

# AGENDA

## CVTA TECHNICAL ADVISORY COMMITTEE

**Monday, February 8, 2021**  
**1:00 p.m.**

### Zoom Meeting

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.

#### 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

### WELCOME AND INTRODUCTIONS

*(Eure)*.....

### STATEMENT REGARDING VIRTUAL MEETINGS

*(Parsons)*..... page 1

### ROLL CALL & CERTIFICATION OF A QUORUM

*(Eure)*.....

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

**2. Approval of January 11, 2021 CVTA TAC Action Meeting Minutes**  
*(Eure)*..... page 2  
**Action Requested**

**3. Public Comment Period – Open**  
*(Eure/5 minutes)*.....

**4. CVTA TAC Chairman’s Report**  
*(Eure/5 minutes)*.....

**5. CVTA TAC Staff Update**  
*(Parsons/10 minutes)* .....

- a. Finance Committee Summary from 1/6/2021
- b. Legislative Update - HB 1926

- 6. Regional Project Prioritization**  
*(Parsons/Aryal/10 minutes)* .....
- 7. Certification Reporting – Confirmation of Member Spending Plans**  
*(Parsons/10 minutes)*.....
- 8. Regional Public Transportation Plan – Progress Report**  
*(Torres/10 minutes)* .....
- 9. Transit Service Governance Report – Progress Report**  
*(Parsons/10 minutes)*.....
- 10. CVTA TAC Member Comments**  
*(Eure/5 minutes)*.....
- 11. Next Meeting: March 8, 2021**  
*(Eure)*.....
- 12. Adjournment**  
*(Eure)*.....

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 1, 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](mailto: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.

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

**MINUTES OF ACTION MEETING  
Zoom Meeting  
January 11, 2021**

**Members and Alternates Present:**

<b>Town of Ashland</b>		<b>Charles City County</b>		<b>Chesterfield County</b>	
Nora Amos	x	Rhonda Russell		Barbara K. Smith	x
				Chessa D. Walker (A)	x
<b>Goochland County</b>		<b>Hanover County</b>		<b>Henrico County</b>	
Thomas M. Coleman	x	Joseph E. Vidunas	x	Todd Eure, FY21 Chair	x
Todd Kilduff (A)	x	J. Michael Flagg (A)		Sharon Smidler (A)	x
<b>New Kent County</b>		<b>Powhatan County</b>		<b>City of Richmond</b>	
Kelli Le Duc	x	Andrew Pompei	x	Dironna Moore Clarke, FY21 Vice Chair	x
		Bret Schardein (A)		Travis A. Bridewell (A)	
<b>VDRPT*</b>		<b>VDOT*</b>		<b>GRTC Transit System*</b>	
Jennifer B. DeBruhl		R. Shane Mann	x	Adrienne Torres	x
Tiffany T. Dubinsky (A)	x	Mark Riblett (A)	x	Emily E. DelRoss (A)	x
<b>RMTA*</b>		<b>PlanRVA/RRTP0*</b>			
Joi Taylor Dean	x	Chet Parsons	x		

\*Non-voting members

The Central Virginia Transportation Authority (CVTA) Technical Advisory Committee (TAC) 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 included 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) Technical Advisory Committee (TAC) Chairman, Mr. Todd Eure, presided and called the January 11, 2021 CVTA Technical Advisory Committee (TAC) special meeting to order at 1:01 p.m.

**ATTENDANCE ROLL CALL & CERTIFICATION OF MEETING QUORUM**

Nicole Mueller, Program Coordinator, took attendance by roll call and certified that a quorum was present.

## **1. Consideration of Amendments to the Action Meeting Agenda**

There were no requested changes to the meeting agenda. Seeing and hearing no objections the January 11, 2021 agenda was approved by acclamation as presented.

## **2. Approval of December 2, 2020 CVTA TAC Action Meeting Minutes (Special Meeting)**

On motion of Barbara K. Smith, seconded by Nora Amos, the CVTA TAC unanimously approved the minutes of the December 2, 2020 action meeting as presented (voice vote).

## **3. Approval of December 7, 2020 CVTA TAC Action Meeting Minutes**

On motion of Joseph E. Vidunas, seconded by Barbara K. Smith, the CVTA TAC unanimously approved the minutes of the December 7, 2020 action meeting as presented (voice vote).

## **7. Certification Reporting**

The following resources have been extracted from the Central Virginia Transportation Authority (CVTA) Bylaws and the founding legislation. These sections reference certification requirements for the expenditure of funds, including local, GRTC, and regional disbursements.

The draft package presented by Chet Parsons included the (a) Project Certification Reference document, a (b) Project Information Template (spreadsheet to track project data) and a (c) Signature Page Template for use by the sponsor agency.

It was recommended that each locality shall submit an expenditure plan to the CVTA 60 days in advance of the planned expenditure of collected revenues, and that this plan shall include a project page using the template provided and a signed certification of the intent of the project sponsor to expend CVTA revenues on the referenced project(s).

A discussion took place concerning the submittal of an expenditure plan by the localities, the expenditure of funds on personnel expenses, the review and approval process of projects, the layout of the project information template, and the budget cycles. The project certification package will undergo a revision and will be circulated back to TAC members for review and comment before it will be sent to the CVTA Finance Committee on February 10.

## **8. Regional Public Transportation Plan – Progress Report**

According to the Virginia Code § 33.2-3701. Sec. D.2., “fifteen percent of revenues in the CVTA fund shall be distributed to the Greater Richmond Transit Company (GRTC) to provide transit and mobility services in Planning District 15”. GRTC is currently in the process of developing a plan in collaboration with the Richmond Regional Transportation Planning Organization (RRTPO) for regional public transportation in the Richmond Region. The work with the consultant team has begun and the work group will be utilized as a steering committee for the development of the plan.

The RRTPO Public Transportation Work Group met Tuesday, January 5, 2021 in a virtual meeting to begin work with the GRTC consultant Michael Baker Intl. on the Regional Public Transportation Plan. The work group will participate in a design studio workshop with Jarrett Walker + Associates during the week of January 18<sup>th</sup>,

2021 to work through the details of the plan. The plan is expected to be completed by the end of March 2021.

## **9. Transit Service Governance Report – Consultant Review and Approval**

During the 2020 session of the Virginia General Assembly, HB 1541 was approved as an amendment to the Virginia State Budget. 58.1-2299.20(c)3 of HB 1541 directs the Central Virginia Transportation Authority (CVTA) to evaluate the governance structure of transit in the Richmond Region and the establishment of a transportation district. The CVTA will engage the services of a professional consultant to conduct the review (the “Study”). The CVTA Technical Advisory Committee will direct the work of the consultant.

The entire text of 58.1-2299.20(c)3 of HB 1541 is as follows:

*“That the Central Virginia Transportation Authority, as created by Chapter 37 ( 33.2-3700 et seq.) of Title 33.2 of the Code of Virginia, as created by this act, shall evaluate the governance structure of transit service in the Richmond region, including the evaluation of establishing a transportation district pursuant to Chapter 19 ( 33.2-1900 et seq.) of Title 33.2 of the Code of Virginia, and report the results of such evaluation to the Governor and the General Assembly no later than December 1, 2020.”*

At the December 4<sup>th</sup> Authority meeting, the CVTA approved the scope of work for the Regional Transit Service Governance Report and authorized staff to solicit proposals for service. The CVTA received two proposals to the CVTA solicitation and both were qualified to complete the work.

The CVTA Technical Advisory Committee (TAC) established a transit governance subcommittee to review the proposals. This team worked with the consultant on submittal dates for the draft report and guide the process. The subcommittee met on Friday, January 8, 2021 and selected the proposal from AECOM and Eno Center for Transportation as its recommended consultant to complete the report.

On motion of Dironna Moore Clarke, seconded by Joseph E. Vidunas, the Central Virginia Transportation Authority (CVTA) Technical Advisory Committee (TAC) unanimously approved the following resolution (see Appendix A):

**RESOLVED**, that the Central Virginia Transportation Authority (CVTA) Technical Advisory Committee recommends to the Central Virginia Transportation Authority (CVTA) to approve contracted services with AECOM / Eno Center for Transportation to develop the Regional Transit Service Governance Report.

## **11. Next CVTA TAC Meeting: February 8, 2021**

Chairman Eure noted the next regular meeting of the CVTA TAC will be held on February 8, 2021 beginning at 1:00 p.m. in Richmond, Virginia.

## **Adjournment:**

Chairman Eure adjourned the meeting at 2:04 p.m. on January 11, 2021.

CAP/nm

**APPENDIX A**

**CVTA Technical Advisory Committee (TAC) – Voting Record Tables**

**Item 9. Action on the Transit Service Governance Report – Consultant Selection**

<b>Jurisdiction/Agency</b>	<b>Member/Alternate (A)</b>	<b>Aye</b>	<b>Nay</b>	<b>Abstain</b>	<b>Absent</b>
<b>Town of Ashland</b>	Nora Amos	X			
<b>Charles City County</b>	Rhonda Russell				X
<b>Chesterfield County</b>	Barbara K. Smith	X			
<b>Goochland County</b>	Thomas M Coleman	X			
<b>Hanover County</b>	Joseph E. Vidunas	X			
<b>Henrico County</b>	Todd Eure	X			
<b>New Kent County</b>	Kelli Le Duc	X			
<b>Powhatan County</b>	Andrew Pompei	X			
<b>City of Richmond</b>	Dironna Moore Clarke	X			
<b>TOTAL</b>		8			1

A quorum shall consist of five (5) of the voting Committee members. Approval of recommendations or actions shall require an affirmative vote of a majority of the Members present. Either Committee members or alternates will be considered in determining meeting quorums and voting on actions of the Committee.

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**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

1/11/21 10:31