

AGENDA

CENTRAL VIRGINIA TRANSPORTATION AUTHORITY

Friday, February 26, 2021

8:30 a.m.

Zoom Virtual Meeting

Members

- Town of Ashland
- Charles City County
- Chesterfield County
- Goochland County
- Hanover County
- Henrico County
- New Kent County
- Powhatan County
- City of Richmond
- VA House of Delegates
- Senate of VA
- Commonwealth Transportation Board
- VDRPT
- VDOT
- GRTC
- RMTA

Members of the public may observe the meeting via YouTube Live Streaming on the [PlanRVA YouTube Channel](#). Opportunities for sharing comments are described in the [Public Participation](#) guide.

CALL TO ORDER (Thornton)

WELCOME AND INTRODUCTIONS (Thornton)

PLEDGE OF ALLEGIANCE (Thornton)

STATEMENT REGARDING VIRTUAL MEETINGS (Parsons) page 1

ROLL CALL & CERTIFICATION OF A QUORUM (Thornton)

A. ADMINISTRATIVE ITEMS

1. Consideration of Amendments to the Action Meeting Agenda
(Thornton).....

2. Approval of January 29, 2021 CVTA Action Meeting Minutes
(Thornton)..... page 2
Action Requested

3. Open Public Comment Period
(Thornton/5 minutes).....

4. CVTA Chairman’s Report
(Thornton/5 minutes).....

5. CVTA Activities Report
(Parsons/10 minutes) page 12

a. HB 1926

B. COMMITTEE REPORTS

- 6. CVTA Finance Committee Update**
(Stoney/15 minutes)..... page 14
 - a. Draft Memorandum of Understanding (MOU) Regarding Fiscal Services**
Action Requested: CVTA Finance Committee recommendation to approve the Memorandum of Understanding (MOU) between the Authority and the City of Richmond to provide specific services to the Authority.
 - b. Work Status Report - Invoices for Quarters 1 and 2**page 17
Action Requested: CVTA Finance Committee recommendation to approve payments for quarter 1 and quarter 2 invoices.
 - c. Draft Financial Policies & Procedures**.....page 22
 - i. Roles and Responsibilities Among CVTA Supporting Partners and Financial Administration**
Action Requested: CVTA Finance Committee recommendation to approve the Financial Policies and Procedures for the CVTA as revised.
- 7. CVTA Technical Advisory Committee Update**
(Eure/10 minutes)..... page 35
 - a. Regional Project Prioritization
 - b. Regional Public Transportation Plan – Progress Report
 - c. Transit Service Governance Report – Progress Report
Information Items: No Action Requested
 - d. Certification Reporting – Member Spending Plans**page 36
Action Requested: Motion to accept the FY21 member locality spending plans and authorize CVTA TAC to develop the format for FY22 spending plans.

C. OTHER BUSINESS

- 8. CVTA Member Comments**
(Thornton/5 minutes).....
- 9. Next Meeting: March 26, 2021**
(Thornton).....

D. ADJOURNMENT

CAP/nm
Attachments

Opening Statement for Electronic Meetings

Due to the 2020 COVID-19 virus and current guidance regarding physical distancing to reduce the potential for spread, meetings of the Central Virginia Transportation Authority are accessible in a virtual format in accordance with provisions of Virginia Code § 2.2-3708.2 and related legislation approved by the General Assembly of Virginia during the period of the Governor's State of Emergency Declaration for COVID-19.

While we meet in a remote/virtual format, we remain committed to public accessibility and opportunity to participate. Staff provided notice of this meeting to members and the public on February 16, 2021 through electronic posting on the PlanRVA website and email distribution of notice to members, alternates, and known interested parties, including the media.

This meeting will be recorded. Audio and visual recordings of the meeting and materials will be posted on the PlanRVA website within 48 hours of this meeting.

Any member of the public participating as an observer during the meeting today may submit comments or questions at any time prior to or during the meeting via email at CVTA@PlanRVA.org. All comments and questions submitted at this time will be reviewed following the meeting and to the extent practical, responses will be provided or posted on the PlanRVA website.

We ask that members identify themselves first when speaking so we can more accurately record the activities of the meeting. All lines should be muted to minimize additional noise and feedback. You may unmute your line at any time to request acknowledgement from the Chair.

Please let us know if you have any questions regarding the process for assuring effective facilitation of this meeting or for how members of the public may participate.

By providing this statement, staff certifies that we have followed the approved procedures for appropriate notice of this meeting and the means by which we are convening.

Please indicate your presence by saying "HERE" when your name is called during a roll call. Anyone who wishes to identify themselves following the roll call of members will be invited to do so.

Agenda Item A.2.

*Minutes of the January 29, 2021 Central Virginia
Transportation Authority (CVTA) Action Meeting*

1

REQUESTED ACTION

*The CVTA is requested to approve the Minutes of
the January 29, 2021 CVTA action meeting as
presented.*

CENTRAL VIRGINIA TRANSPORTATION AUTHORITY

**MINUTES OF ACTION MEETING
 Zoom Video Webinar & PlanRVA YouTube
 January 29, 2021
 8:30 a.m.**

Members Present:

Jurisdiction/Agency	Member	Present	Absent
Town of Ashland	John H. Hodges	x	
Charles City County	William G. Coad		x
Chesterfield County	Kevin P. Carroll, Vice Chair	x	
Goochland County	Neil Spoonhower	x	
Hanover County	W. Canova Peterson	x	
Henrico County	Frank J. Thornton, Chair	x	
New Kent County	Patricia A. Paige	x	
Powhatan County	David T. Williams	x	
City of Richmond	Cynthia I. Newbille (A)	x	
VA House of Delegates	Delegate Delores McQuinn	x	
Senate of Virginia	Senator Jennifer L. McClellan	x	
Commonwealth Transportation Board	Carlos M. Brown	x	

Non-Voting Ex-Officio

Agency	Member	Present	Absent
VDRPT	Jennifer Mitchell	x	
VDOT	Commissioner Stephen C. Brich		x
GRTC Transit System	Julie Timm	x	
RMTA	Joi Taylor Dean	x	

Others Present:

Laura FarmerVDOT
 Matt Harris.....Chesterfield

The Central Virginia Transportation Authority meeting was held by electronic communication means as set forth by the April 22, 2020 actions of the General Assembly in response to the continued spread of novel coronavirus, or COVID-19. The technology used for this 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. Voting record tables are attached to the action meeting minutes in Appendix A. A recording of this meeting is available on the [Plan RVA YouTube Channel](#).

CALL TO ORDER

The Central Virginia Transportation Authority (CVTA) Chairman, Frank J. Thornton, presided and called the January 29, 2021 Central Virginia Transportation Authority action meeting to order at 8:31 a.m.

ATTENDANCE ROLL CALL & CERTIFICATION OF MEETING QUORUM

Nicole Mueller, Program Coordinator for the RRTPO at PlanRVA, took attendance by roll call and certified that a quorum was present.

A. ADMINISTRATION

1. Consideration of Amendments to the Action Meeting Agenda

Upon determination made by the Authority present at the meeting the following informational item was added to the agenda under CVTA Technical Advisory Committee (TAC) Update: B.7.b. GRTC Regional Public Transportation Plan Update.

Seeing and hearing no objections the January 29, 2021 agenda was approved by acclamation as presented.

2. Approval of December 4, 2020 CVTA Action Meeting Minutes

On motion of David T. Williams, seconded by Patricia A. Paige, the CVTA unanimously approved the minutes of the December 4, 2020 action meeting as presented.

3. Open Public Comment Period

Public comment received by email was provided to Authority members and read into the record (see Appendix B).

B. COMMITTEE REPORTS

6.b. Action on Support Services Memorandum of Understanding (MOU)

The CVTA Finance Committee Vice Chair Peterson reported that the draft MOU for support services with PlanRVA was reviewed at the November 9th, 2020 CVTA Finance Committee meeting and recommended approval as presented.

The Central Virginia Transportation Authority (CVTA) unanimously approved the following resolution as recommended by the CVTA Finance Committee:

RESOLVED, that the Central Virginia Transportation Authority (CVTA) approves the Support Services MOU with PlanRVA for FY2021 and authorizes the Chairman to execute.

6.c. Action on Transit Service Governance Report – Appropriation of Funds

The CVTA Finance Committee Vice Chair Peterson reported that the Finance Committee reviewed a request for transfer of \$80,000 from the Contingency line item to the Contracted Services- Other line item at their January 6th, 2021 meeting and recommended approval as presented.

The Central Virginia Transportation Authority (CVTA) unanimously approved the following resolution as recommended by the CVTA Finance Committee:

RESOLVED, that the Central Virginia Transportation Authority (CVTA) approves the transfer of \$80,000 from the Contingency Line Item to “Contracted Services – Other” with authorization of the Chair to execute the task order.

7.a. Action on Transit Service Governance Report – Consultant Selection

On motion of Kevin P. Carroll, seconded by Carlos M. Brown, the Central Virginia Transportation Authority (CVTA) unanimously approved the following resolution as presented:

RESOLVED, that the Central Virginia Transportation Authority (CVTA) approves the contract and services as proposed by AECOM/Eno Center for Transportation for development of a Regional Transit Service Governance Report for delivery to the Governor and General Assembly of Virginia.

C. NEW BUSINESS

C.8. Action on Transit Service Governance Report – Scope of Work

On motion of W. Canova Peterson, seconded by Dr. Cynthia Newbille, the Central Virginia Transportation Authority (CVTA) unanimously approved the following resolution as presented:

RESOLVED, that the Central Virginia Transportation Authority (CVTA) adopts the 2021 schedule for regular Authority meeting dates and the CVTA Finance Committee meeting dates.

D. OTHER BUSINESS

10. Next CVTA Authority Meeting: February 26, 2021

The next action meeting will be held on February 26, 2021, beginning at 8:30 a.m.

E. ADJOURNMENT:

Chairman Thornton adjourned the meeting at approximately 9:27 a.m. on January 29, 2021.

CAP/nm

Motion as presented: Motion to approve the minutes of the December 4, 2020 CVTA action meeting as presented. (A.2.)
 First: Williams
 Second: Paige

Select location of proposed service/facility = N/A

Members	Population*	Weighted Votes	UNWEIGHTED				Voting Check	Population "Yays"
			"Yay"	"Nay"	Abstain	Absent		
Ashland	7,553	1	1				Ok	7,553
Charles City	7,331	1				1	Ok	-
Chesterfield	333,450	4	1				Ok	333,450
Goochland	22,277	2	1				Ok	22,277
Hanover	96,460	3	1				Ok	96,460
Henrico	320,717	4	1				Ok	320,717
New Kent	20,468	2	1				Ok	20,468
Powhatan	28,442	2	1				Ok	28,442
Richmond	217,938	4	1				Ok	217,938
Delegate		1	1				Ok	
Senator		1	1				Ok	
CTB Member		1	1				Ok	
*Jul. 1, 2015 Weldon Cooper	1,054,636	26	11	0	0	1	12	1,047,305

WEIGHTED	
"Yay"	"Nay"
1	0
0	0
4	0
2	0
3	0
4	0
2	0
2	0
4	0
1	0
1	0
1	0
25	0

OVERALL VOTE = PASS

Voting Check	VALID
Quorum Present	YES
Weighted Vote Simple Majority	PASS
4/5 Population in Affirmative	PASS

Motion as presented: Motion to approve the Support Services MOU with PlanRVA for FY2021 and authorize the Chairman to execute. (B.6.b.)
 First: N/A (Recommendation from the CVTA Finance Committee)
 Second: N/A

Select location of proposed service/facility = N/A

Members	Population*	Weighted Votes	UNWEIGHTED				Voting Check	Population "Yays"
			"Yay"	"Nay"	Abstain	Absent		
Ashland	7,553	1	1				Ok	7,553
Charles City	7,331	1				1	Ok	-
Chesterfield	333,450	4	1				Ok	333,450
Goochland	22,277	2	1				Ok	22,277
Hanover	96,460	3	1				Ok	96,460
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Senator		1	1				Ok	
CTB Member		1	1				Ok	
*Jul. 1, 2015 Weldon Cooper	1,054,636	26	11	0	0	1	12	1,047,305

WEIGHTED	
"Yay"	"Nay"
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2	0
2	0
4	0
1	0
1	0
1	0
25	0

OVERALL VOTE = PASS

Voting Check	VALID
Quorum Present	YES
Weighted Vote Simple Majority	PASS
4/5 Population in Affirmative	PASS

Motion as presented: Motion to transfer \$80,000 from the Contingency Line Item to "Contracted Services - Other" with authorization of the Chair to execute the task order. (B.6.c.)
First: N/A (Recommendation from the CVTA Finance Committee)
Second: N/A

Select location of proposed service/facility = **N/A**

Members	Population*	Weighted Votes	UNWEIGHTED				Voting Check	Population "Yays"
			"Yay"	"Nay"	Abstain	Absent		
Ashland	7,553	1	1				Ok	7,553
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Chesterfield	333,450	4	1				Ok	333,450
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Powhatan	28,442	2	1				Ok	28,442
Richmond	217,938	4	1				Ok	217,938
Delegate		1	1				Ok	
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WEIGHTED	
"Yay"	"Nay"
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2	0
2	0
4	0
1	0
1	0
1	0
25	0

OVERALL VOTE = **PASS**

Voting Check	VALID
Quorum Present	YES
Weighted Vote Simple Majority	PASS
4/5 Population in Affirmative	PASS

Motion as presented: Motion to approve the contract and services as proposed by AECOM/Eno Center for Transportation for development of a Regional Transit Service Governance
First: Carroll
Second: Brown
 Report for delivery to the Governor and General Assembly of Virginia. (B.7.a.)

Select location of proposed service/facility = **N/A**

Members	Population*	Weighted Votes	UNWEIGHTED				Voting Check	Population "Yays"
			"Yay"	"Nay"	Abstain	Absent		
Ashland	7,553	1	1				Ok	7,553
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WEIGHTED	
"Yay"	"Nay"
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1	0
1	0
1	0
25	0

OVERALL VOTE = **PASS**

Voting Check	VALID
Quorum Present	YES
Weighted Vote Simple Majority	PASS
4/5 Population in Affirmative	PASS

Motion as presented: Motion to adopt the 2021 Schedule for Regular Authority meeting dates and CVTA Finance Committee meeting dates as presented. (C.8.)
 First: Peterson
 Second: Newbille

Select location of proposed service/facility = N/A

Members	Population*	Weighted Votes	UNWEIGHTED				Voting Check	Population "Yays"
			"Yay"	"Nay"	Abstain	Absent		
Ashland	7,553	1	1				Ok	7,553
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WEIGHTED	
"Yay"	"Nay"
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1	0
25	0

OVERALL VOTE = PASS

Voting Check	VALID
Quorum Present	YES
Weighted Vote Simple Majority	PASS
4/5 Population in Affirmative	PASS

Appendix B - Public Comment

Central Virginia Transportation Authority (CVTA)

Meeting on January 29, 2021

Good morning CVTA members,

My name is Nelson Reveley. I am a resident of Henrico County and the Director of Operations for RVA Rapid Transit. As many know, RVA Rapid Transit is an organization dedicated to education and advocacy for a regional public transit system and the ways robust transit helps people to lead healthier, more productive, and more interconnected lives.

I want to share again our thanks for the creation and diligent work of the CVTA, as well as for the powerful momentum it provides toward regional public transportation, as laid out in PlanRVA's "Greater RVA Transit Vision Plan."

I also want to highlight how crucial it is for us all to press forward that momentum by charting and mapping out the annual steps necessary to reach a truly regional, comprehensive public transit network, along with all the benefits it accrues.

Simply through back of the envelope calculations from the budget projections in the "Greater RVA Transit Vision Plan" (p. 9), we know that it will take steady annual growth in GRTC's operating budget to reach the full vision even just by 2040 (a generation away), not to mention reap the rich rewards of a regional system far sooner.

The 15% of CVTA funds allocated to regional public transportation is an immense, critical first step, it is a powerful base from which to build. But we need to ensure that we never lose sight of the full vision for a regional system. We need to ensure that we together (CVTA, localities, GRTC, and residents throughout our region) lay out and lean into the specific annual steps requisite to make it all the way across the finish line to frequent, far-reaching regional public transit — to a full system that will make our region an even more inclusive and prosperous place to live, work, play, and visit. We deeply encourage and support everyone's work towards this end. And we thank you again greatly and sincerely for your work and service.

Grace and Peace,

Nelson Reveley
Director of Operations, RVA Rapid Transit

Agenda Item A.5.

CVTA Activities Report

2

a. *HB 1926.....page 13*

21102105D

HOUSE BILL NO. 1926

Offered January 13, 2021

Prefiled January 10, 2021

A *BILL to amend and reenact § 33.2-3703 of the Code of Virginia, relating to Central Virginia Transportation Authority; membership.*

Patron—McQuinn

Committee Referral Pending

Be it enacted by the General Assembly of Virginia:

1. That § 33.2-3703 of the Code of Virginia is amended and reenacted as follows:

§ 33.2-3703. Composition of Authority.

The Authority shall consist of ~~16~~ 17 members as follows:

1. The chief elected officer, or his designee, of the governing body of each of the counties embraced by the Authority;

2. The chief elected officer, or his designee, of the City of Richmond and the Town of Ashland;

3. One member of the House of Delegates who resides in a county or city embraced by the Authority, appointed by the Speaker of the House, and one member of the Senate who resides in a county or city embraced by the Authority, appointed by the Senate Committee on Rules;

4. A member of the Commonwealth Transportation Board who resides in a locality embraced by the Authority and is appointed by the Governor; and

5. The following ~~four~~ five persons serving ex officio as nonvoting members of the Authority: the Director of the Department of Rail and Public Transportation, or his designee; the Commissioner of Highways, or his designee; *the Executive Director of the Virginia Port Authority, or his designee*; the Chief Executive Officer of the Greater Richmond Transit Company (GRTC); and the Chief Executive Officer of the Richmond Metropolitan Transportation Authority.

All members of the Authority shall serve terms coincident with their terms of office. Vacancies shall be filled in the same manner as the original appointment. If a member of the Authority who represents a locality as provided in subdivision 1 or 2 is unable to attend a meeting of the Authority, he may designate another current elected official of such governing body to attend such meeting of the Authority. Such designation shall be for the purposes of one meeting and shall be submitted in writing or electronically to the Chairman of the Authority at least 48 hours prior to the affected meeting.

The Authority shall elect a chairman and vice-chairman from among its voting membership.

The Auditor of Public Accounts, or his legally authorized representatives, shall annually audit the financial accounts of the Authority, and the cost of such audit shall be borne by the Authority.

INTRODUCED

HB1926

Agenda Item B.6.

CVTA Finance Committee Update

- a. *Draft Memorandum of Understanding (MOU) Regarding Fiscal Services*page 15
Action Requested: CVTA Finance Committee recommendation to approve the Memorandum of Understanding (MOU) between the Authority and the City of Richmond to provide specific services to the Authority.
- b. *Invoices for Quarters 1 and 2* page 17
Action Requested: CVTA Finance Committee recommendation to approve payments for quarter 1 and quarter 2 invoices.
- c. *Draft Financial Policies & Procedures*page 22
- i. *Roles and Responsibilities Among CVTA Supporting Partners and Financial Administration*
Action Requested: CVTA Finance Committee recommendation to approve the Financial Policies and Procedures for the CVTA as revised.

3

MEMORANDUM OF UNDERSTANDING REGARDING FISCAL SERVICES

This Memorandum of Understanding (“MOU”) is entered into between the CENTRAL VIRGINIA TRANSPORTATION AUTHORITY (hereinafter referred to as “the Authority”) and the CITY OF RICHMOND, VIRGINIA’S DEPARTMENT OF FINANCE (hereinafter referred to as “the City”) this _____ day of _____, _____.

Whereas, the Authority has been established pursuant to Va. Code § 33.2-3700, et seq.; and

Whereas, the Authority desires to authorize the City to perform certain functions as set forth in this MOU; and

Whereas, the Authority is authorized to do so pursuant to Va. Code § 33.2-3708(A)(5);

Now therefore:

1. Fiscal Services: The City may provide the following services:
 - a. Review and maintain accounting records, preliminary findings, notes of analysis, bank reconciliations, and monthly/quarterly financial statements of the Authority’s assets, liabilities, equity, revenue, expenses, estimated revenues, budgeted expenses and commitments. The City may monitor, and assist the Authority in ensuring, the Authority’s compliance with generally accepted accounting principles and all applicable state and federal guidelines.
 - b. Serve as a contact to the Office of the Auditor of Public Accounts for the Authority’s annual financial audit process. The City may provide information to the auditor retained by the Office of the Auditor of Public Accounts, preparing and meeting with the auditor to review the preliminary audit report, and publishing audited financial statements for the Authority. The Authority shall pay all costs associated the publishing of the Authority’s audited financial statements.

2. This MOU is in force and effect until the Authority or the City gives written notice to the other of its desire to terminate the MOU. Each party intends to give such notice at least 60 days prior to the date of termination, unless otherwise agreed.
3. The City shall not be required to appropriate any City funds for the purpose of performing this MOU. The Authority and the City understand that, pursuant to Va. Code § 33.2-3703, the Auditor of Public Accounts will perform, or cause to be performed through its legally authorized representatives, all auditing services for the Authority, including but not limited an annual audit of the Authority's financial accounts, and the costs of such auditing services shall be borne by the Authority.

Wherefore, the parties, by signing below, hereby indicate their mutual understanding as reflected in the above provisions.

CENTRAL VIRGINIA TRANSPORTATION AUTHORITY

By: _____

CITY OF RICHMOND, VIRGINIA

By: _____



Exhibit 1: Status of Deliverables Associated with Startup

The following is a status update regarding a list of expected deliverables included in the FY2021 Support Services MOU.

Activity	Status
Arrange for general legal counsel support services for the Authority	Complete
Arrange for and provide necessary staff resources to the Authority	Complete
Convene inaugural meeting of the Authority resulting in established leadership and governance framework including adoption of bylaws, election of officers, and establishment of standing committees	Complete
Establish schedule for meetings of the Technical Advisory Committee, Finance Committee and Authority for the fiscal year	Complete
Facilitate negotiation of revenue transfer agreement(s) between the Authority and the Virginia Department of Transportation	Complete
Develop revenue validation process with participating localities and process for transfer of funds	Complete
Establish banking and investment account(s) as directed by the Authority	Complete
Develop Financial Management Procedures and internal controls	Underway
Manage process for solicitation of proposals for insurance coverage	Complete
Coordinate with the Auditor of Public Accounts for arrangement of the FY2021 Annual Financial Audit	Underway
Facilitate development of Regional Project Prioritization Process, based upon an objective and quantifiable analysis, in coordination with the CVTA TAC	Underway
Assure compliance with the enabling legislation to establish the Regional Public Transportation Plan	Underway
Assure compliance with the enabling legislation to develop the Transit Service Governance Report for submission no later than December 1, 2020	Underway
Develop web presence for the CVTA and online access site for meeting materials, public information and resources	Complete

Exhibit 2: Key Performance Indicators

PlanRVA will indicate performance related to the indicators listed below:

Effective Project Management:

- Completion of deliverables identified in Exhibit 1 in timely manner, as established by the Authority for each item

All Items underway and progressing on schedule.

- Support Services described in this MOU fall within the approved budget and contract amount

YTD Billing (through Q2) is within budget; operating surplus expected by June 30.

Effective Financial Management:

- Compliance with financial management procedures and internal controls
 - o Achieve a financial audit with no findings or concerns
 - o Timely submission of the FY2021 Annual Audit to the APA

Audit RFP underway in partnership with APA. Objective set for measurement after close of the Fiscal Year.

- Delivery of financial activity reports summarizing activity of the total revenues and the operating expenses of the Authority
 - o Submitted on a quarterly basis following close of the quarter
 - o Target of 20% variance of actual expenses to budget

First quarterly report to be submitted in March for transactions approved in February.

- Submission of quarterly invoices and work status reports in time for inclusion in the Authority meeting materials
 - o October, January, April, and June

Qs 1 and 2 Invoices submitted for February Review following approval of MOU in January.

- Timely payment of invoices due to vendors
 - o Net 30-day payments

To be evaluated following payment to vendors; so far PlanRVA is advancing funds.

- Timely and accurate transfer of revenues to localities
 - o Target of less than 0.05% error rate
 - o Within 45 days of receipt

Initial transfer verified by localities and transferred; 2nd transfer forthcoming.



Effective Communications with Authority Members, Committee Members, Locality Representatives and the Public

- Timely distribution of complete meeting materials for meetings of the Authority and Committees
 - o Minimum 5 days' notice to members and the public

Meeting materials posted and distributed on time; briefings scheduled with Chairs to promote communication.

- Coordination and communication with local government representatives including local legal counsel, financial experts and administrators
 - o Regular communications and coordination of staff resources as needed

Regular Coordination with local government staff including CAOs/Administrators and Finance Working Group.

- Delivery of relevant and useful information regarding the activities of the CVTA to the public and the media through digital and print material
 - o All inquiries treated as FOIA requests and addressed according to the relevant requirements

No FOIA requests submitted to date. All content currently available on website at www.CVTava.org.



INVOICE

9211 Forest Hill Avenue, Suite 200
 Richmond, Virginia 23235
 804.323.2033
Finance@PlanRVA.org

DATE	2/1/2021
PERIOD	July: September, 2020

Bill To:
 Central Virginia Transportation Authority
 9211 Forest Hill Avenue, Suite 200
 Richmond, Virginia 23235
CVTA@PlanRVA.org

DESCRIPTION	QUANTITY	AMOUNT	TOTAL
Personnel			
Staff Support Services: 338 hours C Parsons, M Bittner, T Eckhout, M Heeter, N Mueller	1.00	\$26,722.00	\$26,722.00
Administrative Fee 10% per MOU	1.00	\$2,672.00	\$2,672.00
Professional Services			
General Legal Counsel Hefty, Wiley & Gore	1.00	\$9,000.00	\$9,000.00
Administrative			
Meetings Expenses 8.27.20 Inaugural Meeting @ GRCC IT/Data, Meals, Venue, Parking	1.00	\$14,177.00	\$14,177.00
Public Engagement CVTA URL Purchases	1.00	\$98.00	\$98.00
TOTAL DUE			\$52,669.00

If you have any questions about this invoice, please contact
Finance@PlanRVA.org



INVOICE

9211 Forest Hill Avenue, Suite 200
 Richmond, Virginia 23235
 804.323.2033
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DATE

2/1/2021

PERIOD

October: December, 2020

Bill To:
 Central Virginia Transportation Authority
 9211 Forest Hill Avenue, Suite 200
 Richmond, Virginia 23235
CVTA@PlanRVA.org

DESCRIPTION	QUANTITY	AMOUNT	TOTAL
Personnel			
Staff Support Services: 428.5 hours C Parsons, M Bittner, M Heeter, B Lawrence, N Mueller	1.00	\$49,576.00	\$49,576.00
Administrative Fee 10% per MOU	1.00	\$4,957.00	\$4,957.00
Professional Services			
General Legal Counsel Hefty, Wiley & Gore	1.00	\$9,000.00	\$9,000.00
Administrative			
Public Engagement Newspaper Advertisements: FY2021 Budget and Insurance RFP	1.00	\$3,736.00	\$3,736.00
TOTAL DUE			\$67,269.00

If you have any questions about this invoice, please contact
Finance@PlanRVA.org

CENTRAL VIRGINIA TRANSPORTATION AUTHORITY

Financial Policies and Procedures

December 9, 2020

Revised February 10, 2021

This policy document establishes policies and procedures for the financial management of the Central Virginia Transportation Authority (Authority). The objectives of these policies include:

- Achieve strong internal controls and adequate design over financial accounts and processes
- Proper review and approval of financial transactions
- Operational efficiency, standardization and compliance with accounting and reporting best practices

Roles and Responsibilities

I. Authority. The Authority is responsible for administering the Central Virginia Transportation Fund, established by § 33.2-3701 of the *Code of Virginia* ("Fund"), providing broad financial guidance and oversight of the Funds, to include approval of Fund distributions, budget parameters, annual program plans, and the annual budget.

II. Finance Committee. The Finance Committee shall be responsible for advising the Authority on all financial matters and overseeing financial activities undertaken by professional staff, including:

- A.** Reviewing, commenting on, and recommending the annual revenue projections, budget, and any budget amendments.
- B.** Overseeing the Authority's financial policies (e.g. bond, investment, procurement) and making appropriate recommendations.
- C.** Monitoring contracts for services.
- D.** Monitoring expenditures for compliance with policies and guidance of the Authority.
- E.** Approving the audit work plan supporting the annual preparation of financial statements, including meeting with the auditor before the audit begins and when it has concluded.
- F.** Reviews all financial reports.
- G.** Reviews adherence with internal controls
- H.** Reviews and approves all non-budgeted expenditures within the Administrative and Operating Budget.
- I.** Assisting with other financial activities as may be directed by the Authority.

III. Chief Financial Staff *(as identified by the Authority)*

- A.** Manage the Authority's finances on a day-to-day basis.
- B.** Execute the Authority-approved budget(s).

- C. Develop financial mechanisms/procedures to ensure financial accountability and transparency.
- D. Ensure that there are written procedures (financial operation policies) for the fiscal operation of the Authority.
- E. Provide monthly/quarterly/annual management reports and financial management reports.
- F. Develops and prepares annual budget.

IV. Fiscal Agent(s)

- A. Assist CVTA Chief Financial Staff, as needed.
- B. Provide agreed upon supports described in the Fiscal Agent Agreement (s), which is incorporated by reference and attached hereto.

Financial Management and Operations

I. Purpose. This policy establishes general guidance for the financial management of the CVTA. The objectives of these policies include:

- A. Establishing a framework for strong internal controls and processes.
- B. Ensuring proper management, review, and approval of financial transactions.
- C. Achieving operational efficiencies through standardization of practices.

II. General Guidelines. Financial planning and budgeting shall comply with the following guidelines:

- I. Consistency with Authority policies, strategic plan, project plans, and expressed priorities.
- II. Clarity with respect to any assumptions used in budget development.
- III. Manage cash flow of tax revenues appropriated by the Commonwealth of Virginia.
- IV. Allocating funds consistent with the Code of Virginia and CVTA bylaws.
- V. The CVTA administrative and operating budget funds are to be allocated from the Fund prior to allocations to Fund recipients, per § 33.2-3701(D) of the *Code of Virginia*.
- VI. Planning and budgeting process that provides for Authority approval of an annual budget by May 15th.
- VII. The financial condition of the Authority shall be reviewed by the Finance Committee on a quarterly basis and the Authority annually, or as necessary.
- VIII. Annually, the Finance Committee and the Authority will review the annual audited Financial Statements.
- IX. Administrative and Operating Budget expenditures shall be consistent with the approved budget. The Chief Financial Staff may make minor operating budget

adjustments (\$10,000 or less) between program areas at his/her discretion; however, major adjustments (>\$10,000) shall have the advance approval by the Finance Committee.

III. Banking and Accounts

- A.** The designated representative of the CVTA Fiscal Agent for banking services, upon authorization from the Authority, and with the assistance of the CVTA Administrator, opens and closes all bank and other financial accounts.
- B.** The Finance Committee will review expenditures from all accounts. Transfers among funds and local distributions according to the Virginia Code may be made administratively according to the procedures for disbursements within that fiscal agent's policies. A designated representative(s) of the Fiscal Agent for cash management may be authorized to sign checks and make disbursements from the administrative and operating bank account based on properly approved documentation authorizing the disbursement.
- C.** In all cases, expenditures must be consistent with the approved budget or a separate approval by the Authority. Additional procedures must be followed when making disbursements of regional project funds or GRTC funds, as further described herein.
- D.** No petty cash or other 'Cash on Hand' will be permitted.

IV. Advisory Services

The designated representative of the CVTA Fiscal Agent, in conjunction with the financial advisory firm as provided via the fiscal agent agreement for advisory services, will make necessary recommendations to the finance committee on a range of topics including but not limited to: investments, reserve levels, and the consideration of any future debt issuances.

V. Investments

- A. General.** This statement of investment policy establishes policies for the safeguarding and efficient management of Authority funds and for the purchase, sale, and custody of investment instruments. The goal is to minimize risk and to ensure the availability of cash to meet Authority expenditures, while generating revenue from the use of funds, which might otherwise remain idle.
- B. Objectives.**
 - 1.** The primary objectives of the Authority's investment activities, in priority order, are safety, liquidity, and yield.
 - 2.** The investment portfolio shall be designed with the objective of attaining a market rate of return throughout

budgetary and economic cycles. This objective shall take into account constraints as to acceptable risk, the characteristics of the Authority's cash flows, and the funding expectations of approved projects.

3. The Authority shall utilize a third-party investment service as provided by the fiscal agent for financial advisory services to accomplish objectives a and b, in conjunction with the Investment Agent, as provided for through the Fiscal Agent Agreement.
4. The Investment Agent, as provided for through the Fiscal Agent Agreement, shall, annually provide an investment strategy and plan to the Finance Committee.

VI. Annual Audit

The designated representative of the CVTA Fiscal Agent will, in conjunction with a certified 'Vendor', provide advice and consultation, review of financial records and work with the Auditor of Public Accounts (APA) or their selected vendor who performs the annual audit for the Authority.

- A. **Audit Requirements.** The *Code of Virginia* § 30-140, requires that all authorities, boards and commissions having financial transactions in excess of \$25,000 shall file an audit report within 90 days after the close of the fiscal year with the Auditor of Public Accounts.
 1. The *Code of Virginia* § 33.2-3703 requires the Auditor of Public Accounts, or his legally authorized representatives, shall annually audit the financial accounts of the Authority, and the cost of such audit shall be borne by the Authority. The audit must be conducted in accordance with generally accepted auditing standards and Government Auditing Standards.
 2. The Auditor of Public Accounts requires the CVTA's financial statements be prepared in accordance with the provisions of the Governmental Accounting Standards Board (GASB).
 3. The *Code of Virginia* § 30-140, requires the CVTA to publish a summary statement of financial condition in a newspaper of general circulation based on its locality. The minimum statement should include total assets, liabilities, and fund balances; total revenues, expenditures, and other sources or uses; and, the resulting net change in fund balances.

General Operating and Administrative Funds

A. General.

- A. Administrative and Operating Funds shall be used to support the general operations of the Authority.

B. Responsibilities.

A. CVTA Administrator.

1. The Chief Financial Staff will be responsible for preparing and presenting the annual budget for the General Administrative and Operating account for review and recommendation for approval to the Authority by the Finance Committee.
2. Funding for the Administrative and Operating account shall come from the total of funds received in the first transfer for the fiscal year. Distributions described below pursuant to Virginia Code will be made following set aside for the administrative and operating budget.
 - a) All subsequent distributions for the fiscal year described below pursuant to the Virginia Code will be made from the total revenues transferred by the Commonwealth.
3. The CVTA Administrator will provide the Finance Committee with reports on expenditures incurred.

B. CVTA Fiscal Agents, in coordination with the CVTA Administrator.

1. The Lead staff of the Fiscal Agent for cash management services has primary responsibility to ensure Administrative and Operating Funds are properly safeguarded and managed.
2. The Lead staff of the Fiscal Agent for the audit services as review responsibility to ensure Administrative and Operating Funds are properly safeguarded and managed.
3. The CVTA Administrator has primary responsibility for reviewing requests for payments and submitting for approval when deemed appropriate. The Administrator is also responsible for maintaining records of all expenditures of the Fund.
4. The Lead staff of the Fiscal Agent for cash management services will manage the Authority's cash position to ensure availability of funds to meet payment requests.
5. The CVTA Administrator will provide the Finance Committee with reports on expenditures.
6. The Lead staff of the Fiscal Agent for audit services will review all reports prior to submission to the Finance Committee and Authority.

Local Distribution (50% Funds)

I. General.

- A. The Authority, through the fiscal agent for banking services, will segregate funds received from the Commonwealth of Virginia after setting aside funds necessary to support the annual administrative and operating budget between 50% Local Distribution Funds, 15% GRTC Funds, and 35% Regional Revenue Funds as soon as practicable.

- B.** The Authority, through the fiscal agent for banking services, will segregate and distribute Local Funds to jurisdictions based on the proportionate share of each jurisdiction's sales and gas tax each month.
- C.** Localities will be required to certify and accept the transfer amounts before funds are disbursed and confirm receipt.
- D.** Each jurisdiction shall deposit its Local Funds received from the CVTA into a separate, special fund.
- E.** Local Funds must be spent in compliance with the Central Virginia Transportation Authority Act and the CVTA bylaws.
- F.** Each jurisdiction is required to provide the Finance Committee a quarterly report on expenditures and must provide CVTA an annual report on expenditures by August 1 each year in the format required by the CVTA. If the annual report is not received by August 1, transfers of the current fiscal year will cease until the certification is submitted in good form.

Regional Revenue (35% Funds)

I. General.

A. Regional Funds shall be used to:

- 1. Fund or maintain a Working Capital Reserve in an amount determined by CVTA Finance Committee.
- 2. Fund cost of issuance and other debt-related fees and services, and debt service payments undertaken by the CVTA.
- 3. To fund "pay-as-you-go" (Pay-Go) projects or studies approved by CVTA.

Each project financed by Regional Funds must meet the planning and scoring criteria established by CVTA and must be approved as a regional project through appropriate prioritizing procedures as recommended by the Technical Advisory Committee and approved by the Authority. The planning criteria must be based on an objective and quantifiable analysis that considers the benefits of projects relative to their cost.

- B.** The Standard Project Agreement (SPA) incorporated within the Memorandum of Agreement Between the VDOT and the CVTA establishes the roles and responsibilities of each party for projects funded by Regional Revenue Funds.

II. Responsibilities

A. CVTA Administrator.

- 1. Written requests for supplemental project funding shall be

submitted to the CVTA Administrator for review. The CVTA Administrator will present a recommendation to the Finance Committee for consideration. The Finance Committee may make a recommendation on any such request to the Authority for final determination.

2. The CVTA Administrator will advise the recipient in writing of questionable uses of any funding which comes to the Authority's attention. The CVTA Administrator will provide a report of the incident and make recommendations for resolution to the Finance Committee. The Finance Committee will forward the issue and possible resolution to the Authority. Additional funding may be withheld until final resolution of the matter.
3. The CVTA Administrator will provide the Finance Committee with quarterly reports on the status of funding for regional projects and will report the same to the Authority at least annually or as otherwise needed.

B. CVTA Fiscal Agents, in coordination with the CVTA Administrator.

1. Fiscal Agent for cash management:
 - a) has primary responsibility to ensure Regional Revenue Funds are properly safeguarded and managed.
 - b) will manage the Authority's cash position to ensure availability of funds to meet programmed reimbursement requests.
2. Fiscal Agent for audit services
 - a) has review responsibility to ensure Regional Revenue Funds are properly safeguarded and managed.
 - b) will review all reports prior to submission to the Finance Committee and Authority
3. The CVTA Administrator
 - a) will manage the requisition process, as outlined in the Standard Project Agreement, for cash flow purposes to facilitate reimbursement to the recipient within 45 days of receiving a completed and approved requisition request.
 - b) will provide the Finance Committee with at least quarterly reports on the status of funding for regional projects and will report the same to the Authority at least annually or as otherwise needed.

C. Recipients.

1. Each recipient is responsible to ensure work is performed in accordance with all applicable federal, state, and local laws and regulations, and the SPA.
2. A recipient must acknowledge that the Authority will not be

responsible for operating or maintaining the project upon completion.

3. A recipient must comply with will federal and state requirements for other funding sources which may be used to fund the project and certify that it has adhered to all applicable laws and regulations, as well as the requirements of the agreement.

D. Other

1. All payments made from regional funds must be first approved or otherwise certified by the chair and vice-chair of the Finance Committee, or their designees, as well as the host locality for the project or VDOT, whomever is serving as project manager.

GRTC Revenue (15% Funds)

- A. The Authority will segregate and distribute GRTC funding according to the methodology described in the state code.
- B. No locality embraced by the Authority shall reduce its local funding for public transit by more than 50 percent of what it appropriated for public transit as of July 1, 2019. Starting in fiscal year 2023, the amount required to be provided by a locality pursuant to the Central Virginia Transportation Authority Act shall be adjusted annually based on the greater of (i) the change in the United States Average Consumer Price Index for all items, all urban consumers (CPI-U), as published by the Bureau of Labor Statistics for the U.S. Department of Labor for the previous year, or (ii) zero.
- C. . GRTC will be required to certify and accept the transfer amounts before funds are disbursed and confirm receipt.
- D. GRTC shall deposit the GRTC Revenue (15% Funds) into a separate, special fund.
- E. GRTC Revenue (15% Funds) must be applied to operating or capital needs as defined in GRTC's Regional Public Transportation Plan which is developed in conformance with the guidelines required by State Code §33.2-286 and as approved by the Authority per the Central Virginia Transportation Authority Act.
- F. GRTC is required to provide the Finance Committee a quarterly report on expenditures by November 15, February 15, May 15, and August 15 and must provide CVTA an annual report on expenditures by December 1 each year sufficient documentation, as required by the Authority, showing that the revenues distributed to GRTC were applied in accordance with the Regional Public Transportation Plan. If the annual report is not received by December 1, and no extension is granted by the Authority, transfers of the current fiscal year will cease until the certification is submitted in good form.

Roles and Responsibilities Among CVTA Supporting Partners – Financial Administration

PERFORM

Chesterfield County maintains banking accounts for CVTA pursuant to the Fiscal Agent Agreement executed on January 11, 2021.

- PlanRVA and City of Richmond have view only access to accounts for purposes of bank reconciliation and cash on hand status reports.

RECORD

Chesterfield County records all transactions in General Ledger for all funds/accounts.

- PlanRVA and City of Richmond provided access to reports at any time

REPORT

Chesterfield County prepares monthly/quarterly bank reconciliation and financial statements for periodic review.

ANALYSIS

PlanRVA submits monthly/quarterly statements to the City of Richmond to review with any preliminary findings or notes of analysis.

REVIEW

City of Richmond reviews bank reconciliations, monthly/quarterly financial statements and provides any findings to the Finance Committee.

For purposes of assuring consistency with the Financial Policies and Procedures document approved by the CVTA Finance Committee:

- PlanRVA provides staffing to fulfill the roles/responsibilities of Chief Financial Staff as described in Roles and Responsibilities: III.
- Chesterfield County provides account management through the Fiscal Agent Agreement dated 1/11/21 as authorized in the Roles and Responsibilities: IV
- City of Richmond provides review through the Fiscal Agent Agreement dated 2/26/21 as authorized in the Roles and Responsibilities; IV

Steps for Annual Budget Development (CVTA Administrative and Operating Account):

1. PlanRVA develops draft budget for consideration by the Finance Committee in February of each year.
2. The Finance Committee recommends a completed Fiscal Year budget for Authority consideration in March.

3. The Authority schedules a public hearing and advertises the proposed FY Administrative and Operating Budget to occur at a regularly scheduled meeting prior to May 15th (April).
4. The Authority holds a public hearing and takes action regarding the FY Administrative and Operating budget by May 15th pursuant.
5. Occurrences requiring amendments to the budget may be made administratively following concurrence among staff from PlanRVA (Chief Financial Staff), provided the total budget is not changed and adjustments between line items is equal to or less than \$10,000.
6. Occurrences resulting in major adjustments, those in excess of \$10,000 must have approval from the Finance Committee.

Steps for Invoice Payments (CVTA Administrative and Operating Account):

1. Invoices submitted by email to CVTA@PlanRVA.org or by post to CVTA c/o PlanRVA 9211 Forest Hill Avenue, Suite 200 Richmond VA 23235.
 - a. Invoices internally routed.
 - b. Staff reviews invoices for consistency with general guidelines set forward in the Financial Policies and Procedures (Financial Management and Operations: II)
 - c. Staff prepares entries in QuickBooks for payables
2. PlanRVA submits batched invoices to City of Richmond for approval via email with cc: to Chesterfield County. Batch should include a coversheet documenting vendor and dollar amount to be paid. All invoices should be included along with a budgetary statement (date and time stamped) that includes enough detail documenting requested payments are within the Authority's approved budget.
3. City of Richmond reviews batch for reasonableness, accuracy and within the Authority's approved budget. City of Richmond notifies Chesterfield County via email that the batch has been approved and authorizes payments.
4. Once the City of Richmond's approval is received, Chesterfield County prepares payment disbursements within payment system and initiates payment to vendors. Chesterfield County notifies PlanRVA via email that disbursements have been made so that payables can be reversed in the General Ledger.

Steps for Processing Local Distributions:

1. Monthly Revenue Transfer statement submitted by VDOT
 - a. Reported transfer amount validated by Chesterfield County as matching deposit
2. Chesterfield County prepares coversheet summarizing Monthly Revenue Transfer statement, providing it and original Monthly Revenue Transfer statement to Finance Directors' Working Group within 3 business days, including:
 - a. Calculated total revenues for sales and fuels tax receipts.
 - b. Bar chart summarizing monthly receipts for trend analysis.

- c. Calculated distributions to jurisdictions (includes distribution between Town of Ashland and Hanover County according to agreed method)
 - i. 1st Transfer of each fiscal year is reduced by total amount budgeted for FY Administrative and Operating Expenses.
3. Finance Directors Working group coordinate local review and validation of revenues and calculations; respond back with confirmation to accept deposits as submitted within 3 business days.
4. Chesterfield County initiates transfers within 2 business days and collects confirmation from each jurisdiction that the deposit was made as expected.

Steps for Regular Reporting to the City of Richmond and Finance Committee:

1. PlanRVA will prepare a monthly financial reporting package for review by the City of Richmond. It will include:
 - a. Bank account(s) reconciliation performed by Chesterfield County
 - b. Summary of invoices paid during the period with documentation of consistency with budget and approval
 - c. Summary of distributions to local governments for 50% portion of revenues including documentation of local validation of distribution amounts
 - d. Summary of distributions to GRTC
 - e. Approved Meeting minutes Budget amendments and trail of approval consistent with policies
 - f. P&L, Balance sheet, Comparison of Budget to Actual YTD,
 - g. Investment Report

Timeline of Meetings: FY2021

February

Monday	Tuesday	Wednesday	Thursday	Friday	Notes
1 Finance Committee Chair Briefing	2	3- Finance Committee Mailout	4	5	
8	9	10- Finance Committee Meets	11	12 Authority Packet Deadline	
15	16 Authority Mailout	17	18	19	
22	23	24	25 Finance Packet Deadline	26 Authority Meets	

March

Monday	Tuesday	Wednesday	Thursday	Friday	Notes
1 Finance Committee Chair Briefing	2	3- Finance Committee Mailout	4	5	
8	9	10- Finance Committee Meets	11	12 Authority Packet Deadline	
15	16 Authority Mailout	17	18	19	
22	23	24	25 Finance Packet Deadline	26 Authority Meets	
29	30	31			

April

Monday	Tuesday	Wednesday	Thursday	Friday	Notes
			1	2	
5 Finance Committee Chair Briefing	6	7- Finance Committee Mailout	8	9	
12	13	14- Finance Committee Meets	15	16 Authority Packet Deadline	
19	20 Authority Mailout	21	22	23	
26	27	28	29 Finance Packet Deadline	30 Authority Meets	

May

Monday	Tuesday	Wednesday	Thursday	Friday	Notes
3 Finance Committee Chair Briefing	4	5 Finance Committee Mailout	6	7	
10	11	12 Finance Committee Meets	13	14 Authority Packet Deadline	
17	18 Authority Mailout	19	20	21	
24	25	26	27 Finance Packet Deadline	28 Authority Meets	
31 Finance Committee Chair Briefing					

June

Monday	Tuesday	Wednesday	Thursday	Friday	Notes
	1	2 Finance Committee Mailout	3	4	
7	8	9 Finance Committee Meets	10	11 Authority Packet Deadline	
14	15 Authority Mailout	16	17	18	
21	22	23	24 Finance Packet Deadline	25 Authority Meets	
28 Finance Chair Briefing	29	30			

Agenda Item B.7.

Transit Service Governance Report – Consultant Selection

a. *Regional Project Prioritization*

Information Item: *No Action Requested*

b. *Regional Public Transportation Plan – Progress Report*

Information Item: *No Action Requested*

c. *Transit Service Governance Report – Progress Report*

Information Item: *No Action Requested*

d. *Certification Reporting –*

Member Spending Plans page 36

Action Requested: *Motion to accept the FY21 member locality spending plans and authorize CVTA TAC to develop the format for FY22 spending plans.*

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CVTA AGENDA 2/26/21; ITEM B.7.d.

Certification Reporting – Member Spending Plans

Central Virginia Transportation Authority

REQUESTED ACTION: Acceptance of the member locality spending plans for fiscal year 2021 to satisfy CVTA Bylaws requirements for confirmation of project and program eligibility.

BACKGROUND: The Central Virginia Transportation Authority has a responsibility under the Code of Virginia and its own bylaws to responsibly allocate revenues collected on behalf of the authority to eligible transportation uses.

The CVTA Technical Advisory Committee (TAC) developed a spreadsheet that it will use for FY 21 to track expected spending of local CVTA revenues. This spreadsheet is only intended for use in this shortened FY 21 year - TAC can refocus for FY 22 in advance of the start of the fiscal year.

This spend plan is called for in the [CVTA Bylaws \(C.1.d\)](#) and is intended to serve as an outlook on what the intent of each member jurisdiction might be for CVTA revenues. There is a separate audit component that will be addressed by the finance committee at the end of the year.

As you can see, the reporting may differ between each of the jurisdictions. The types of expenditures representing the breadth of local priorities are not exactly the same and the reporting for each will be different.

CVTA TAC RECOMMENDATION: The CVTA Technical Advisory Committee recommends acceptance of the FY21 member locality spending plans and authorization for CVTA TAC to develop the format for FY22 spending plans.

STAFF RECOMMENDATION: Staff concurs with the CVTA Technical Advisory Committee recommendation.

ACTION REQUESTED: The following resolution is presented for CVTA approval:

RESOLVED, that the Central Virginia Transportation Authority (CVTA) accepts the FY21 member locality spending plans and authorizes CVTA TAC to develop the format for FY22 spending plans.