



Photo: Welcome sign entering Hanover County from Goochland County

Central Virginia Transportation Authority (CVTA) Technical Advisory Committee (TAC)



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 by email to information@CVTAVA.org. Written comments will be read aloud or summarized during the meeting when possible and will be included in the meeting minutes. Verbal comments will be taken during the Public Comment Period on the agenda. Please indicate by raising your hand (in-person participants, where applicable) or through the Q&A/Chat functions on Zoom (virtual participants) if you would like to comment. When acknowledged by the Chairman, please clearly state your name so that it may be recorded in the meeting minutes.

Powered By:



PlanRVA is where the region comes together to look ahead. Established in 1969, PlanRVA promotes cooperation across the region's nine localities and supports programs and organizations like the Richmond Regional Transportation Planning Organization, Central Virginia Transportation Authority, the Emergency Management Alliance of Central Virginia, Lower Chickahominy Watershed Collaborative and Don't Trash Central Virginia.

AGENDA

CVTA TECHNICAL ADVISORY COMMITTEE (TAC)

Monday, May 13, 2024, 1:00 p.m. - Zoom Meeting

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_RulrucZFSx2s85z5nsdB4w

1. **Welcome and Introductions**
(Clarke)
2. **Roll Call & Certification of a Quorum**
(Scott)
3. **Consideration of Amendments to the Agenda**
(Clarke)
4. **Approval of April 8, 2024, Meeting Minutes** – page 3
(Clarke)
Requested action: approval of meeting minutes as presented (voice vote).
5. **Public Comment Period**
(Clarke/5 minutes)
6. **CVTA TAC Chair's Report**
(Clarke/5 minutes)
7. **Regional Framework Parking Lot List** – page 6
(Walker/40 minutes)
Information item: review of parking lot items.
 - a. **Project Selection**
 - b. **Project Submissions - Off-Year**
8. **Regional Funding Deobligation Policy** – page 15
(Parsons/10 minutes)
Discussion Item.
9. **CVTA TAC Member Comments**
(Clarke/5 minutes)
10. **Next Meeting: June 10, 2024, at 1:00 p.m.**
(Clarke)
11. **Adjournment**
(Clarke)

**CENTRAL VIRGINIA TRANSPORTATION AUTHORITY
TECHNICAL ADVISORY COMMITTEE (TAC)**

**ZOOM MEETING MINUTES
April 8, 2024, 1:00 p.m.**

Members and Alternates Present:

Voting Members					
Town of Ashland		Charles City County		Chesterfield County	
Nora Amos	X	Gary Mitchell		Barbara K. Smith, Vice Chair	X
		Rhonda Russell (A)		Chessa D. Walker (A)	X
Goochland County		Hanover County		Henrico County	
Austin Goyne	X	Joseph E. Vidunas	X	Todd Eure	X
		Randy Hardman (A)			
Thomas M. Coleman (A)		Powhatan County		Sharon Smidler (A)	X
New Kent County		Bret Schardein (A)		City of Richmond	
Amy Inman	X			Dironna Moore Clarke, Chair	X
Kelli Le Duc (A)					
Non-Voting Members					
GRTC Transit System		PlanRVA/RRTP		RMTA*	
Frank Adarkwa	X	Myles Busching	X	Joi Taylor Dean	
Patricia Robinson (A)	X	VDOT		Virginia Port Authority	
VDRPT		Dale Totten		Barbara Nelson	X
Tiffany T. Dubinsky	X	Mark Riblett (A)	X		
Daniel Wagner (A)	X	Liz McAdory (A)			

The technology used for the CVTA TAC 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](#).

Virtual participation of this meeting by members of the committee is authorized under the City of Richmond Res. No. 2020-R025, - declaration of a local emergency due to the potential spread of COVID-19, adopted March 16, 2020. The resolution is available [here](#).

1. Welcome and Introductions

The Central Virginia Transportation Authority (CVTA) Technical Advisory Committee (TAC) Chair, Dironna Moore Clarke, presided and called the April 8, 2024, CVTA Technical Advisory Committee (TAC) regular meeting to order at 1:00 p.m.

2. Roll Call & Certification of a Quorum

Janice Scott, PlanRVA, took attendance by roll call and certified that a quorum was present.

3. Consideration of Amendments to the Agenda

On motion by Barbara Smith, seconded by Austin Goyne, the members of the CVTA Technical Advisory Committee voted unanimously to approve the meeting agenda as amended to show the correct year (2025) for the GRTC Regional Transportation Plan (voice vote).

4. Approval of March 11, 2024, CVTA TAC Meeting Minutes

On motion by Barbara Smith, seconded by Amy Inman, the members of the CVTA Technical Advisory Committee voted unanimously to approve the meeting minutes as presented (voice vote).

5. Public Comment Period

There were no requests to address the committee.

6. CVTA TAC Chair’s Report

Chair Clarke did not have a formal report.

7. GRTC Regional Public Transportation Plan

Frank Adarkwa, GRTC, presented this item and provided an overview of the changes to the plan.

Tiffany Dubinsky provided an explanation of the funding. Staff will reactivate the RRTPO Public Transportation Working Group to address elements of the plan.

On motion by Amy Inman, seconded by Sharon Smidler, the members of the CVTA Technical Advisory Committee voted unanimously to recommend acceptance of the 2025 GRTC Regional Public Transportation Plan (roll call vote; see below).

Town of Ashland		Charles City County		Chesterfield County	
Nora Amos	Aye	Absent		Barbara Smith	Aye
Goochland County		Hanover County		Henrico County	
Austin Goyne	Aye	Joseph E. Vidunas	Aye	Sharon Smidler	Aye
New Kent County		Powhatan		City of Richmond	
Amy Inman	Aye	Absent		Dironna Moore Clarke, Chair	Aye

8. CVTA-Locality Standard Project Agreements (Henrico County)

Mr. Parsons presented these requests.

- a. CVTA-021 – Green City Connector Trail & Bridge**
- b. CVTA-026 – N. Gayton Road Interchange at I-64**
- c. CVTA-035 – Magellan Parkway Bridge & Approach Section**
- d. CVTA-037 Brook Road Improvements – Villa Park to Hilliard Road**
- e. CVTA-040 – Woodman Road – Mountain Road to Hungary Road**

On motion by Amy Inman, seconded by Sharon Smidler, the members of the CVTA Technical Advisory Committee voted unanimously to recommend acceptance of the five Henrico County-CVTA Locality Standard Project Agreements as presented (roll call vote; see below).

Town of Ashland		Charles City County		Chesterfield County	
Nora Amos	Aye	Absent		Barbara Smith	Aye
Goochland County		Hanover County		Henrico County	
Austin Goyne	Aye	Joseph E. Vidunas	Aye	Sharon Smidler	Aye
New Kent County		Powhatan		City of Richmond	
Amy Inman	Aye	Absent		Dironna Moore Clarke, Chair	Aye

9. Regional Framework Parking Lot List - Step 4: Project Selection

- a. Two-year Cycle Key Dates**
- b. Readiness**
- c. Consideration of the Authority's priorities**

Chessa Walker provided an overview of the parking lot items. Committee members discussed readiness factors and the Authority's priorities. The proposed schedule was reviewed.

10. CVTA TAC Member Comments

There were no member comments.

11. Next Meeting: Monday, May 13, 2024, at 1:00 p.m.

12. Adjournment

Chair Clarke adjourned the meeting at 2:26 p.m.



CVTA Regional Project Selection and
Allocation Framework –
Post Round 3 Revisions ***WORKING***

CVTA TAC - May 13, 2024

Resolved Parking Lot Items from 4/8/24 TAC Meeting – Notes in Green

- Goal of Framework/Keep in mind
 - » Framework document should remain flexible
 - » Do any of these items warrant revisions to framework?

Step 4: Project Selection

- Consideration of the Authority's priorities
 1. Regional benefit
 - Provide benefit-only rankings along with B/C rankings
 - Formula that factors in Benefit-Only?
 - Update framework? **Continue discussion at 5/13 meeting**
 2. Adjusted funding request
 - Iterative process, already included in framework
 - Update framework? **No, improved schedule to allow time for iterative process**

Resolved Parking Lot Items from 4/8/24 TAC Meeting – Notes in Green

- Consideration of the Authority's priorities
 3. Project readiness consideration in process
 - Depends on funding source
 - Need flexibility for EDA projects that arise
 - **Update framework?**
 - **Application already asks sponsor to include leveraging plan, only list sources**
 - **VDOT/DRPT input on readiness as needed, no need to document in framework**
 4. Leveraging
 - Include leveraging request in scorecards
 - **Update framework? No**
 5. Other localities support for project
 - **Update framework? Not a technical [TAC] measure**
- Review Schedule – **no comments on revised schedule, see next slide**

Regional Funding Applications: Two-year Cycle Key Dates

- New Project Considerations
 - » Application Window opens: July 1, 2025
 - » Application Window closes: August 30, 2025 [2 months]
 - » Applications processed by staff/consultants: September 1, 2025 - November 30, 2025 [3 months]
 - » Application Scoring Review: **November** 2025 TAC meeting [1 month]
 - **TAC member reviews – benefit scores only**
 - » TAC Project Revisions / Recommendations: **December** 2026 TAC meeting [1 month]
 - » Public Review: January/February 2026 [1 month]
 - » CVTA Public Hearing / Action: February/March 2026 [1 month]
- Possibly have two meetings in one month at end of the process
- **Concurrent activities cost validation and project scoring**

5/13/24 - Agenda - Parking Lot Items

- Step 4: Project Selection
 - » Consideration of the Authority's priorities
 - Regional benefit
 - Provide benefit-only rankings along with B/C rankings
 - Formula that factors in Benefit-Only?
 - Update framework?
- Step 1: Project Submissions – Off-Year
 - » Existing Projects
 - » New Projects

Step 1: Project Submissions – Off-Year Existing and New Projects

- Existing Framework Language → Step 1: Project Submissions [page 2]
- “The CVTA regional funding cycle will coincide with non-Smart Scale years (generally odd years). On the alternating years, funding requests for existing projects will be considered.”
 - » Sponsors can request funding for existing projects (including leveraging), per off-year schedule
 - Staff checks that funds are available in year needed – programming
 - Allow request for additional leveraging for federal grant? Yes
 - » How to handle out of cycle request for new projects
 1. TAC validates need for the off-cycle project request (project cannot wait for odd-year timeline)
 2. Staff checks if funds are available in year needed (programming), if not, opportunities to re-program funds?
 3. Staff -> reports on eligibility, scores, ranks and reviews against previous funding scenario, TAC to make recommendation to Authority

Step 1: Off-Year Project Submissions – Existing and New Projects

- Off-cycle submission requirements?
 - » Existing projects – short-form (why, timing, other sources considered, etc.) (Chet)
 - » New project request – same as odd-year

Regional Funding Applications: Two-year Cycle Key Dates

- Existing Project Revisions

- » Request Window opens: July 1, 2024
- » Request Window closes: August 30, 2024 [2 months]
- » Requests processed by staff: September 1, 2024 through October 30, 2024 [2 months]
- » Existing Project Revisions – Initial TAC review: November 2024 TAC meeting [1 month]
- » Existing Project Revisions – TAC recommendation: December 2024 TAC meeting [1 month]
- » CVTA Action: January 2025 [1 month]

Future - Parking Lot Items – Next Meeting 6/XX/24

- Step 3: Project Scoring and Ranking
 - » Approach - order of selection by category?
 - » Questions on how Transit Transfer Station is scored
 - » Is there a better way to score PE Only projects
 - » Template for Scorecards
 - » Template for Draft Recommended Funding Scenario - Format for Public Review
- How to handle legacy projects? Should they get first consideration?
- De-Obligation Process
- Third party estimate reviews

Deobligation 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 obligated funds and cannot be allocated to another project until deobligated.

Following 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 in the second attempt, the allocated CVTA project funds will be deobligated. The following process identifies how the CVTA shall deobligate funds and direct them back into the regional project funding budget.

The Central Virginia Transportation Authority has the authority to unilaterally deobligate project funding following two unsuccessful attempts to secure leveraged full funding for a project. A review of the subject project for leveraged project viability should begin following an unsuccessful first attempt to obtain funds. If funds are not obtained to fully fund the project in the sponsor's second attempt, the project will be deemed as nonviable using CVTA leveraging and funding will be deallocated and deobligated.

The deobligation process will be initiated in both the Technical Advisory Committee and the Finance Committee with both providing recommendations to the authority for action.

The CVTA shall notify the project sponsor and the Virginia Department of Transportation in writing that it intends to unilaterally deobligate funds from a project and provide both with a reasonable opportunity to respond to the proposed 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 deobligate awarded funds from the project and place them back into balance entry for CVTA regional project funds.