

- Sports Backers' Board of Directors has had strong Supervisor/City Council representation from Hanover, Henrico, Richmond, and Chesterfield for decades. A local state senator in the Fall Line area has served on our organization's board since 2020, and state administration leadership has also served from time to time. Sports Backers' board officially approved the organization's work on the Fall Line, then called the Ashland to Petersburg Trail, in 2017.

b. Coordinate with localities and private sector partners to maintain associated right-of-way and amenities

- Develop and update maintenance breakout along corridor to delineate varying agencies' and partner responsibilities for each task.
- Manage extensive contracts with service providers where appropriate throughout the corridor.
- We have existing relationships with organizations like Capital Trees, Venture Richmond, and Groundwork RVA, who either do maintenance directly or manage contracts such as Clean and Safe. We have the fiscal capacity to manage contracts, including pass through funds, to make many options work.

c. ~~Work diligently to (seems unnecessary)~~ Identify and cultivate financial resources to fund ongoing maintenance and operations of the entire trail system

- Sports Backers was integral to the establishment of the state trail budget and most recently secured \$7.5m for the Fall Line. We have strong General Assembly and state administration experience, including actively supporting the creation of the CVTA in 2020. Sports Backers has raised over \$1.2 million in private funding for Fall Line development, and we have raised over \$1 million additionally to establish our new headquarters along the Fall Line.

2. Development & Implementation:

a. Develops resources sufficient to ensure the financial health of the organization.

- Sports Backers has considerable fundraising capacity. Its annual budget is ~\$7 million, and sponsorship and development are \$3 million per year. Sports Backers has the fiscal expertise and capacity to manage multi-year pledges, long-term leases, forecasting earned revenue, and implementing major capital campaigns. Sports Backers receives non-departmental funding from and/or engages in contract work with more than half of the Fall Line's localities,

including such projects as Chesterfield’s Sports Tourism plan, extensive community engagement and support of locality development work, and event contracts.

- b. Advocate for establishment of a State Trails Office maintenance reserve through the General Assembly – this is perhaps more specific than it needs to be. An alternative could be to just say “Advocate for dedicated trail maintenance funds at the state level”
 - Sports Backers is uniquely poised to take on this legislative task given our leadership on the State Trails Office.
- c. Coordinate the planning, execution, and evaluation of programs, including community teams, trail ambassadors, clean-ups, and other programs as Identified
 - Sports Backers operates several major programs. Annually we utilize 8,000 volunteers, attract and serve over 50,000 event participants, distribute 100,000 newsletters, and have a database of over 250,000 individuals. We train dozens of volunteers in multi-week skill-building programs similar to ambassadors every year. Sports Backers has led Fall Line-specific programs and events, such as the Friends of the Fall Line, Fall Line Trailblazer, hikes, cleanups, tree plantings, tours, and highly attended biking and walking events. We are moving our headquarters and programming to our new office along the Fall Line in Henrico. Sports Backers advocate and engagement is unparalleled in the Richmond region and includes driving several thousand people to engage with Fall Line surveys and open houses dating back to 2019.
- d. Collaborate with locality staff, stakeholders, and state/federal partners to define program objectives, milestones, and outcomes, including establishing a management plan and safety analyses.
 - This is important. No applicant to seek this position will know everything that locality partners want to include in management and maintenance operations. Sports Backers’ work on the Fall Line Vision Plan has already established our role in helping localities think bigger about everything from landscaping and hard surface maintenance to procuring trailhead amenities and design choices.
 - This should specifically include “safety analysis”, which can comprise user conflicts, crossing conflicts, and crime. These data sets are thin nationally, and a commitment to building this dataset for this trail would benefit many, including in continual development of the Fall Line.
 - The Fall Line Vision Plan has been a platform to incorporate localities’ projects into our annual work plan, and more of this is expected as developments progress.
- e. Monitor program progress, track milestones, and adjust plans to meet goals and

deadlines.

- Sports Backers' strategic plan and annual work plans are highly oriented toward metric-based KPIs.
- f. Coordinate with volunteers and partner organizations to ensure smooth implementation of program goals and objectives.
- Sports Backers already partners with hundreds of organizations, schools, faith communities, and companies throughout the entire Fall Line corridor, including extensive relationships in Colonial Heights and Petersburg (and their neighboring localities). The Fall Line Vision Plan engaged over 100 stakeholders in local government, state government, and nonprofit partners who are already bought in to Fall Line programming and development. This extensive community development has already paid dividends in areas like Bryan Park where public support cannot be taken for granted.
- g. Coordinate with locality and regional communications partners and create marketing materials related to programs which may include flyers, newsletter articles, social media posts or events, and website editing.
- Sports Backers co-coordinated the renaming of this project to the Fall Line with Dotted Line and shared costs with Plan RVA. We designed the logo and brand identity pro-bono and in-house, now adopted by the region. We have already produced videos, a dedicated website, social media accounts, official groundbreaking, press/media relations, merchandising, and participated substantially in the CVTA's wayfinding plan development. Sports Backers has a large, award-winning, experienced, in-house marketing team.

3. Program Evaluation and Reporting:

- a. Develop metrics and evaluation tools to measure the effectiveness and impact of programs.
- Sports Backers has in-house expertise of trail usage of comparable trail projects in Virginia and beyond. We have studied other trails extensively over the last seven years, including taking many of our local and state stakeholders along.
- b. Collect and analyze data, prepare reports, and present findings to locality partners and community stakeholders.
- c. Utilize evaluation results to identify areas for improvement and make recommendations for program enhancements.
- Sports Backers' standard operation involves significant evaluation of our

workplans, strategic plans, customer and volunteer surveys, event reviews of the largest events in Richmond. We specifically commit to and fundraise for professional development to continually learn and implement best practices and new skills

4. Community Engagement:

- a. Facilitate stakeholder engagement meetings to foster effective communication among partners and ensure alignment with the vision and goals of the Fall Line.
 - Quarterly Friends of the Fall Line meetings, the development of the Fall Line Vision Plan.
- b. Foster and grow current and new relationships with trail users, community groups, local government agencies, and other stakeholders and partners.
- c. Provide support in reporting and organizing maintenance concerns to locality staff, state partners, and community stakeholders.
 - Sports Backers has in-house customer service staff and processes tens of thousands of cases each year. Locality partners already look to Sports Backers to do this for bike lanes and sidewalks.
- d. Provide assistance in monitoring and executing the addition of amenities along the Fall Line.
 - Fall Line Vision Plan
- e. Organize and participate in community events, workshops, and public meetings.
 - In its 11th year in 2024, RVA Bike Month hosted over 70 events in 5 weeks with 5,700 participants, many of which were Fall Line oriented. This is in addition to more than a dozen public meetings related to the Fall Line we have promoted and driven nearly 6,000 participants to.
- f. Collaborate with locality staff to develop and distribute program-related communications, mapping, newsletters, and social media content.

Sports Backers is already extensively and uniquely engaged in community engagement, brand awareness, and general amplification of the Fall Line. No one else is doing it. As mentioned above, we lead extensive programming, events, trainings, and public meetings.

5. Volunteer Coordination:

- a. Recruit, train, and supervise volunteers for program-related activities, including educational events and community outreach.
- b. Provide guidance and support to volunteers, ensuring a positive and rewarding experience.
- c. Maintain volunteer records and recognize volunteer contributions.

Sports Backers has a volunteer coordinator with over twenty years of service managing

8,000 annual volunteers. Sports Backers event and program committees are some of the most productive and expert volunteer opportunities in the Richmond region. We host a volunteer appreciation party every year and give awards to several categories highlighting work from across our diverse portfolio. Our volunteer training and coordination is industry-leading and is the backbone of our organizational success.

6. Events:

- a. Develop, coordinate and manage the logistics of special events, including a permit system for event organized by other parties
 - In addition to our own events, Sports Backers has an extensive history of supporting other events within the region (including VCTF's Cap2Cap). We are supportive of other external events to strategically achieve our mission of inspiring active living. We have extensive experience managing and promoting calendars of events in mutually beneficial ways that reflect event markets across the region, state, and nation.
 - Sports Backers has already included the development of a new signature Fall Line event in its Strategic Plan.
- b. Manage volunteer coordination for special events.

7. Other:

- a. Install, maintain, gather, and upload data from trail counters along the trail network.

8. Promotion and Thought Leadership:

- a. Work to establish the Fall Line as a major focus in the region's economy through incorporation in economic development, tourism, corporate talent attraction strategies.
 - Sports Backers has unparalleled participation in the development of these strategies with organizations such as Richmond Region Tourism, Greater Richmond Partnership, and through site planning of developments like the Diamond District, City Center, and the Route 1 corridor.
- b. Earn a national profile for the Fall Line in trail-oriented spheres such as the High Line Network and/or in national and international rankings by focusing on promoting innovation, quality, and novelty.
- c. Raise funds for the development of world-class placemaking, amenities, and connections to the trail as outlined in the Fall Line Vision Plan.
- d. Represent the Fall Line at conferences, in peer groups, and on study trips with regional partners.



MEMORANDUM OF AGREEMENT
Between the
Virginia Department of Transportation
And the
Virginia Capital Trail Foundation

Purpose

This Memorandum of Agreement (MOA) dated as of April 5, 2017, provides for cooperation between the Virginia Department of Transportation and the Virginia Capital Trail Foundation for the promotion, use, operation, and maintenance of the Virginia Capital Trail, a fifty-two mile long pedestrian and bicycle trail linking Richmond, Jamestown, and Williamsburg generally along the Route 5 Corridor. This MOA supersedes previous memoranda of agreement executed between the parties in 2005 and 2009.

Background

The Virginia Capital Trail is a non-motorized multi-use trail connecting Virginia's modern capital in Richmond to the colonial capital in Williamsburg, providing pedestrians, hikers, bicyclists and other non-motorized users a safe and scenic path along one of the most historic corridors in America. The project was constructed as a joint effort of the Commonwealth of Virginia, the Virginia Department of Transportation, the Virginia Capital Trail Foundation, the City of Richmond, the Counties of Henrico, Charles City, and James City and other organizations. Construction of the trail was completed in 2015.

The Virginia Department of Transportation (VDOT) is a public agency responsible for the development and management of the surface transportation network of the Commonwealth of Virginia. VDOT considers bicycling and walking to be fundamental travel modes. VDOT is the owner and operator of the majority of the Virginia Capital Trail (map attached).

The Virginia Capital Trail Foundation (VCTF) is a non-profit organization whose mission is to promote, enhance and advocate for the continued development of the Virginia Capital Trail.

Agreement

WHEREAS, bicycle, pedestrian, and non-motorized modes of travel are integral components of a balanced transportation network; and,

WHEREAS, construction of the Virginia Capital Trail is now complete; and,

WHEREAS, promotion, development and enhancement of the Virginia Capital Trail continues; and,

WHEREAS, the Virginia Capital Trail is a unique asset for Virginians, improving quality of life and supporting sustainable economic development in the communities it links; and,



WHEREAS, operations and perpetual maintenance of the Virginia Capital Trail will require the sustained support and dedicated effort of both the public and non-profit sectors; and,

WHEREAS, the Virginia Department of Transportation is the lead public agency responsible for operations and maintenance of the Virginia Capital Trail; and,

WHEREAS, the Virginia Capital Trail Foundation is the preeminent non-profit entity responsible for promotion and enhancement of the Virginia Capital Trail and the independent advocate for the trail over the entire 52-mile corridor; and,

WHEREAS, both VDOT and the VCTF seek the on-going operation, maintenance, management, promotion, enhancement and ongoing development of the Virginia Capital Trail; and,

WHEREAS, both VDOT and the VCTF agree that this is best accomplished through on-going coordination and collaboration; and,

WHEREAS, both VDOT and the VCTF agree that an advisory committee consisting of representatives from VDOT, the VCTF and each of the political subdivisions along the Trail corridor can provide important input, feedback and information sharing in a number of areas, including trail promotion, tourism, event management, safety, and maintenance standards and best practices; and,

WHEREAS, VDOT and the Foundation will coordinate and collaborate efforts in the following areas:

1) Establishment of the Virginia Capital Trail Advisory Committee

VDOT and the Foundation will jointly establish an advisory committee to provide input towards the operations, perpetual maintenance, promotion, and enhancement of the Virginia Capital Trail. The Virginia Capital Trail Advisory Committee shall meet quarterly and consist of the following members: the VCTF Executive Director, one member of the VCTF Board, one representative of VDOT's Richmond District appointed by the District Engineer / Administrator, one representative of VDOT's Hampton Roads District appointed by the District Engineer / Administrator, one representative of VDOT's Central Office appointed by the VDOT Commissioner, and one representative from each of the following jurisdictions: City of Richmond, Henrico County, Charles City County, and James City County (in each case appointed by the governing body of such locality). Members may bring subject matter experts or other guests to meetings of the Virginia Capital Trail Advisory Committee for the purpose of providing input or advice to the committee.

2) Advocacy, Education, and Communications

VDOT and the Foundation will separately and jointly engage in education, information, and advocacy efforts to promote the Virginia Capital Trail, using public and private means and media. Both parties will inform the other, in advance, of such efforts carried out independently. This includes submission of the Virginia Capital Trail for awards, recognition, or designation by other entities.

3) Right to Place Signs and Amenities

VDOT agrees to grant and permit the VCTF the right to place signs and amenities along the Virginia Capital Trail. Signs or other devices that could be interpreted as traffic control devices will require review and approval by VDOT prior to installation and will be required to comply with the standards established in the Manual on Uniform Traffic Control Devices (MUTCD) published by the Federal Highway Administration (FHWA), the Virginia Supplement to the MUTCD and all other applicable VDOT standards. The parties agree that the MUTCD and Virginia Supplement establish minimum standards and that additional criteria may be applied to signage along the Trail to ensure a visual experience for visitors commensurate with the Trail's stature and character. VDOT will exercise reasonable discretion in permitting signs that are not traffic control devices, and will permit signs to enhance the user experience.

Amenities shall meet all applicable state and federal requirements, including conformance with the Americans with Disabilities Act, and match the design standards developed for implementation along the trail. For purposes of this agreement, amenities shall include but not be limited to benches, kiosks, bike racks, mile markers, and trailheads. Placement of certain amenities including portable restrooms and trash receptacles may require additional location research and approvals.

VDOT agrees to grant and permit the VCTF permission to place certain amenities within VDOT right-of-way provided such amenities are not located between the Trail and a public roadway, are located within the Virginia Capital Trail corridor as designated by the Commonwealth Transportation Board, are located a minimum of thirty feet from any intersection with a public roadway, are a minimum of twenty feet away from any private or commercial entrance to a public roadway, fully outside of the roadway clear zone, are in compliance with the terms and/or intended use of any easement upon which they will be located, and VCTF provides VDOT with a minimum of two week advance notice of the installation of such amenities. In all other instances, VCTF shall request permission from VDOT prior to placing an amenity in VDOT right-of-way along the Virginia Capital Trail corridor. VDOT shall respond to any such request made by the VCTF within twenty business days and will consider the input of the Virginia Capital Trail Advisory Committee in its deliberations. VCTF shall provide any notice under this paragraph to the VDOT representative for the VDOT district in which the proposed signage or amenity is to be located.

VCTF shall ensure that, during the installation of any amenities along the Virginia Capital Trail corridor, it does not encroach upon private property without prior approval from the property owner. After notification from VCTF of their intention to install an amenity and the location for the installation, VDOT shall notify VCTF of the right-of-way boundaries within 50 feet of such location in a manner determined by VDOT within ten business days. For any amenities proposed to be placed on easements held by VDOT which easements do not include a right on the part of VDOT to locate signage and amenities, the VCTF will be responsible for obtaining the written consent of the property owner and providing a copy to VDOT prior to placement of the amenity.

The provision of this permission to the VCTF shall not be considered a waiver of other legal and regulatory requirements associated with the placement of amenities, including but not limited to environmental

permits and approvals by the Department of General Services. VCTF will coordinate with VDOT in advance to ensure that such amenities are placed in accordance with applicable laws and regulations. The parties agree that, in cases where previous environmental or historic reviews have been performed which reviews encompass placement of signage or amenities ancillary to the Trail, to the fullest extent permitted by law, duplicative reviews will not be required prior to the placement of signage or amenities.

4) Maintenance and Ownership of the Trail and Amenities

VDOT will maintain the trail and amenities in accordance with agency best practices based on available resources and needs. Trail maintenance needs should be identified and reported to VDOT's Customer Service Center (1-800-367-ROAD or <https://my.vdot.virginia.gov/>) so that maintenance issues and resolution can be tracked and reported. The effectiveness of the forgoing maintenance reporting mechanism shall be periodically reviewed, in consultation with the Virginia Capital Trail Advisory Committee. In the event the VCTF becomes aware of urgent or otherwise extraordinary maintenance needs, the VCTF shall also contact the VDOT representative to the Virginia Capital Trail Advisory Committee for the relevant VDOT district.

VDOT and VCTF agree that once amenities are installed, they become property of the VDOT and the responsibility for maintaining these amenities shall become VDOT's at that time.

VDOT has the right to remove any and all amenities that are installed in a manner not in accordance with the terms of this agreement, are vandalized, fall into disrepair, or are determined to be a hazard at its sole discretion; provided, VDOT agrees to consult with the VCTF and Virginia Capital Trail Advisory Committee before removing any amenity that does not present a safety risk.

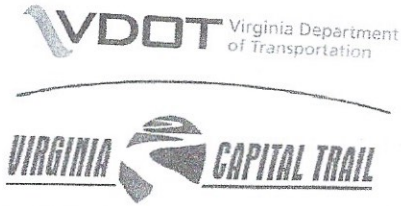
5) Sponsorship

VDOT and the VCTF agree that the VCTF is authorized to recognize private sponsors that provide funding for amenities placed on the Virginia Capital Trail. The form of such recognition shall be subject to any and all applicable laws, regulations directives and policies, including but not limited to applicable federal policies and/or directives relating to sponsorships on public highways.

VDOT and the VCTF agree that as the trail is a federally funded facility, any sponsorship funds collected above the amount needed for fabrication and placement of the amenities must be used by the VCTF for improvements or maintenance to the trail facility in accordance with applicable federal laws, regulations, directives and policies including, without limitation satisfying other matching requirements for applicable state and federal grant programs. The use of sponsorship funds may be subject to audit. Federal funding cannot be utilized for the fabrication or placement of any sponsor recognition.

6) Adopt-A-Trail

VDOT and the VCTF agree to establish an "adopt a trail" program to help offset maintenance costs for the trail and associated amenities. Private parties that participate in the program would be recognized in accordance with the provisions of the Commonwealth of Virginia's "Adopt A Highway" program. Signage for



such a program would conform with the sign design scheme for the Virginia Capital Trail and be sized appropriately for trail placement.

7) VCTF Sponsored Trail Events

VDOT and the VCTF agree that trail events will need to follow VDOT's land use permit process. To the extent allowable under law and regulation, permits will be issued at no fee to the VCTF. For all VCTF sponsored events, the Foundation shall be responsible for the removal of all event signage from the event route within seven days of conclusion of the event.

8) Miscellaneous

The parties agree that VDOT shall be bound hereunder only to the extent that funds are appropriated and allocated by the Commonwealth Transportation Board and otherwise legally available for the purposes of this MOA.

Effective and Termination Dates

This MOA is effective upon the signatures of authorized representatives of the parties listed below and shall remain in effect until terminated. This MOA may be modified by the mutual consent of the entities and may be terminated at any time by either entity, at its discretion on no less than 120 days advance written notice sent via U.S. mail to the agreed upon address of the other entity.

Signed and acknowledged:

Charles A. Kilpatrick, P.E.
Commissioner
Virginia Department of Transportation

Stuart W. Blain
Chairman of the Board
Virginia Capital Trail Foundation

6-22-17

MEMORANDUM OF AGREEMENT
BETWEEN
HENRICO COUNTY
AND
THE VIRGINIA DEPARTMENT OF TRANSPORTATION
RELATING TO
MAINTENANCE OF THE REGIONAL MULTI-USE FALL LINE TRAIL

THIS MEMORANDUM OF AGREEMENT (MOA), is made and entered into as of the last date of execution below, between Henrico County, Virginia, hereinafter referred to as Henrico, and the Commonwealth of Virginia, Department of Transportation, hereinafter referred to as the Department. The Department and Henrico are collectively referred to as the “Parties”.

WHEREAS, the Department initiated the Ashland to Petersburg (ATP) Trail Study (Study) to identify a preferred corridor for this regional multi-use trail (Trail) that would extend between the Town of Ashland and the City of Petersburg, a distance of approximately 40 miles; and

WHEREAS, the ATP Trail Study evaluated existing conditions and identified a corridor least impactful to environmental resources with feedback from state and federal agencies, affected localities, special interest groups, and the general public; and

WHEREAS, the preferred corridor for this Trail, now officially named the Fall Line Trail, would be located within the counties of Chesterfield, Hanover and Henrico, cities of Colonial Heights, Petersburg and Richmond, and the Town of Ashland; and

WHEREAS, throughout the Study, stakeholders and the public noted the importance of Trail maintenance and aesthetic considerations, including Trail continuity, feel and signage and it was further noted that future Trail maintenance will be determined based on the funding source and location of the Trail segment of the preferred corridor; and

WHEREAS, the varying location and ownership of the property or right of way on which the Trail will ultimately be situated raises issues as to maintenance responsibilities for the Trail, once it has been constructed and becomes operational, and in Henrico, specifically, the Trail may be located or situated on right of way or property owned by the Department in certain instances, Henrico in other instances, and private entities in yet other instances; and

WHEREAS, the Department and Henrico recognize the need for and are agreeable to establishing the general maintenance responsibilities for each of the Parties prior to construction of the Trail and seek to memorialize their understanding in a written document in order to

facilitate planning and preparation well in advance of the need for maintenance activities on the Trail.

NOW, THEREFORE, in consideration of the promises and mutual covenants and agreements contained herein, the Parties hereto agree as follows:

A. Division of Maintenance Responsibilities

The Parties agree that, as the Trail or portions thereof become operational, each will bear responsibility for maintenance of the Trail as follows:

1. For portions of the Trail that are situated on right of way or property owned by the Department prior to commencement of the Trail project, the Department shall bear responsibility for performing or causing to be performed all maintenance of said portions of the Trail.
 2. For portions of the Trail that will be located on easements granted by Henrico to the Department for placement or construction of the Trail, whether the Trail is at-grade or situated on a structure, the Department will bear responsibility for performing or causing to be performed all maintenance on said portions of the Trail, and any structures upon which it is situated.
 3. For portions of the Trail that will be located on right of way or property owned by Henrico that will not be the subject of easements to the Department for placement or construction of the Trail, Henrico will bear responsibility for performing or causing to be performed all maintenance on said portions of the Trail.
 4. For portions of the Trail located on structures owned or maintained by Henrico and for which Henrico receives maintenance funding pursuant to 33.2-366, Henrico will bear responsibility for performing or causing to be performed all maintenance of said portions of the Trail.
 5. For portions of the Trail that will be located on easements granted by a private entity to the Department for placement or construction of the Trail, whether the Trail is at-grade or situated on a structure, the Department will bear responsibility for performing or causing to be performed all maintenance on said portions of the Trail, and any trail-related structures upon which it is situated, pursuant to a separate agreement with the private entity.
- B. It is the intent of the Parties that financial responsibility for the costs of maintaining the portions of the Trail as noted in Section A will be borne by the Parties as follows:
1. For portions of the Trail for which the Department bears responsibility for performing or causing to be performed maintenance as set out in subsections A.1., and A.2., the Department will bear all costs of maintenance and in subsection A.5., the Department will bear all costs of maintenance unless otherwise agreed in a separate agreement with the private entity.

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2. For portions of the Trail for which Henrico bears responsibility for performing or causing to be performed maintenance as set out in subsections A.3. and A.4., Henrico will bear all costs of maintenance. However, to the extent permitted by law and subject to Section E, it is the intent of the Parties that, to the extent that the Trail has been located on right of way for which Henrico receives maintenance payments pursuant to §33.2-366 of the *Code of Virginia*, Henrico will continue to receive maintenance payments for said right of way.
- C. The Parties agree that this MOA establishes general expectations regarding maintenance of the Fall Line Trail, acknowledge that subsequent agreements setting forth more detailed terms and conditions relating to maintenance of the Trail may be necessary prior to or after completion of the Trail's construction, and herein are stating their intent to cooperate in the development of future agreements as may be necessary.
- D. To the extent that Henrico has granted easements to the Department for purposes of the Trail as set forth in subsection A.2, the Parties agree that Henrico shall retain the right to perform maintenance and repairs on locality-owned facilities within or adjacent to the easements for the Trail. Subject to a minimum of ten days notice to the Department and provided a Department-approved detour is provided, Henrico shall have the right to close the impacted portion of the Trail, as necessary, for maintenance and repair activities associated with Henrico-owned facilities. In the event that Henrico exercises closure of a portion of the Trail pursuant to this Section (D), Henrico shall be responsible for posting public notices and signage in the vicinity of the affected portion of the Trail advising of the closure, at least five days in advance of closure.
- E. The Parties agree that this MOA and its provisions are subject to state and federal law and regulations as well as policies of the Commonwealth Transportation Board (Policies) and that to the extent laws, regulations or said Policies may require modification of the terms of this MOA or to the extent laws, regulations or said Policies may require modification to effectuate the intentions of the Parties, the Parties will cooperate to modify this MOA or to use their best efforts to effectuate changes in the law, regulations and/or Policies.
- F. Nothing in this MOA shall obligate the Parties hereto to expend or provide any funds except those as shall have been included in an annual or other lawful appropriation for the purposes herein.
- G. The Parties mutually agree and acknowledge, in entering this MOA, that the individuals acting on behalf of the Parties are acting within the scope of their official authority and the Parties agree that neither Party will bring a suit or assert a claim against any official, officer, or employee of either party, in their individual or personal capacity for a breach or violation of the terms of this MOA or to otherwise enforce the terms and conditions of this MOA.

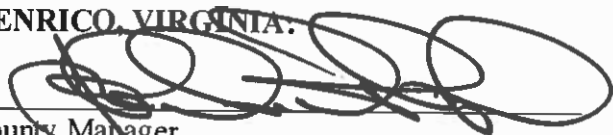
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- H. Nothing in this MOA shall be construed as a waiver of the sovereign immunity of the Commonwealth of Virginia.
- I. This MOA may only be modified in writing as agreed to by both Parties.
- J. This MOA may be terminated at any time by either Party, at its discretion upon no less than 120 days advance written notice.
- K. Notices: all notices under this MOA to either Party shall be in writing and forwarded to the other party by U.S. Mail and email, care of the following authorized representatives:

<u>Henrico</u>	<u>Department</u>
John A. Vithoukas County Manager P.O. Box 90775 Henrico, VA 23273 vit@henrico.us	Stephen C. Brich, P.E. Commissioner of Highways 1401 East Broad Street Richmond, VA 23219 stephen.brich@vdot.virginia.gov

IN WITNESSETH WHEREOF, the Parties sign and cause this MOA to be executed by their duly authorized officers on the dates set forth below.

HENRICO, VIRGINIA:



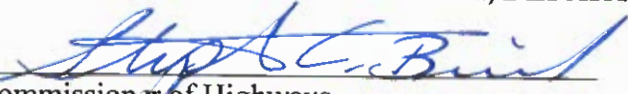
 County Manager



 John A. Vithoukas

 1/25/2022

 Date

COMMONWEALTH OF VIRGINIA, DEPARTMENT OF TRANSPORTATION:



 Commissioner of Highways


 Typed or Printed Name of Signatory

 2/28/2022

 Date

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REPORT OF THE SECRETARIAT OF NATURAL RESOURCES AND THE
SECRETARIAT OF TRANSPORTATION

Virginia Capital Trail Sponsorship and Maintenance Report

TO THE GOVERNOR AND THE CHAIR OF THE SENATE FINANCE AND
APPROPRIATIONS COMMITTEE AND THE CHAIR OF THE HOUSE
APPROPRIATIONS COMMITTEE



COMMONWEALTH OF VIRGINIA

Richmond

The Honorable Ralph S. Northam
Governor of Virginia

The Honorable Janet D. Howell
Chair, Senate Finance and Appropriations Committee

The Honorable Luke E. Torian
Chair, House Appropriations Committee

Dear Governor Northam, Senator Howell and Delegate Torian:

We are pleased to provide this report, ***Virginia Capital Trail Sponsorship and Maintenance Report***, on behalf of the Secretariat of Natural Resources and Secretariat of Transportation.

This report is presented in accordance with requirements enacted under Item 361 of Chapter 854 of the 2019 Virginia Acts of Assembly, in which the Secretariats of Transportation and Natural Resources were asked to assess the feasibility and costs of transferring maintenance and sponsorship of the Virginia Capital Trail from the Virginia Department of Transportation to the Department of Conservation and Recreation.

This report reviews the historic development of the Virginia Capital Trail and Route 5 corridor. Specifics are provided within the report on current maintenance and operational costs of the Virginia Capital Trail, and compares those costs to existing Department of Conservation and Recreation management of the New River Trail.

This cost comparison illustrated that shifting maintenance responsibilities and sponsorship of the Virginia Capital Trail from the Department of Transportation to the Department of Conservation and Recreation will not yield significant cost-savings to the Commonwealth, and affirmed our position that maintenance and sponsorship responsibilities should remain with the Virginia Department of Transportation and Virginia Capital Trail Foundation.

If you have any questions regarding this report or require any additional information, please do not hesitate to contact us.

Respectfully submitted,



Shannon Valentine
Secretary of Transportation



Matthew Strickler
Secretary of Natural Resources

Executive Summary

The Department of Conservation and Recreation and Department of Transportation, in accordance with Item 361 of Chapter 854 of the 2019 Virginia Acts of Assembly and under the direction of the Secretary of Natural Resources and Secretary of Transportation, convened a stakeholder group to assess the feasibility and costs associated with transferring sponsorship and maintenance support responsibilities for the Virginia Capital Trail from the Department of Transportation to the Department of Conservation and Recreation. The stakeholder group consisted of representatives from the Virginia Capital Trail Foundation, members of trail user groups with particular representation from the cycling community, and representatives of local governments from jurisdictions through which the trail traverses.

This report, consistent with the instructions of the General Assembly, focused on all aspects of trail maintenance and support to gain a holistic picture of feasibility and all costs associated with a transfer of sponsorship and maintenance support. This process involved a review of trail funding sources to identify any restrictions due to grants, as well as analysis of the existing management structure for the Virginia Capital Trail. In addition, members of the stakeholder group inventoried existing and proposed trail infrastructure, identified past and current operational and maintenance costs and practices across an array of stakeholders, and considered existing and current revenue sources associated with the Virginia Capital Trail.

This report provides a cost comparison, based on the Department of Conservation and Recreation's management of the 57-mile linear New River Trail. This cost comparison, a review of maintenance responsibilities, and feedback from stakeholders indicate that the current management structure operates in a cost-effective manner that divides maintenance and operational responsibilities across Richmond City, Henrico County, Charles City County, James City County, the Virginia Department of Transportation, and the Virginia Capital Trail Foundation. This report also identifies modest recommendations to improve the experience of Virginia Capital Trail users, including a targeted partnership between the Department of Conservation and Recreation and the Virginia Capital Trail Foundation to provide technical assistance in developing a master plan, specific funding for active transportation corridor maintenance needs, and a unified public safety approach for the Virginia Capital Trail.

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1 Legal Framework and Authority

The Code of Virginia in § 33.2-112 specifies that the Commonwealth Transportation Board and Commissioner of Highways may “construct such sidewalks or walkways on the bridges and along the highways under its jurisdiction as it deems necessary for the protection of pedestrian traffic.” The code section goes on to note that “All provisions of law with respect to the acquisition of lands and interests therein and the construction, reconstruction, alteration, improvement, and maintenance of highways in the primary and secondary state highway systems, including the exercise of the power of eminent domain by the Board and the Commissioner of Highways, shall be applicable to such sidewalks and walkways.”

During the 2005 session of the Virginia General Assembly, the legislature passed Senate Bill 1033 sponsored by Senator Benjamin Lambert declaring “That the bicycle and pedestrian transportation facilities within the Virginia Route 5 corridor between the City of Richmond and Jamestown are hereby designated the “Virginia Capital Trail.” This designation shall not affect any other designation heretofore or hereafter applied to these facilities.”

Subject to Title 10.1 of the Code of Virginia, the Department of Conservation and Recreation (DCR) is authorized by the General Assembly to operate 38 state parks and 63 natural area preserves on behalf of the citizens of the Commonwealth. Specifically, § 10.1-201(A) authorizes the Department of Conservation and Recreation to acquire “areas, properties, lands, or any estate or interest therein, of scenic beauty, recreational utility, historical interest, biological significance or any other unusual features which... should be acquired, preserved, and maintained for the use, observation, education, health and pleasure of the people of Virginia.”

2 Historic Development of the Virginia Capital Trail

The origin of the Virginia Capital Trail dates to 1975, when the Commonwealth Transportation Board designated the Route 5 Corridor as a Virginia Scenic Byway, only the second such designation in the Commonwealth to be approved at that point in time. Designation as a scenic byway formalized the opinion of the Commonwealth Transportation Board and Department of Transportation that the historic, cultural, and in particular the scenic resources of the Route 5 corridor were worthy of protection by state government.

Fifteen years later, the 1990 General Assembly asked the Virginia Department of Transportation to conduct a Route 5 corridor study with a particular focus on preservation of Route 5’s historic and scenic characteristics. The report issued after that study in 1991 recommended that the Virginia Department of Transportation and the Department of Conservation and Recreation should work with localities along the corridor to ensure that local zoning and comprehensive planning programs undertaken by the localities would sufficiently preserve the historic and scenic resources and noted that “the commitment to preserve a scenic byway is presently shared by the state and local governments.”

The 1991 report also revealed growing support from stakeholders for the inclusion of multi-use paths alongside Route 5, to safely accommodate growing interest by bicyclists intent on enjoying the scenic and recreational assets of the corridor. To that end, among the recommendations included in the 1991 report, was the following language: “Any improvements to Route 5 should include a minimum four-foot smooth paved shoulder to accommodate a bicycle lane on each side of the roadway between the east corporate limits of the City of Richmond and Route 199 west of the City of Williamsburg.” The Virginia Department of Transportation followed up on the recommendations from the 1991 report, selecting the firm of Vanasse Hangen Brustlin, Inc. (VHB) to conduct a two-year feasibility study from 1997-1999 that determined the preferred alignment of a multi-use trail along the Route 5 corridor.

The next crucial step, after completion of the feasibility study, involved identifying the funding sources necessary to achieve the ambitious trail corridor goal linking Williamsburg to Richmond. Governor Mark Warner’s Secretary of Transportation Whitt Clement identified initial federal and state funding for the project in the 2003 budget, allowing the Virginia Department of Transportation to survey the proposed Virginia Capital Trail corridor. 2004 marked another significant push forward for the Virginia Capital Trail, as citizen advocates and supporters of the trail established the Virginia Capital Trail Foundation as a nonpartisan advocacy partner to provide trail expertise, to raise public awareness, and to seek funding and contributions to enhance and promote the development of the Virginia Capital Trail. In addition, the project received a mix of federal and state dollars, highway enhancement funds, and federal open container funds in the 2004 fiscal year, allowing design work to begin in earnest and negotiations with landowners along the route to proceed. Just a year later in July 2005, Governor Mark Warner offered keynote remarks at the official groundbreaking for the Greensprings Road segment of the Virginia Capital Trail.

With the Virginia Capital Trail Foundation in place to solicit support from state and local stakeholders and ground broken, progress on the Virginia Capital Trail accelerated greatly from 2005 to the present. The Greensprings Road portion of the Virginia Capital Trail opened to the public in 2006, and over the next two years trail development began in Charles City County and Richmond City. While progress slowed during the early days of the Great Recession, by March 2010 the Virginia Capital Trail featured two trailheads at Jamestown and the Richmond Riverfront, completion of the Charles City Courthouse, Chickahominy, Greensprings, and Richmond Riverfront sections, and a trail wide signage system to assist members of the public in navigating the trail. In October 2013, the western terminus of the trail opened at Great Shiplock Park in the City of Richmond. A year later, the largest segment of the trail, known as Sherwood Forest, was completed and opened to the public. Finally, after significant public and private investment and just twelve years after the General Assembly first approved funding to survey the Virginia Capital Trail corridor, the 52-mile trail was completed and the full length of the corridor opened to the public in October 2015.

Since the trail’s completion in 2015, public interest and usage of the corridor has continued to grow, both for recreational purposes as well as for serving as a transportation alternative for many in Williamsburg and Richmond who wish to commute to work via alternative means of transportation. The Virginia Department of Transportation maintains a system of trail counters along the length of the Virginia Capital Trail that have gauged this growing interest from the public. During Virginia Capital Trail’s first year in

operation, the trail recorded 550,000 counts and in 2018, the number of unique counts exceeded 1.4 million, with a daily average of 300 counts. It should be noted that a count measures a person or persons passing by a particular portion of the trail. This total may not directly reflect the actual number of unique users, but does give some indication of usage trends. As the trail’s user base has evolved, so too has the Virginia Capital Trail Foundation adjusted its role with the times. As first envisioned nearly forty-five years ago, the citizens of the Commonwealth now use the Virginia Capital Trail as a source of outdoor recreation and to satisfy an ever-growing demand to commute to and from their workplace via alternative means of transportation. At the same time, the scenic, cultural, and historic resources along Route 5 are preserved for the enjoyment of the citizens of the Commonwealth.

3 Funding Sources for Development of the Virginia Capital Trail

From 2003, when capital funding was first allocated to study, develop, and construct the route of the Virginia Capital Trail to its completion in 2015, the Virginia Department of Transportation used a unique combination of federal enhancement, open-container, American Recovery and Reinvestment Act, and Smithsonian funds to pay for the design and construction of the Virginia Capital Trail. These funds could not be used to construct new roadways, but could be used to enhance existing corridors and for the creation of multi-use pedestrian and bike trails. The funding sources utilized require that the Virginia Capital Trail be open to the public and not-for-profit, in order to comply with grant funding requirements. Thus, no mandatory user fees can be collected from daily users of the trail, limiting a source of potential revenue. These unique funding streams allowed the Virginia Department of Transportation to avoid drawing from their regular construction budget in developing the multi-use transportation and community trail. The following charts reflect the capital expenses that went into construction and development of the Virginia Capital Trail.

Summary of Federal Funding Sources

Funding Sources	Projects Funded ¹	Funds
Recovery & Reinvestment Act	New Market Trail Segment	\$10.05 million
Federal Highway Enhancement	Chickahominy, Sherwood, Richmond City	\$10.42 million
Federal Open Container Funds	Varina, Sherwood Forest, Charles City Segments	\$44.37 million
National Highway Performance	Sherwood Forest Segment	\$842,695
Scenic Byways Funding	Greensprings Acquisition and Development	\$2.35 million
Primary (Fed)	Chickahominy to Greensprings, Charles City	\$620,136
Primary Mixed (Fed/State)	Capital Trail Feasibility Study, Richmond Section	\$2.38 million
TOTAL (FEDERAL):		\$71.04 million

¹ The projects funded column list is not all encompassing. The projects named reflect where the bulk of dollars were allocated from that particular fund source, but may not reflect smaller projects along the Virginia Capital Trail funded from the same source. The funds allocated column represents the total amount of funds from that source expended to construct the Virginia Capital Trail.

Summary of State Funding Sources

Funding Sources	Projects Funded ¹	Funds
Bonds (State)	Varina, Henrico County	\$2.77 million
Primary (State)	Varina, Sherwood Forest Segment	\$1.91 million
State Maintenance	Williamsburg Cap Trail Improvement Project	\$473,559
Revenue Sharing (State)	Chickahominy River and Greenspring	\$125,890
TOTAL (STATE):		\$5.28 million

4 Current Management Structure, Partnerships, and Future Developments

During the trail-building phase, much of the Virginia Capital Trail Foundation’s work emphasized raising awareness of the trail, building support among local and state policymakers, and soliciting private support from major donors. The completion of the trail marked a new era for the Virginia Capital Trail Foundation staff, board, and volunteers, with the non-profit focused more on maintaining the trail in line with the foundation’s management agreement with the Virginia Department of Transportation. The Virginia Capital Trail Foundation’s role has expanded to now focus on such tasks as maintaining and developing the trail in line with user demands, organizing volunteers to be part of their Trail Ambassador Program, placing signage, soliciting private support for construction of trail amenities, managing relationships with local governments, and holding special events like the Cap2Cap Bike Ride. Not surprisingly and perhaps most importantly, the Virginia Capital Trail Foundation spends the bulk of their day-to-day staff time working with volunteers, local governments, and Virginia Department of Transportation staff to maintain the trail and keep its condition suitable for usage by the public. This unique public-private partnership has allowed the trail to evolve and serve a diverse customer base of commuters, recreational enthusiasts, and casual users alike.

Management Structure

The Virginia Capital Trail Foundation is currently helmed by Executive Director Catherine Anthony with the support of two other full-time staff members. The staff report to a seventeen-member citizen board, comprised of regional cycling and hiking enthusiasts, as well as trail promoters. Ms. Anthony and her staff operate the trail on a day-to-day basis as part of the non-profit’s management agreement with the Virginia Department of Transportation. The non-profit facilitates a trail ambassador program of volunteers who ride the trail to monitor safety and maintenance concerns. Trail ambassadors utilize volunteer labor to ride the trail daily and report concerns and issues to Virginia Capital Trail Foundation staff, who then route the issues to the appropriate entities to be resolved. The Virginia Capital Trail Foundation sponsors the annual Cap2Cap Bicycle Ride, which raises the majority of the non-profit’s approximately \$400,000 annual operating budget. The revenues from that event in combination with private donations underwrite the three staff members, annual marketing expenses, program expenses, and allow the non-profit to add customer-friendly amenities to the trails such as benches, fix-it stations for bicyclists, and rain shelters.

Partnerships

While the Virginia Capital Trail Foundation manages day-to-day operation of the trail, volunteer recruitment and development, marketing, donor solicitation, contact with stakeholders, and general administration of the Virginia Capital Trail as their core functions, maintenance support is largely provided by the localities along the trail as well as through the Virginia Department of Transportation. The Virginia Department of Transportation has three maintenance area headquarters that serve different portions of the trail, in addition to the primary and secondary highway systems in their respective jurisdictions. Each maintenance area headquarters provides litter removal, mowing, tree removal, debris removal, patching of asphalt, signage replacement, bridge and crossing inspection, and drainage inspection over the course of the year.

While the Department of Transportation is the primary maintenance provider for the trail proper, the Virginia Capital Trail Foundation and Virginia Department of Transportation have a memorandum of understanding with James City County and less formal agreements with the City of Richmond and Henrico County to maintain portions of the trail and trailheads. In the case of Richmond and Henrico particularly, these trailheads are integrated with the local park system in each locality, and thus are already being maintained through locality park and recreation budgets. As part of their memorandum of understanding with the Virginia Capital Trail Foundation and Virginia Department of Transportation, James City County mows portions of the trail, picks up litter, has local law enforcement patrol portions of the trail as available, and assume maintenance responsibility (though not replacement costs) for any amenities installed by the Virginia Capital Trail Foundation. Henrico County maintains fourteen miles of the Virginia Capital Trail through mowing and debris removal, most of which passes through their county park system. Henrico County also maintains portable toilets, rain shelters, and benches at the Four Mile Creek trailhead. The City of Richmond maintains just over a mile of the Virginia Capital Trail, providing routine mowing on a monthly basis as well as litter clean-up based on citizen demand.

Future Developments

The Virginia Capital Trail currently connects to the Colonial Parkway, the Dorey Park Connector Trail, Greensprings Interpretive Trail, Powhatan Creek Trail, and to the James River Park System through the Canal Walk. It is a segment of both the East Coast Greenway and Bike Route 76.

Proposed Trail Connections

The Virginia Capital Trail is well-positioned to connect to ten other regional and local trail networks under development, which will increase traffic and therefore maintenance costs on the Virginia Capital Trail. These potential trail connections are currently being incorporated into the trail planning process as goals for trail planners, developers and advocates. Just as a connected highway system was a catalyst for economic development, a connected active transportation network will continue to stimulate business development, encourage healthy activities, and provide transportation options for people without cars along the full corridor.

- **Appomattox Riverfront Trail (ART Trail):** The ART Trail connects six localities that border the lower Appomattox River (Chesterfield, Dinwiddie, Prince George, Colonial Heights, Hopewell, and Petersburg). The 2017 Trail Master Plan mentions a potential connection from City Park in Hopewell to the Virginia Capital Trail via Route 10 to the Jordan Point Bridge (Route 156) across the James River. A ferry making this connection is another option. This vision is supported by the Friends of the Lower Appomattox River (FOLAR), PlanRVA and the Crater Planning District Commission.
- **Birthplace of America Trail (BoAT Trail):** The Transportation Technical Advisory Committee of the Hampton Roads Transportation Planning Organization seeks two paths connecting the South Hampton Roads Trail and Ft. Monroe to Jamestown and the Virginia Capital Trail. The total trail system is about 95 miles, and the plan has been approved and adopted in regional plans as of July 2017. The Peninsula Route would connect Jamestown, the College of William & Mary, Newport News Park, Yorktown Battlefield, Hampton University, the VA Medical Center, and Fort Monroe. The Southside Route would use the Scotland Ferry to connect to Smith’s Fort Plantation, the Town of Surry, Bacon’s Castle, the Isle of Wight Courthouse, Smithfield, St. Luke’s Church, and the South Hampton Roads Trail (a segment of the statewide Beaches to Bluegrass Trail) in the City of Suffolk.
- **East Coast Greenway (ECG):** The East Coast Greenway connects 15 states and 450 cities and towns for 3,000 miles from Maine to Florida. Fostering a safe walking and biking route through the country’s most populated corridor, the East Coast Greenway Alliance’s goal is to offer a shared use path fully separated from traffic, although much of the route through Virginia is still on-road. In Richmond, the historic coastal route of the ECG splits from the spine route and follows the Virginia Capital Trail and the Scotland Ferry towards the Dismal Swamp Trail. The spine route roughly follows Route 1 and connects to North Carolina south of Clarksville. There is potential for the spine route to follow the High Speed Rail Corridor south of Petersburg.
- **James River Heritage Trail:** This braided trail network includes water and land trails along the James River and its tributaries. The concept plan for this statewide trail is under development, but the vision is a network of communities that share their traditions, history, and lifestyle to foster sustainable recreation and stewardship of treasured landscapes and local waters, trails, and byways.
- **Ashland to Petersburg Trail:** Working with stakeholders, VDOT is studying a preferred corridor for a multi-use trail within Chesterfield, Hanover, Henrico, Colonial Heights, Petersburg, Richmond, and Ashland. The study’s purpose is to identify a trail corridor that will improve safety for the non-motoring public, enhance connectivity, and maintain consistency with state, regional, and local transportation plans. The Trolley Line Trail will be a major component of this trail system from Ashland through Henrico County.
- **Three-Notch’d Trail:** The original Three Notch’d Road (sometimes called Three Chopt Road) connected Richmond to the Shenandoah Valley as a main east-west route from the 1730s to the 1930s, until U.S. Route 250 was built on much of the original route. The Rivanna Trails Foundation (RTF) is spearheading

an effort to connect Charlottesville to Crozet and the Blue Ridge Tunnel along the Three-Notch'd Trail, but there is also interest in connecting eastward to the VCT. In May 1781, Thomas Jefferson and state officials fled Richmond to escape the British. The General Assembly adjourned its session to meet again in Charlottesville on May 28. They held a quick session on the morning of June 4 at the Swan Tavern in Charlottesville and again at Trinity Church in Staunton June 7-23. There is interest in connecting these temporary state capitols to the VCT.

- **BridgePark:** BridgePark is a proposed linear public park that would span the James River and connect the riverfront experience to the City Center, on both sides of the James. The park would transform 9th Street (including a portion of the Manchester Bridge over the beautiful James River) into a world-class destination for biking, walking, art, education, events, and community engagement. Stretching from Manchester to Jackson Ward, the path includes VCU's downtown campus, the John Marshall House, the State Capitol, Kanawha Plaza, Brown's Island, the Manchester Climbing Wall, and Southside's historic streets.
- **Gillies Creek Greenway:** The Gillies Creek Greenway, proposed in 2015 in the Gillies Creek Greenway Plan, will be a ten-foot-wide paved path for pedestrians and bicyclists. The greenway will connect neighborhoods in Greater Fulton and beyond to the James River and increase visibility of Gillies Creek. The greenway is planned to eventually extend from the James River along Gillies Creek to Oakwood Cemetery. It will intersect the VCT near the Intermediate Terminal.
- **Cannon Creek Greenway:** The Shockoe Valley Streets Improvement Project, currently under development by the City of Richmond, will connect the Cannon Creek Greenway to the James River and the VCT. This connection will link residential neighborhoods in northeast Richmond with the James River.
- **Shared Use Path on Courthouse Road (Route 155) in Charles City:** VDOT is helping plan a 0.53-mile multiuse path on southbound Courthouse Road (Route 155) between the VCT and Charles City County High School.

5

Virginia Capital Trail Current Operational and Maintenance Costs

The unique management structure of the Virginia Capital Trail means that operational and maintenance costs are split across the non-profit Virginia Capital Trail Foundation, the Virginia Department of Transportation, and the localities served. Based on the operational responsibilities of each partner in the Virginia Capital Trail, the costs are allocated respectively between each entity. The information in this section illustrates the best estimations available from partners for their overall costs to operate and maintain the trail under the current management structure. These figures help establish a baseline cost for maintaining the Virginia Capital Trail, which can then be compared to the Department of Conservation and Recreation's cost to maintain a linear trail system.

Stakeholders were able to provide some background on their annual contributions to the Virginia Capital Trail. The annual budget of the Virginia Capital Trail Foundation is approximately \$400,000 annually, with revenues largely coming from trail sponsors as well as funds associated with the Cap2Cap Trail Ride. The budget is anticipated to grow further with future events like the Cap Trail 10 Miler and 5K race scheduled for late October 2019². James City County provided invoices from their most recent fiscal year, indicating they spent approximately \$23,000 in staff time and resources to maintain their segment of the trail pursuant to the memorandum of understanding they have with the Virginia Capital Trail Foundation. The Virginia Department of Transportation's Ashland residency, which provides maintenance to the largest portion of the Virginia Capital Trail, expended \$24,479 in Fiscal Year 2015, \$221,049 in Fiscal Year 2016, \$184,934 in Fiscal Year 2017, \$196,148 in Fiscal Year 2018, and \$85,026 in Fiscal Year 2019. The Ashland residency of the Department of Transportation also spent \$170,000 over the past four years, including \$68,000 in FY 2019, on traffic engineering and pedestrian safety improvement studies. The Virginia Department of Transportation's Williamsburg residency, which serves the smaller eastern portion of the

Virginia Capital Trail alongside James City County, expended approximately \$52,500 in FY 2019 replacing bridge planks, removing trees and debris, repairing and replacing signage, and conducting studies and sign upgrades. The Williamsburg residency also anticipates a one-time expense of \$80,000 in Fiscal Year 2020 for an emergency bridge replacement.

For the most recent FY 2019, spanning from July 2018 to June 2019, the approximate total expenditures from three of five partners involved in the Virginia Capital Trail is estimated to be approximately \$628,554. Note that this figure reflects the salaried staff of the Virginia Capital Trail Foundation, and wage staff employed by the Virginia Department of Transportation and James City County whose work specifically involves the Virginia Capital Trail. This estimation includes James City County's maintenance costs specific to the Virginia Capital Trail, which are the subject of a memorandum of understanding, however it does not reflect some additional local government expenditures on maintenance by Richmond City and Henrico County. The reason for this is that Richmond City and Henrico County maintenance expenditures related to the Virginia Capital Trail overlap in part with other local municipal park maintenance and upkeep costs. In addition, these figures also do not reflect any staff time or resource expenditures related to public safety and law enforcement functions in the vicinity of the Virginia Capital Trail.

² It is noted that funding provided by the Virginia Capital Trail Foundation presumably would be available whether the trail is maintained by VDOT or by DCR and hence, for purposes of this report, has no bearing on the feasibility and costs associated with transferring sponsorship and maintenance support responsibilities for the Capital Trail from VDOT to DCR.

Capital Trail Total Expenditures by Stakeholder – FY 2019

Stakeholder	Trail Responsibilities ³	Expenditure
Virginia Capital Trail Foundation	Administration, Marketing, Programs, Fundraising	~\$400,000
Department of Transportation	Maintenance, Pedestrian Safety Improvement Studies	\$205,525
Local Governments (James City)	Greensprings Segment Maintenance	\$23,029
TOTAL:		~\$628,554

This report, consistent with the instructions of the General Assembly, focused on all aspects of trail maintenance and support. While the topline expenditures above are a helpful data point, the figures above include some non-maintenance funding associated with special events like the Cap2Cap Bike Ride and marketing expenses. Those expenses are not as clearly tied to the annual operation and maintenance costs of the trail, and therefore should be excluded in light of the narrow guidance from the General Assembly.

The chart above also includes administration expenditures by the Virginia Capital Trail Foundation that do have a direct impact on operations and maintenance. For instance, traffic engineering and safety improvement studies can identify operational efficiencies and enhance public safety. The Virginia Capital Trail Foundation facilitates the trail ambassador program, which trains and develops volunteers and provides the public with a daily presence on the trail. The Foundation also fields and routes safety and maintenance complaints to the appropriate stakeholders, and act as the public face of the trail. The full-time staff associated with the Virginia Capital Trail Foundation manage day-to-day operational concerns. This administrative role, much like the role of a state park’s management team, correlates directly with overall operational and maintenance costs. Expenses related to the administration of the Virginia Capital Trail Foundation, as well as traffic safety and engineering studies, can and should be part of the narrower calculation of operational and maintenance expenditures.

The instructions of the General Assembly request a study of the transfer of maintenance responsibilities for the Virginia Capital Trail, therefore it is important to identify the current maintenance practices associated with the Virginia Capital Trail to make sure those activities align with the Department of Conservation and Recreation’s maintenance practices. Maintenance activities currently undertaken by the Virginia Department of Transportation or localities include: litter removal, mowing, tree trimming, debris removal, facility upkeep, patching of holes, drainage, signage placement, bridge maintenance and inspection, and as needed patching and resurfacing of pavement along the trail. Activities not reflected in the annual maintenance figures due to their non-routine nature are large-scale repaving of trail segments as well as replacement of bridges and other crossings. Infrastructure replacement of that nature is typically

³ The trail responsibilities column list is not all encompassing. The responsibilities named reflect a general description reflecting where the bulk of dollars were spent. The list of responsibilities may not reflect smaller duties performed by the funding source along the Virginia Capital Trail funded from the same source. The absence of Henrico County and Richmond City figures are due to the fact that expenditures related to the Virginia Capital Trail are tied in with other conflating and unrelated costs as part of the local parks and recreation budget for those localities. The expenditure column represents the total amount of funds from that source known to be expended on the Virginia Capital Trail in fiscal year 2019.

not included in the annual maintenance or operating budget of a state park, and is considered more specialized. In addition, the Virginia Capital Trail spends a portion of its budget on special events and programming, which are not directly tied to maintenance and operations, allowing that figure to be reduced.

With those considerations in mind, the overall expenditures presented above can be narrowed to include those more traditional maintenance functions performed by the Virginia Department of Transportation and James City County listed above, as well as isolating the administrative overhead associated with the Virginia Capital Trail Foundation’s management role. The following table provides a more accurate maintenance and operation cost for comparison with the Department of Conservation and Recreation:

Capital Trail – Direct and Indirect Operating and Maintenance Expenditures – FY 2019

Stakeholder	Trail Responsibilities ⁴	Expenditure
Virginia Capital Trail	Administration, Stakeholder Management, Amenities	~\$150,000
Department of Transportation	Maintenance, Pedestrian Safety Improvement Studies	\$205,525
Local Governments (James City)	Greensprings Segment Maintenance	\$23,029
	TOTAL:	~\$378,554

Current Maintenance Frequency and Standards

The current maintenance practices undertaken by the Virginia Capital Trail Foundation, Virginia Department of Transportation, and localities along the trail are undertaken on an as-needed basis, and are reactive to customer complaints and concerns. Those maintenance activities entail the following:

Current Maintenance Profile of the Virginia Capital Trail	
Activity	Current Maintenance Practice Frequency
Litter removal	Ranges from Monthly to Weekly
Mowing	Ranges from Monthly to Weekly
Tree Trimming	Ranges from none to Bi-Monthly
Debris Removal	Ranges from as needed to weekly
Bridge Inspection and Maintenance	2 year frequency for official inspections; weekly inspections by maintenance personnel
Resurfacing	As needed and conditions warrant
Drainage	As needed
Patching	As needed
Signs	As needed
Traffic Engineering	As needed

⁴ The responsibilities named are a general description reflecting where the bulk of maintenance-related and operational management dollars were spent. The list of responsibilities may not reflect smaller tasks which are funded by the funding source along the Virginia Capital Trail. Henrico County and Richmond City figures are not set out because expenditures related to the Virginia Capital Trail are tied in with other conflating and unrelated costs as part of the local parks and recreation budget for those localities. The expenditure column represents the total amount of funds from that source known to be spent specifically on maintenance or administration of the Virginia Capital Trail in FY2019.

One of the most notable aspects of the current maintenance regime is that most, if not all, actions are reactive to customer concerns and conducted only on an as-needed basis. The Virginia Department of Transportation notes receiving approximately 75 maintenance requests per year related to the Virginia Capital Trail, between both the Ashland and Williamsburg residencies. When compared to the approximately 1.4 million recorded “counts” from public users in 2018, this would indicate that maintenance requests from the public very likely account for less than 1% of overall users.

The chart above also does not reflect preventative maintenance, which will be a growing need in the coming years. Though the trail as a whole has been open for only four years, some parts of the Virginia Capital Trail are approaching a decade of use. The Virginia Department of Transportation Williamsburg residency has been sealing cracks prior to major resurfacing projects, but with wooden bridges and asphalt exposed to the elements as well as increasing year-over-year commuter and recreational use by the public, the need to prolong the life cycle of existing trail infrastructure will likely continue to grow. There is currently no dedicated line-item budget within the Virginia Department of Transportation for maintenance of active transportation corridors, non-motorized paths, or multi-use paths like the Virginia Capital Trail.

VDOT costs set forth in this report represent direct “reactive” cost generated from service requests only. At this point in time, VDOT has not established a maintenance plan for the Capital Trail, but is working with all relevant stakeholders to develop such a plan for short-term and long-term costs or needs required to maintain the trail. In addition, for the “reactive” costs, VDOT has only considered costs for hourly staff, materials and equipment and has not tracked or reported administrative costs associated with maintenance of the Capital Trail. Hence, the lane mile costs reported for VDOT and its partners (excluding Richmond and Henrico) in this report do not reflect the more realistic and higher VDOT per lane maintenance costs/needs of the trail that can only accurately be reported once a maintenance plans is established.

6 Anticipated Maintenance Costs for Department of Conservation & Recreation

In the previous section, using budget information from all Virginia Capital Trail partners revealed that the cost of administration, operation, and maintenance for the Virginia Capital Trail in Fiscal Year 2019 was approximately \$378,554 or approximately \$7,280 dollars per mile of trail maintained which, as noted previously are costs associated with only reactive maintenance or service, account only for hourly staff, materials and equipment costs and are lower than costs that will likely be incurred in future years, once VDOT has established and implemented a maintenance plan for the trail that takes into consideration short-term and long-term needs. With that figure in mind, the next step in the feasibility study requested by the General Assembly was to identify the approximate cost of those same core functions in the event that the Department of Conservation and Recreation assumed responsibility for maintenance and operation of the Virginia Capital Trail. To accomplish this task, staff from the Department of Conservation and Recreation performed a cost analysis for New River Trail State Park, a 57-mile linear park that follows an abandoned railroad right-of-way, consisting of three major bridges, thirty minor crossings, and a largely

gravel surface. The New River Trail is not a perfect reflection of the Virginia Capital Trail, but due to the length and maintenance challenges offers a strong parallel.

Key differences to be aware of include the frequent commuter use of the Virginia Capital Trail in Richmond and James City County, as well as the fact that much of the Virginia Capital Trail's length is paved with asphalt relative to the largely gravel surface of the New River Trail. The Department of Conservation and Recreation has a more frequent maintenance regime for debris and trash removal, and employs staff that have law enforcement responsibilities within park boundaries.

Despite these differences, Department of Conservation and Recreation staff were able to estimate the current costs per mile of trail to maintain the New River Trail to state park maintenance standards, and thus establish a baseline cost for comparison. It should be noted that the cost analysis in this section assumes that the General Assembly would appropriate sufficient funding for wage and full time employees, as well as start-up equipment and ongoing operational needs.

Comparative Cost Analysis for a Linear Trail – Maintenance and Operations

The New River Trail is a 57-mile linear park consisting of a gravel trail that follows an abandoned railroad right-of-way. The park parallels the scenic and historic New River for much of its length. The New River Trail passes through four counties and the city of Galax. The trail's gentle slope makes it great for visitors of all ages to hike, bike and ride horseback. The trail features two tunnels, three bridges, and nearly thirty smaller bridges and trestles. Potable water is available only at Galax, Cliffview Campground (Dannelly Park), and Foster Falls, as well as at the horse trailer lots at Ivanhoe, Draper, and Dora Junction, and there are five non-flush toilets available along the trail. The New River Trail and the day-use area are open daily from dawn to dusk.

Annual Maintenance Costs per Mile of New River Trail

New River Trail maintenance costs include operating support, supplies, and wages for 12 seasonal maintenance staff and five full-time maintenance-performing employees. These employees handle mowing, cleaning bathrooms, general maintenance of grounds and buildings, operation of park contact stations, refuse services, water/sewer (day use/vault/portable toilets), and electrical services.

New River Trail State Park currently dedicates \$120,300 in salary and benefits for full-time employees performing maintenance functions along the trail, which, when coupled with seasonal staff wages, results in an annual cost of \$226,948.81. The services, supplies, equipment, and other materials to support this maintenance team cost an additional \$206,082. This means that the total annual cost for maintenance functions of New River Trail State Park is approximately \$553,331 or \$9,707 per mile of trail served.

Annual Operating Costs per Mile of New River Trail

New River Trail currently has nine full-time employees, including five law enforcement officers. Trail infrastructure includes two park offices, two maintenance shops, 22 parking accesses, 31 trestles-bridges, two tunnels, and 22 seasonal staff providing coverage and services for the public and care to buildings and

grounds. These administrative costs are in addition to the maintenance and operating costs outlined above. New River Trail State Park currently dedicates around \$107,679 to administration and day-use operating costs for the state park. This means that the estimated total operating cost for day-use functions of New River Trail is approximately \$107,679 or an additional \$1,889 per mile of trail served.⁵

Administrative Operations (\$107,679)

This funding includes two seasonal staffers in addition to a full-time office manager operating two offices. Rates of pay for seasonal staff are \$12 per hour to cover an office manager for two days per week and \$10 per hour to cover a receptionist five days per week over nine months of the park season. Expenses include costs annually for wages, FICA, postage for mail and shipping, organization fees (chamber of commerce), employee training costs, office supplies, stationery forms, gasoline for operations, custodial supplies for cleaning offices, copier rentals, electrical service, and office furniture/incidentals. Wage/FICA costs for each office are \$13,789, and these figures are based on having two park offices staggered along the length of the trail.

Cost Considerations Specific to the Virginia Capital Trail

The comparative cost analysis above captures many of the basic operating and maintenance functions of day-use linear trail systems; however, the costs above do not reflect some unique maintenance expenses that make the Virginia Capital Trail distinct from the New River Trail. Department of Conservation and Recreation staff examined these additional expenses at length, to assess the anticipated cost to the Department of Conservation and Recreation if the agency were to take over maintenance responsibility of the Virginia Capital Trail. In the event that the costs specific to the Virginia Capital Trail were included as part of an annual maintenance budget, it would add an additional \$515,000 in ongoing maintenance and operational costs or \$9,035 per mile per year.

- **Resurfacing Costs:** Currently resurfacing costs are not part of the routine operating budget of New River Trail. The gravel along the trail occasionally needs to be resurfaced, and when it does that comes at a cost of \$12,172 per mile of gravel resurfaced. This includes roller rental costs, road grader operation, delivery of rock dust for to the surface, and wage staff time to complete the project with proper equipment. **NOTE:** For a paved trail, such as the Virginia Capital Trail, the cost estimate runs closer to \$100,000 per paved mile of trail. This estimate is based on Washington & Old Dominion Trail's annual budget for trail resurfacing for paved trail. The Washington & Old Dominion Trail completes 3-4 miles of resurfacing annually using contracted services.
- **Tree Removal:** Tree removal falls outside the normal operating budget for New River Trail. Generally, using contracted services for removal of safety issue-danger trees along trail structures and neighboring properties costs between \$5,000 and \$10,000 per year.

⁵ DCR's costs reported for the New River Trail take into consideration annual maintenance costs, long-term replacement costs and administrative costs such as law enforcement and staffing which are costs not considered or factored in VDOT costs currently incurred for purposes of maintain the Capital Trail. Thus the disparity in costs between maintenance of the New River Trail and the Virginia Capital Trail are attributable in part to additional costs for elements not considered or included in VDOT cost estimates.

- Trestle Redecking: New River Trail counts replacement of posts, decking, handrails and associated wages, materials and hardware outside the scope of normal operations. Replacement of boards is generally expected every 5-8 years, and considered a special project. New River Trail would estimate a budget of \$80,000 per year to replace four bridges annually.
- Trestle and Bridge Structural Repairs: New River Trail, much like the Virginia Capital Trail, is currently in the process of completing assessments on bridges and trestles for repairs. This expense item would include repairs such as scaling of abutment, piers, ties, and bents and major structural repairs. This would be performed through services contracted under the Department of Conservation and Recreation, with an estimated annual expense of \$325,000 to cover one major structural repair along the trail per year.

Cost Comparison: Virginia Capital Trail vs. New River Trail

The cost of administration, operation, and maintenance for the Virginia Capital Trail in Fiscal Year 2019 was approximately \$378,554 or approximately \$7,280 dollars per mile of trail maintained. The combined cost of administration, operation, and maintenance for DCR to administer the gravel New River Trail is \$661,010 or approximately \$11,597 per mile of trail maintained. When factoring in unique aspects of the Virginia Capital Trail, such as the paved surface, trestle redecking, and structural repairs to bridges and major crossings (all items which are not routinely part of an annual operational or maintenance budget for a state park), this raised the estimated cost for DCR to \$20,807 per mile.

There are several notable reasons for this cost differential: 1.) The Department of Conservation and Recreation employs law-enforcement rangers to provide public safety services to park guests an amenity not reflected in the figures, for the Virginia Capital Trail. 2.) New River Trail features more physical assets such as contact stations and park offices, which have utility, maintenance, and upkeep costs. Many of the physical assets along the Virginia Capital Trail have lower carrying costs. 3.) The New River Trail has nine full-time employees and 22 seasonal staff providing an array of services to maintain the trail to state park standards, whereas the Virginia Capital Foundation has only three full-time employees, the Virginia Department of Transportation relies on four to five seasonal wage employees for maintenance, and the localities served by the trail split costs using existing parks and recreation staff who maintain the Virginia Capital Trail on a less frequent basis.

7 Current and Future Revenue Generation Opportunities

Given that the maintenance and operational costs of the Virginia Capital Trail have been thoroughly examined in this report, it is appropriate to look at current and future revenue generation potential of the Virginia Capital Trail to see what, if any, funds may be used to offset those costs. As noted previously, due to the many sources of federal grant funding utilized in the development of the Virginia Capital Trail, no user fee or toll can be charged to members of the public without violating terms of the grant agreements. Despite this restriction, the Virginia Capital Trail Foundation has flexibility in its role as a 501(c)3

organization to solicit private donations from individual and corporate sponsors, and to then utilize those funds to enhance trail amenities, support their staff overhead, conduct marketing campaigns, and administer the Trail Ambassador program just to name a few functions.

Presently, the Virginia Cap2Cap Bike Ride held in May is the major source of private dollar revenue. The event pays for itself, and underwrites the costs of administering the Virginia Capital Trail Foundation for the remainder of the year. It is responsible for nearly all of the organization's approximately \$400,000 annual budget, though Virginia Capital Trail Foundation staff also directly solicit some contributions, sell annual sponsorships, and allow users to sponsor mile markers along the length of the trail. It should be noted that, while the Virginia Department of Conservation and Recreation routinely hosts festivals and major events similar to the Cap2Cap Bike Ride, much of the private revenue generated by those events winds up reverting to the festival and event sponsors. In addition, maintenance and operational staff allocated to the Virginia Capital Trail are unlikely to have time to dedicate to the planning and execution

of special events without relying on volunteer support from the Virginia Capital Trail Foundation.

In addition to current revenue streams from the Cap2Cap Bike Ride, private solicitations, and trail marker sponsorships, the Virginia Capital Trail Foundation recently announced plans for a Capital Trail 10-Miler and 5k event in partnership with Richmond Road Runners in October, with proceeds reverting to the Virginia Capital Trail Foundation. Though the event is in its first year in 2019, it is anticipated to be cash-positive for the Virginia Capital Trail and will likely further grow the organization's capacity to operate and administer the trail for the benefit of the public. While no other special events have been identified as of yet, it stands to reason that the Virginia Capital Trail Foundation could grow their existing annual special events or add to the list to diversify their income streams and expand their capacity as trail managers in the years ahead.

8 Recommendations and Conclusion

In conclusion, the Secretariat of Transportation and Secretariat of Natural Resources offer the following recommendations:

Recommendation 1

The costs associated with moving maintenance responsibilities from the Department of Transportation to the Department of Conservation and Recreation will not yield significant cost-savings to the Commonwealth and localities, and therefore, maintenance and sponsorship responsibilities should stay with the Virginia Department of Transportation and Virginia Capital Trail Foundation.

Rationale: The primary basis of this recommendation is that, after review of the maintenance responsibilities associated with the Virginia Capital Trail, the current maintenance regime by the Virginia Department of Transportation and James City County, Henrico County, Charles City County, and Richmond City is being delivered in a cost-effective manner. The Virginia Department of Transportation remains the owner of the Virginia Capital Trail corridor, even with a transfer of maintenance responsibilities. The

Virginia Department of Transportation has greater in-house expertise in traffic engineering, paving and resurfacing needs of paved roads used by commuters. While duties such as mowing, trimming, and debris removal can be taken on by the Department of Conservation and Recreation within the course of normal maintenance ranger responsibilities, a full transition of all maintenance duties is unlikely due to the Department of Transportation’s specialized expertise, and contracted services would still be required for more complex tasks. Finally, the Virginia Capital Trail Foundation is currently handling many of the operational and administrative tasks associated with linear trail management using private funds. If the Department of Conservation and Recreation were to take over maintenance responsibilities, the full-time and wage maintenance rangers hired would require administrative and operational support, shifting that cost to the taxpayers and requiring the General Assembly to appropriate new full-time employees and wage positions for DCR to handle administration and upkeep of the new asset.

Recommendation 2

The Department of Conservation and Recreation, without incurring additional operational costs, should lend its linear park planning expertise to the Virginia Capital Trail Foundation and Virginia Department of Transportation to provide technical assistance in developing a Virginia Capital Trail master plan.

Rationale: The Virginia Capital Trail developed incrementally over the course of a decade with a guiding vision to connect Virginia’s colonial capital of Williamsburg to its current capital of Richmond. The Virginia Capital Trail Foundation’s role has evolved in that time, largely as a reaction to increased usage and maintenance pressures. Through technical assistance from the Department of Conservation and Recreation’s Division of Planning and Recreation Resources, the non-profit can work with their citizen board and members of the public to establish a long-term plan mapping out capital needs, desired amenities, and safety improvements, and establish a time horizon for those projects. This would give the Virginia Department of Transportation a sense of the foundation’s long-term needs and plans, allow non-profit staff to work towards specific goals and benchmarks for the Virginia Capital Trail’s future, and provide clarity to the public about future development of the Virginia Capital Trail along the Route 5 corridor.

Recommendation 3

Given the increasing use of active transportation paths such as the Virginia Capital Trail, it would be advisable for the General Assembly to develop a dedicated fund for future capital needs as well as ongoing maintenance and operational costs of active pedestrian and commuter multi-use paths operated by the Virginia Department of Transportation that serve as alternatives to highways and secondary roads.

Rationale: The Virginia Capital Trail came together as a product of a diverse array of largely federal funding sources, as part of a growing trend of alternative transportation models. While the Virginia Capital Trail serves a role in outdoor recreation as well as preservation of scenic and historic assets, there is a growing trend among local users, particularly in Richmond, Williamsburg, and James City County, to commute to work along the path. There is currently no dedicated state fund to support future capital requests for multi-use paths, and no specific line-item within the Virginia Department of Transportation budget to cover long-

term maintenance costs of active transportation corridors such as pedestrian and bicycle paths. As these active transportation corridors continue to grow and age, additional funding would help ensure they are adequately maintained to the standard expected by the public.

Recommendation 4

To address existing operational gaps, establish reciprocal law enforcement agreements between the Virginia Capital Trail jurisdictions and the Department of Transportation or amend the Code of Virginia to allow state and local police to issue tickets along the full length of the Virginia Capital Trail.

Rationale: The Virginia Capital Trail Foundation and stakeholders identified a gap in current management capabilities related to law enforcement and public safety along the trail. The Virginia Capital Trail currently lacks a dedicated law enforcement presence along the full length of the trail. Each locality currently provides coverage based on their individual resources and is limited when offenders cross local boundaries, which leads to a fragmentation of law enforcement efforts. This gap in public service can be filled relatively easily with either a simple amendment to the *Code of Virginia* or through law enforcement reciprocity agreements related to the Virginia Capital Trail.

Long-Term Management of Fall Line

Prepared by PlanRVA staff for the
Central Virginia Transportation Authority

Fall Line Working Group

Spring 2024

DRAFT

Introduction

The Richmond region is on a transformative journey towards becoming a beacon of bicycle and pedestrian-friendly infrastructure. The area showcases an ever-growing array of bike lanes, shared-use paths, and streets designed with cyclists and pedestrians in mind, spanning and connecting diverse neighborhoods. Initiatives such as the Virginia Capital Trail – a 52-mile trail connecting Richmond to Jamestown – and adherence to Complete Streets policies underscore the region's commitment to enhancing walkability and bikeability across its urban, suburban, and rural landscapes. The strategic position of Richmond as a pivotal hub for regional transit and active transportation is crucial, particularly considering its connectivity to adjacent counties and regions.

The Fall Line is a regional spine trail planned to traverse seven localities – including five localities in the PlanRVA MPO – for an estimated 43 miles from the Town of Ashland to the City of Petersburg. It will be the north-south spine for the region that will meet with the east-west spine, Virginia Capital Trail, in downtown Richmond. Named for its unique geography along the trail corridor, the Fall Line denotes the area where the Piedmont Plateau and Atlantic Coastal Plain meet, resulting in several rapids and waterfalls. The Fall Line courses through Ashland, Hanover, Henrico, Richmond, Chesterfield, Colonial Heights, and Petersburg.

The purpose of this study is to help inform the process of identifying a long-term management plan for the Fall Line. The options listed in the study are outlined below with examples provided of each as they have been implemented in their respective localities, regions, and states.

1) **Foundation/Non-Profit**

- a) Virginia Capital Trail Foundation (Richmond)
- b) Sports Backers (Richmond)
- c) Maymont Foundation (Richmond)
- d) PATH Foundation (Atlanta)

2) **Authority**

- a) Northern Virginia Regional Park Authority (NOVA Parks, Northern Virginia)

3) **Coalition**

- a) Circuit Trails Coalition (Philadelphia)
- b) Great Trails State Coalition (North Carolina)

4) **Conservancy**

- a) Great Allegheny Passage (GAP)

5) **Department of Transportation**

- a) Florida Shared-Use Non-motorized (SUN) Trail Program

Background

The [National Recreation Trails Program](#) defines a trails as: "A trail is a travel way established either through construction or use and is passable by at least one or more of the following, including but not limited to: foot traffic, stock, watercraft, bicycles, in-line skates, wheelchairs, cross-country skis, off-road recreation vehicles such as motorcycles, snowmobiles, ATVs and 4-wheel drive vehicles."

Fall Line trail will be an active transportation route and recreational trail for the Richmond region including many of the previously mentioned non-motorized modes of travel (e-bikes should be permitted). The following sections will help define the five options selected for this study and provide selected examples of each.

Foundation/Non-Profit

"Organizations that meet the [requirements of Internal Revenue Code section 501\(c\)\(3\)](#) are exempt from federal income tax as **charitable organizations**. In addition, contributions made to charitable organizations by individuals and corporations are deductible under Code section 170," according to the [Internal Revenue Service](#).

"Every exempt charitable organization is classified as either a public charity or a private foundation. Generally, organizations that are classified as public charities are those that (i) are churches, hospitals, qualified medical research organizations affiliated with hospitals, schools, colleges and universities, (ii) have an active program of fundraising and receive contributions from many sources, including the general public, governmental agencies, corporations, private foundations or other public charities, (iii) receive income from the conduct of activities in furtherance of the organization's exempt purposes, or (iv) actively function in a supporting relationship to one or more existing public charities. Private foundations, in contrast, typically have a single major source of funding (usually gifts from one family or corporation rather than funding from many sources) and most have as their primary activity the making of grants to other charitable organizations and to individuals, rather than the direct operation of charitable programs."

Virginia Capital Trail Foundation <https://www.virginiacapitaltrail.org/>

Non-profit 501(c)(3) organization.

All information below is quoted from the Virginia Capital Trail website.

"The Virginia Capital Trail is a 51.7 multi-use, fully-paved trail that runs through four jurisdictions (City of Richmond, Henrico County, Charles City County, and James City County) with dozens of attractions along the way.

“In September 2004, the Virginia Capital Trail Foundation (VCTF) was formed as a nonpartisan advocacy partner to provide trail expertise, to raise public awareness of the trail, and to seek funding and contributions to enhance and promote the trail.

“Serves as the unified voice of the trail. When the Capital Trail was being built, its supporters realized there was a need for an organization to communicate with all the jurisdictions, government offices, supporters, partners, and Trail users. From this idea the Virginia Capital Trail Foundation was born. Continue the mission to protect, promote, and enhance the Virginia Capital Trail, and to serve as a resource, community builder, and connector to other trails throughout the Commonwealth.”

Sports Backers <https://www.sportsbackers.org/>

Non-profit 501(c)(3) organization.

NOTE: While the Richmond Sports Backers do not currently manage a trail, the organization has been a leader in active and healthy living in the Richmond region for more than three decades.

All information below is quoted from the Sports Backers website.

“Sports Backers has developed programs and events that are designed to inspire people from all corners of our community to live actively. We achieve this work by focusing on a network of collaborative partnerships with other organizations, businesses, local governments and faith-based institutions. In order to have transformational change, we realize we can’t do it all alone, but rather we work to build a movement of change in our community to make active living the easy choice.

“Sports Backers, through our Bike Walk RVA Program, is the lead organization advocating for the completion of Fall Line, this backbone of biking and walking in the Richmond Region and beyond.

“Sports Backers owns and produces many events throughout the year, to include some of the largest and most successful of their kind in the country. In 2023, the Sports Backers supported 25 other sports tourism events owned and operated by nonprofit organizations in the Richmond region.”

Maymont Foundation <https://maymont.org/>

Non-profit 501(c)(3) organization.

All information below is quoted from the Maymont website.

NOTE: Chesterfield, Hanover, Henrico contribute to Maymont Foundation annual budget – 13% public support budget

“Maymont is a 100-acre historic estate and park, located in Richmond, Virginia, with many unique experiences for all to enjoy. Stroll through the gardens and arboretum, see native wildlife habitats, feed friendly goats, and explore The Robins Nature Center.

“The foundation of the Foundation—then and now—is the desire to keep Maymont beautiful and accessible for every generation to come.”

“The Maymont Foundation is committed to creating experiences that delight, educate and inspire. As the organization entrusted with caring for this important public space, we believe in:

- Remaining true to the Dooleys’ vision of Maymont as a park and museum for everyone, in this and future generations.
- Serving as an exceptional asset to the City of Richmond and its citizens to help establish Richmond among the great cities of this nation.
- Fostering community engagement, citizen leadership and private philanthropy – the three keys to ensuring Maymont’s purpose endures.

PATH Foundation (Atlanta) <https://www.pathfoundation.org/> (Trails ATL)

Non-profit 501(c)(3) organization.

All information below is quoted from the PATH Foundation website.

“Since its founding in 1991, the PATH Foundation has been reshaping urban areas of the greater metropolitan Atlanta. Through a combination of philanthropic contributions, public funding, and diverse financial support, PATH has creatively repurposed abandoned railroad corridors into picturesque linear green spaces that seamlessly merge neighborhoods to vibrant commercial centers, offering varied transportation alternatives for commuters, joggers, walkers, cyclists, and individuals of all age groups. To date, more than 325 miles of multi-use PATH trails have been built, making an immeasurable difference in Atlanta’s quality of life.

“PATH forms partnerships with local governments to build greenway trails. PATH provides knowledgeable staff and consultants to plan, design, and build trail projects. In some cases, PATH provides matching funds to finance the development of trails. Local governments provide access to state and federal funding, rights-of-way for trails, and in-kind services during trail development.

“As a non-profit organization dependent upon donations, gifts, and support from multiple resources, the PATH Foundation is committed to maintaining a clear record of financial statements and documents. <https://www.pathfoundation.org/financials>

Authority

Virginia Law: <https://law.lis.virginia.gov/vacodepopularnames/park-authorities-act/>

§ 15.2-5702. Creation of authorities

A. A locality may by ordinance or resolution, or two or more localities may by concurrent ordinances or resolutions, signify their intention to create a park authority, under an appropriate name and title, containing the word "authority" which shall be a body politic and corporate.

Whenever an authority has been incorporated by two or more localities, any one or more of the localities may withdraw therefrom, but no locality shall be permitted to withdraw from any authority that has outstanding obligations unless United States securities have been deposited for their payment or without unanimous consent of all holders of the outstanding obligations.

B. Each ordinance or resolution shall include articles of incorporation setting forth:

1. The name of the authority and the address of its principal office.
2. The name of each incorporating locality, together with the names, addresses and terms of office of the first members of the board of the authority.
3. The purpose or purposes for which the authority is created.

C. Each participating locality shall cause to be published at least one time in a newspaper of general circulation in its locality, a copy of the ordinance or resolution together with a notice stating that on a day certain, not less than seven days after publication of the notice, a public hearing will be held on such ordinance or resolution. If at the hearing substantial opposition to the proposed park authority is heard, the members of the participating localities' governing bodies may in their discretion call for a referendum on the question of establishing such an authority. The request for a referendum shall be initiated by resolution of the governing body and filed with the clerk of the circuit court for the locality. The court shall order the referendum as provided for in § [24.2-681](#) et seq. Where two or more localities are participating in the formation of an authority the referendum, if any be ordered, shall be held on the same date in all such localities so participating. In any event if ten percent of the registered voters in such locality file a petition with the governing body at the hearing calling for a referendum such governing body shall request a referendum as herein provided.

D. Having specified the initial plan of organization of the authority, and having initiated the program, the localities organizing such authority may, from time to time, by subsequent ordinance or resolution, after public hearing, and with or without referendum, specify further parks to be acquired and maintained by the authority, and no other parks shall be acquired or maintained by the authority than those so specified. However, if the governing bodies of the

localities fail to specify any project or projects to be undertaken, and if the governing bodies do not disapprove any project or projects proposed by the authority, then the authority shall be deemed to have all the powers granted by this chapter.

Northern Virginia Regional Park Authority (NOVA Parks, W&OD Trail)

<https://www.novaparks.com/>

Established by Virginia law: <https://law.lis.virginia.gov/vacodepopularnames/park-authorities-act/>

§ 15.2-5704.1. Northern Virginia Regional Park Authority

The Northern Virginia Regional Park Authority is authorized to acquire, either by gift or purchase, any real property or interests therein that the Northern Virginia Regional Park Authority considers necessary or desirable to provide public use areas as identified in the Goose Creek Scenic River Report published in 1975.

All information below is quoted from the NOVA Parks website.

- Organized by the Virginia Park Authorities Act in 1959 as the Northern Virginia Regional Park Authority (NVRPA). Changed to NOVA Parks in 2014. Represents counties of Arlington, Fairfax, Loudoun, and the cities of Alexandria, Falls Church, and Fairfax.
- NOVA Parks staff, volunteer board members appointed from each jurisdiction and many friends of the regional parks working together have preserved over 12,000 acres of the rolling and wooded Virginia countryside for you and created a priceless legacy for future generations.
- Serves approximately two million citizens. By pooling their funds, these local governments find that each dollar they contribute to NOVA Parks is multiplied by contributions from other member jurisdictions and sometimes augmented even more by state and federal grants and private donations.
- W&OD (dev. 1974-1988): Often called the “skinniest park in Virginia,” Washington & Old Dominion (W&OD) Railroad Regional Park is a paved trail between Shirlington and Purcellville, Virginia. 45-mile route along the former roadbed of the Washington & Old Dominion Railroad, which runs through the urban heartland and into the Virginia countryside. Equestrians can ride the adjacent 32-mile gravel horse trail. The W&OD trail has multiple parking areas, enabling you to jump on and off the trail at various points.
- “Regional parks may cross the jurisdictional boundaries of two or more localities, may be too costly to be undertaken by any one jurisdiction alone or may have special characteristics which appeal to the broad-based population of the entire region.”

Coalition

According to a guidance document written by [American Trails](#), “A trails coalition is a private collaboration of diverse trail organizations/interests that work together to find common ground and primarily address an array of local, regional, statewide, and/or federal trail programs, issues, needs, and solutions. Typically, a coalition may work with local governments, their state legislature, and federal legislators either in a lobbying capacity or sharing of information with local, state, or federal decision makers. A coalition is a network of organizations, and sometimes just regular people that work together to achieve a common greater goal.”

Circuit Trails Coalition (Philadelphia) <https://circuittrails.org/>

All information below is quoted from the Circuit Trails website.

“The Circuit Trails Coalition is a collaboration of non-profit organizations, foundations, and agencies working to advance completion of a connected network of trails – the Circuit Trails – in the Greater Philadelphia region. Their goal is to raise the profile of bicycle and pedestrian trails and their public benefits so that building the Circuit Trails becomes a significant regional priority.

“The Circuit Coalition (renamed the Circuit Trails Coalition in 2016) was created in 2012 to coordinate and advocate for the completion of the Circuit (renamed the Circuit Trails in 2016), Greater Philadelphia’s Regional Trail Network in nine counties, including five in Pennsylvania (Bucks, Chester, Delaware, Montgomery and Philadelphia) and four in New Jersey (Burlington, Camden, Gloucester, and Mercer).

“The Coalition was created to follow up on successful collaborative efforts amongst multiple organizations, which working closely were able to secure a \$23 million USDOT TIGER grant in 2009 and create the Delaware Valley Regional Planning Commission (DVRPC) Regional Trail Fund in late 2010. Because of the success of these efforts, a need for an ongoing collaboration was identified (instead of the previous haphazard or opportunistic collaborative efforts).

“The Circuit Coalition partners worked together for over a year to coordinate the official creation of the Circuit, which was defined as 750 miles of multi-county, multi-state, connected trails; and of the Circuit Trails Coalition, which was composed of over 35 member organizations in 2012.”

Great Trails State Coalition (North Carolina) <https://greattrailsstatecoalition.org/>

All information below is quoted from the Great Trails State website.

“A broad-based group of diverse organizations, including nonprofits, local government, industry partners, and other supporters advocating for increased state investment in all types of muscle-powered trails statewide including hiking, paddle, mountain bike, equestrian, and paved.

“The Coalition’s goal is to secure sustained state investment in trail projects across the state, through appropriations for trail programs and projects. There are more than 70 members as of 2023. They were first successful in convincing the state’s General Assembly to designate 2023 as North Carolina Year of the Trail. They also convinced their General Assembly to appropriate \$29.5 million for 12 authorized State Trails.

“[NCDOT’s Great Trails State Plan](#), published in 2021, is a plan to connect all 100 NC counties by trails. State funding will provide matching dollars for significant federal funds and accelerate investment-ready projects to completion, benefiting citizens and the outdoor recreation economy.

Conservancy

“Nonprofit conservation organization” - non-governmental nonprofit organization whose primary purpose is conservation of open space or natural resources.

Great Allegheny Passage (GAP) <http://www.gaptrail.org/>

All information below is quoted from the Great Allegheny Passage website.

“The Great Allegheny Passage is a 150-mile rail-trail between Pittsburgh, Pennsylvania and Cumberland, Maryland. Together with the C&O Canal towpath, the GAP is part of a 335-mile route between Pittsburgh and Washington, D.C. GAP is owned by a mix of public and nonprofit entities, including Allegany County, Somerset County, Ohio State Park, the Regional Trail Corporation, Allegheny County, the City of Pittsburgh, and Point State Park, each of which appoints a member to the [GAP Conservancy](#)’s board of directors. Also see more about the conservancy’s [partner organizations](#).

Department of Transportation

Another long-term management option for trails in Virginia could be handled by the Virginia Department of Transportation (VDOT). An example of a state DOT managing a trail network is the Florida Shared-Use Non-motorized (SUN) Trail Program in the state of Florida.

Florida Shared-Use Non-motorized (SUN) Trail Program

<http://floridasuntrail.com>

All information below is quoted from the Sun Trail Program website or FDOT documents.

“The Florida Shared-Use Non-motorized (SUN) Trail Program was established in 2015 pursuant to [Section 339.81](#), Florida Statutes (F.S.) in 2015. Section 335.065, F.S., bicycle and pedestrian ways along state roads and transportation facilities, authorizes FDOT to use the State

Transportation Trust Fund (STTF) to support the establishment of a statewide system of interconnected multi-use trails for bicyclists and pedestrians in coordination with the Florida Department of Environmental Protection (FDEP). FDOT receives an annual allocation from the redistribution of new vehicle tag revenues pursuant to Section 320.072, F.S., Motor Vehicle Licenses.

“[FDOT’s primary statutory responsibility](#) is to coordinate the planning and development of a safe, viable, and balanced state transportation system serving all regions of the state, and to assure the compatibility of all components, including multimodal facilities.

“The SUN Trail network includes a combination of existing and conceptual trails. As envisioned, portions of the SUN Trail network are within the FDOT right-of-way (on-system), other portions are on other lands (off-system). FDOT Design Manual Topic 625-000-002 (FDM) [Chapter 224] defines on-system SUP. FDOT Office of Design Topic 625-000-015 – Manual of Uniform Minimum Standards for Design, Construction and Maintenance for Streets and Highways (Florida Greenbook) [Chapter 9] defines off-system SUP. Not all trails are within the SUN Trail network. Implementing projects in the SUN Trail network increases the reliability of Florida’s transportation system.

“The department is committed to building a transportation system that not only fits the current needs of Florida’s residents and visitors but also enhances mobility throughout the state to accommodate its consistent and rapid growth.”

Components funded through the SUN Trail program [will not include](#):

- Sidewalks, nature trails, or loop trails wholly within a single park or natural area; or
- On-road facilities (such as bicycle lanes of routes other than on-road facilities that are no longer than one-half mile connecting two or more nonmotorized trails) if the provision of non-road facilities is infeasible and if such on-road facilities are signed and marked for nonmotorized use.

SUN Trail funds are for the transportation element of the standard trail. Ineligible costs include, but are not limited to, the following:

- Benches, trail furniture, seating areas, or tables;
- Bicycle racks or lockers, bicycle air or repair stations;
- Buildings or enclosed structures, restrooms, bathhouses, comfort stations, wayside structures, shade structures, concession stands, overlooks, fishing platforms, boat ramps or launches, transit or ride share facilities, shelters, gazebos, or picnic pavilions;
- Kiosks, interpretive panels, or placemaking signs (safety controls are an allowable cost);
- Landscaping (trail stabilization is an allowable cost);
- Litter or recycle receptacles, or doggie bag dispensers;
- Parking areas, trailheads, or camping areas;
- Playgrounds or playing fields, fitness equipment, or fitness structures;
- Promotional, marketing, or educational materials;
- Sculptures, monuments, or art; and

- Water fountains, splash zones, spigots, showers, water features, or irrigation equipment.

Proposed solution

Fall Line needs a long-term maintenance plan. The trail corridor connects seven different localities, but an organization should be at the heart of the plan to bring them all together and keep them all together. Five different management options were presented in this study.

- Foundation/Non-Profit
- Authority
- Coalition
- Conservancy
- Department of Transportation

The option most familiar to the Richmond region is the Foundation/Non-Profit option, embodied locally by the Virginia Capital Trail Foundation (VCTF). The VCTF was founded in 2004, 11 years before the official completion of the trail. Because of the success of the Virginia Capital Trail, using the VCTF as a good example of leadership and advocacy is warranted. From the inception of the foundation, the board helped advocate for the trail; seek funding; work with the Commonwealth of Virginia; VDOT; the counties of James City, Charles City, and Henrico, and the City of Richmond to help establish the right of way for the trail and the promotion of the process publicly. The foundation was essential in helping curate the successful trail we have today. Since the trail was dedicated in October 2015 the VCTF has continued to advocate for the trail, continue the promotion, steer the maintenance and further the development of necessities along the trail corridor. Those necessities include trail signage, restrooms & water, trailheads, repair stations, and more. The foundation also brings events to the Capital Trail, large volunteer efforts to clean along the trail, and encourages residents to participate in making the trail a great place to visit for everyone.

It cannot be ignored that while VCTF has experience managing the Capital Trail, the Richmond Sports Backers have been the advocacy leaders for the Fall Line from its inception. Sports Backers took the lead regionally to think beyond the former Ashland Trolley Line corridor – Ashland to Richmond – and pushed regional localities to consider a much longer trail that roughly followed the Route 1 corridor. This envisioned route would connect Ashland and Petersburg. Sports Backer and their board helped lobby the office of then-Governor Ralph Northam for the funding of the Ashland to Petersburg Trail Study. Sports Backers also developed a plan for naming Fall Line; built a website (falllineva.org); created a branding and marketing plan for the trail; organized multiple visits to other trails to inspire the vision for Fall Line; founded a Friends of Fall Line working group; and eventually developed a [Vision Plan for Fall Line](#). Managing a trail would be a new endeavor for Sports Backers, but the organization's success leadership to this point also merits great consideration.

The NOVA Parks example of a regional authority would be something new for the Richmond region. It should merit some consideration as a long-term maintenance option. The need to establish such an authority under Virginia law may, however, present an obstacle and perhaps complicate and even delay the process to provide a long-term maintenance solution. The W&OD Trail is a major active transportation route for Northern Virginia and the authority, while it is founded as a recreational entity, manages the trail for the region.

Consideration of a coalition for the long-term management of Fall Line does not seem to be a realistic option. Same can be said for a conservancy. Both options appear to be more appropriate approach for managing a collection of trail organizations as a unifying umbrella group. While there are advantages for unified advocacy and partnerships with both options, guidance for maintenance does not appear to be as strong.

Lastly, having a Department of Transportation take the long-term maintenance role for an active transportation network does seem worthy of consideration. Just like with the authority option, it would likely take legislation to establish VDOT as the proper authority to manage the trails and to dedicate a larger budget. While VDOT currently does maintain the Virginia Capital Trail and many other shared use trails in Virginia, the overall enhancement of those trails lies largely with the localities in which the trails have been established and the variety of ways those localities have chosen to provide upkeep beyond the basics provided by VDOT.

Conclusion

Five different management options were presented in this study as a long-term solution for the overall maintenance and management of Fall Line. Of the five options, the most viable and potentially most expedient option would be to select a foundation or non-profit to take on that role. The two current viable non-profit candidates with known interest in managing Fall Line are the Richmond Sports Backers and the Virginia Capital Trail Foundations. Both of those entities would likely need to bring in more funding and also hire more staff and expand the services of their organizations to take on more leadership responsibility for the trail. The leaders of the seven localities that are a part of the Fall Line corridor should be the ones tasked with selecting and deciding on a solution for the long-term maintenance of the trail.

CENTRAL VIRGINIA TRANSPORTATION AUTHORITY
Tax Collections and Allocations
For the Fiscal Year Ended June 30, 2025

	June Tax Activity 09/30/24	July Tax Activity 10/31/24	August Tax Activity 11/30/24	September Tax Activity 12/31/24	October Tax Activity 01/31/25	November Tax Activity 02/28/25	December Tax Activity 03/31/25	January Tax Activity 04/30/25	February Tax Activity 05/31/25	March Tax Activity 06/30/25	YTD	LTD
Local Distribution Fund												
Receipt of Taxes:												
Sales and Use Tax	\$ 13,821,290										\$ 13,821,290	\$ 589,716,667
Local Fuels Tax	4,518,500										4,518,500	205,183,729
Total Receipt of Taxes	18,339,791										18,339,791	794,900,396
Cash Outflows & Transfers:												
Transfers:												
Operating Fund		741,166									741,166	2,760,934
Regional Fund		6,159,519									6,159,519	277,248,812
Payments to GRTC		2,639,794									2,639,794	118,820,919
Total transfers		9,540,478									9,540,478	398,830,665
Local Distributions:												
Ashland	33,081										33,081	1,354,257
Charles City	44,553										44,553	2,314,720
Chesterfield	2,495,633										2,495,633	114,122,156
Goochland	246,777										246,777	9,977,481
Hanover	1,275,402										1,275,402	55,018,802
Henrico	2,766,795										2,766,795	126,261,331
New Kent	191,331										191,331	9,383,595
Powhatan	208,017										208,017	8,914,970
Richmond	1,537,724										1,537,724	68,722,419
Total local distributions	8,799,312										8,799,312	396,069,732
Local Distribution Fund ending balance											\$ -	\$ (0)

Operating Fund

Beginning balance, July 1, 2024	\$ 259,209
Transfer from Local Distribution Fund	741,166
Prior year accounts payable	-
Payment of operating costs	(46,679)
Interest income	592
Operating Fund ending balance	\$ 954,288

Regional Fund

Beginning balance, July 1, 2024	\$ 283,197,740
Transfer from Local Distribution Fund	6,159,519
Payment for regional projects	(86,518)
Interest income	1,265,857
Receivable Due from Locality	-
Regional Fund ending balance	\$ 290,536,597

Notes:

* Activity month is reported. CVTA receives funds three months after the activity month.

MONTHLY INVESTMENT REPORT

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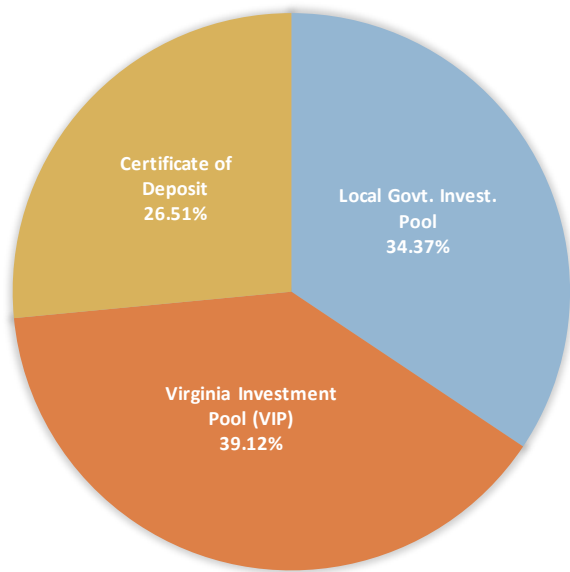
SEPTEMBER 2024

This investment report for September 2024 is presented in accordance with the Investment Policy of the Treasurer of Chesterfield County, Virginia. The objective of the policy is to obtain the highest possible yield on available financial assets, consistent with constraints imposed by safety objectives, cash flow considerations and the laws of the Commonwealth of Virginia that restrict the placement of public funds. All investments held are in compliance with this policy.

Investments at a glance (as of 9/30/2024)

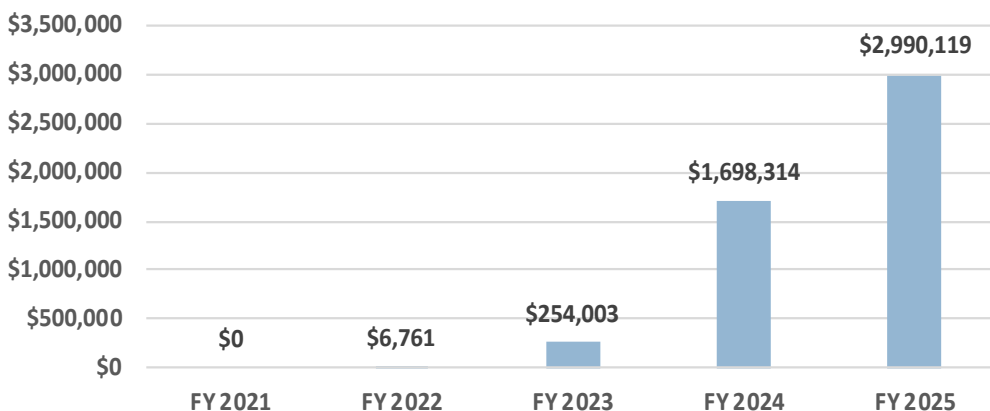
Total Book Value	\$283,165,066.48
Average Days to Maturity	39
Yield to Maturity 365 Day Equivalent	5.42%

Investment Type Allocation



Portfolio Mix	Balance
Local Govt. Invest. Pool (LGIP)	\$97,329,991.59
Virginia Investment Pool (VIP)	\$110,759,849.89
Federal Agency Discount	\$0.00
Federal Agency Coupon	\$0.00
Corporate Bond	\$0.00
Commercial Paper	\$0.00
Certificate of Deposit	\$75,075,225.00
US Treasury Discount	\$0.00
Total	\$283,165,066.48

Cumulative Interest Earnings FY2025



Interest earnings through September 2024 exceeded prior years. Short term yields have remained high to combat inflation, however the Federal Reserve announced a rate cut of 50 basis points at the September meeting. Cash flow projections provided by the financial advisory committee will determine how long maturities may be invested.

Benchmark Comparisons

The 91-Day Treasury Bill, 6-Month Treasury Bill and the Virginia Treasury Prime Liquidity are used as benchmarks for Central Virginia Transportation Authority's (CVTA) portfolio performance. The portfolio outperformed all of the yield benchmarks and two of the year over year benchmarks for the month of September. Short term yields have remained high to combat inflation, however, the Federal Reserve announced a rate cut of 50 basis points at the September meeting.

YIELD BENCHMARKING			
	CURRENT YIELD	YEAR AGO	YoY CHANGE
Portfolio	5.42%	5.50%	-0.08% pts
91-day T-Bill	4.92%	5.56%	-0.64% pts
6-month T-Bill	4.55%	5.51%	-0.96% pts
Va. Treas. Prime Liq.	4.65%	4.62%	0.03% pts

Compliance Report

The Treasurer's Investment Policy specifies limits on categories of investments to obtain diversification and avoid incurring unreasonable risk inherent in over-investing in specific instruments. CVTA's Investment Portfolio is in compliance with the Treasurer's Investment Policy.

Investment Category	Code of Virginia			Treasurer's Investment Policy			September Actual %
	Maximum Maturity	Authorized % Limit	Rating Requirement	Maximum Maturity	Authorized % Limit	Rating Requirement	
Local Government Investment Pool (LGIP)	N/A	100%	N/A	N/A	100%	N/A	34.37%
Virginia Investment Pool Trust Fund (VIP)	N/A	100%	N/A	N/A	100%	N/A	39.12%
Federal Agency Discount	No Limit	100%	N/A	5 Years	100%	N/A	0.00%
Federal Agency Coupon	No Limit	100%	N/A	5 Years	100%	N/A	0.00%
Corporate Bonds	5 Years	100%	AA/Aa	5 Years	100%	AA/Aa	0.00%
Commercial Paper	270 Days	35%	A1/P1/F1/D1	270 Days	35%	A1/P1/F1/D1	0.00%
Certificate of Deposit	5 Years	100%	A1/P1/AA/Aa	5 Years	100%	A1/P1/AA/Aa	26.51%
U.S. Treasury Discount	No Limit	100%	N/A	5 Years	100%	N/A	0.00%

Understanding Key Investment Terms

Local Government Investment Pool (LGIP)	A State-administered fund that enables governmental entities to realize the economies of large-scale investing and professional funds management.
Virginia Investment Pool Trust Fund (VIP)	A fund, administered by the Virginia Municipal League (VML) and Virginia Association of Counties (VACo), that provides political subdivisions of the Commonwealth of Virginia the ability to pool their funds and invest under the direction and daily supervision of a professional fund manager.
Federal Agency Discount	Fixed income government agency obligations priced below par and maturing in more than one year.
Federal Agency Coupon	Fixed income government agency obligations with a stated interest rate and maturing in more than one year.
Corporate Bonds	Corporate Bonds are debt securities issued by publicly-held corporations to raise money for expansion or other business needs with a rating from at least two agencies of Aa by Moody's Investor Service, Inc., AA by Standard and Poors, Inc. or AA by Fitch, and a maturity of no more than five years.
Commercial Paper	"Prime Quality" paper with a maturity of 270 days or less and rated at least prime 1, A-1, or F-1 by the major credit rating agencies.
Certificate of Deposit	Negotiable certificates of deposits of domestic banks and domestic offices of foreign banks with a rating of at least A-1 or P-1 for maturities one year or less, and AA or Aa for maturities over one year and not exceeding five years.
U.S. Treasury Discount	Fixed income government securities priced below par and maturing in less than one year.

PlanRVA AGENCY UPDATE CVTA Meeting – November 2024

This report provides a summary of recent and upcoming activity of the Commission and its committees. Detailed information, including meeting videos and agendas for upcoming meetings can be found on the [PlanRVA meeting webpage](#).

The PlanRVA Commission and Executive Committee will meet on November 14th.

The Executive Committee members were recently invited to submit responses to a questionnaire inviting feedback on PlanRVA. The committee will review the survey questionnaire responses at the November meeting.

Commissioners will hear a special presentation from *Brian C. Smith, Sr. Special Agent with the Drug Enforcement Section for Virginia State Police* on trends in the Richmond Region related to drug enforcement.

The Commission is also expected to take the following actions at the meeting:

- Approval of the **FY24 financial audit** and authorize staff to submit to all required local, state and federal agencies (voice vote).
- Review of the **Financial Reports** for the first quarter of FY25
- Approval of a \$0.65 per capita **local member assessment** effective July 1, 2025. This assessment is inclusive of member dues for the Commission and the RTPO special assessment.

Upcoming Meetings*

- Joint Annual Meeting – December 5, 2024 – 8:30 a.m.
- Public Outreach and Engagement Committee – January 9th – 9:00 a.m.

**[Don't forget to check out our newsletter:
The Better Together Connector \(linked\)](#)**

RRTPO AGENCY UPDATE CVTA Meeting – November 2024

This report provides a summary of recent and upcoming activity of the Policy Board and its committees. Detailed information, including meeting videos and agendas for upcoming meetings can be found on the [meeting webpage](#).

The Policy Board met on October 31st and took the following actions:

- Approved seven FY24 - FY27 Transportation Improvement Program Amendments:
 - GRTC Existing Projects – FTA, State and Local funding (increases or funding shifts) for eight existing projects
 - GRTC New Projects – FTA funding for three projects (UPC GRTC037, UPC GRTC054, and UPC GRTC062)
 - DRPT Existing Projects – FTA, State and Local funding (increases or funding shifts) for eight existing projects
 - Jahnke Road - 2 Lane Improvements (UPC 19035) VDOT request to update funding for the Janke Road 2 lane Roads project in the City of Richmond.
 - #SMARTI8 - BBC PH 1 - BAILEY BR CONN., BRAD MCNEER CONN. (UPC 111713) – VDOT request to update funding for the first phase of Bailey Bridge Connector Brad McNeer Connector project (UPC 111713) in Chesterfield County.
 - I-64 Gayton Road Interchange and Short Pump Area Improvements (UPC 126496) – VDOT request to add funds across various phases (\$16,964,000 for PE in FFY25 and add \$15,039,412 for RW in FFY27).
 - UPC 125979 I-64 Exit 211 Interchange Improvements – VDOT request to to add the I-64 Exit 211 Interchange Improvements, UPC 125979. Buc-ee's Travel Center is expanding to New Kent County, Virginia, and is collaborating with VDOT and County planners to implement essential transportation improvements, including coordination with the I-64 widening project and overpass revisions. These enhancements are part of the Route 106 Arterial Management Plan to support regional growth
- Regional Funding Framework Revisions – the board approved a biennial cycle with applications in odd years for new project submissions and directs staff to revise the Regional Project Selection and Allocation Framework to reflect this change.

The TAC met on October 8th. The committee heard a presentation on the Comprehensive Climate Action Plan – Transportation Measures. PlanRVA is developing a regional Comprehensive Climate Action Plan (CCAP) as part of a Climate Pollution Reduction Grant from the United States Environmental Protection Agency. This plan will calculate baseline greenhouse gas emissions and identify a path to net-zero emissions economy-wide by 2050. The TAC is requested to review the draft transportation measures and actions and provide input on any tools or strategies that have been missed

The LRTP Advisory Workgroup held its first meeting on November 6th. The workgroup was formed to spearhead the development of the LRTP with autonomy to make decisions guiding the process and outcomes. The group is composed of locality representatives; regional and state transportation partners; transportation and environmental advocates; and representatives from special interest groups from the Richmond region. Meetings will continue over the next two years to develop recommendations for the RRTPO Policy Board on the LRTP.

Upcoming Meetings:

- CTAC – November 21st - noon.
- Joint Annual Meeting of the RRTPO Policy Board, CVTA and PlanRVA Commission – December 5th at 8:30 a.m. (beginning with the end-of-the-year breakfast).