

# AGENDA

## CVTA TECHNICAL ADVISORY COMMITTEE

**Monday, May 10, 2021**

**1:00 p.m.**

### Zoom Meeting

Members of the public may observe the meeting via YouTube Live Streaming at [www.youtube.com/c/PlanRVA](http://www.youtube.com/c/PlanRVA). Opportunities for sharing comments are described in the [Public Participation](#) guide on the [www.PlanRVA.org](http://www.PlanRVA.org) website.

#### 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 April 12, 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/Gregory/10 minutes)*.....

- a. Finance Committee Summary from 4/14/2021
- b. CVTA Voting Tool

### 6. Regional Project Prioritization Update

*(Walker/15 minutes)*.....

- a. Regional Priorities Subcommittee Summary from 4/16/21 and 4/30/21

- 7. **Certification Reporting**  
*(Parsons/Gregory/15 minutes)*.....

  - a. **CVTA FY21 Spending Plan - Optional Quarterly Updates**  
*Action Requested*
  - b. **FY 21 Annual Reporting Requirements – Certification of Expenditures** .....page 7  
*Action Requested*
  - c. **CVTA FY22 Spending Plan**  
*Action Requested*

- 8. **Draft Regional Public Transportation Plan – GRTC**  
*(Torres/10 minutes)*.....  
*To be distributed in advance of the meeting for review.*
- 9. **Transit Service Governance Report – Progress Report**  
*(Parsons/10 minutes)*.....
- 10. **CVTA TAC Member Comments**  
*(Eure/5 minutes)*.....
- 11. **Next Meeting: June 7, 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 May 3, 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)**

**MEETING SUMMARY  
Zoom Meeting  
April 12, 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)	
<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)		J. Michael Flagg (A)		Sharon Smidler (A)	x
<b>New Kent County</b>		<b>Powhatan County</b>		<b>City of Richmond</b>	
Justin M. Stauder	x	Bret Schardein	x	Dironna Moore Clarke, FY21 Vice Chair	x
Kelli Le Duc (A)		Andrew Pompei (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		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. 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) Chair, Mr. Todd Eure, presided and called the April 12, 2021 CVTA Technical Advisory Committee (TAC) regular meeting to order at 1:02 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 April 12, 2021 agenda was approved by acclamation as presented.

## **2. Approval of March 8, 2021 CVTA TAC Action Meeting Minutes**

On motion of Dironna Moore Clarke, seconded by Barbara K. Smith, the CVTA TAC unanimously approved the minutes of the March 8, 2021 action meeting by acclamation as presented (voice vote).

## **3. Public Comment Period**

There were no requests to address the CVTA Technical Advisory Committee.

## **4. CVTA TAC Chairman's Report**

As the Central Virginia Transportation Authority continues to monitor state and national metrics regarding the ongoing COVID-19 pandemic, the decision has been made in coordination with Chair Thornton to transition the April 30, 2021 meeting of the Authority to a virtual format. The May Authority meeting is tentatively scheduled to take place at the [VDOT Richmond District Offices](#) in Colonial Heights, Virginia with a virtual participation option.

## **5. CVTA TAC Staff Update**

### **a. Finance Committee Summary from 3/10/2021**

- i. The CVTA Finance Committee recommended approval of the Draft FY 2022 CVTA Administrative & Operating Expense Budget to schedule a public hearing.
- ii. FY 2021 PlanRVA Performance Evaluation  
A status update regarding a list of expected deliverables included in the FY2021 Support Services MOU between the CVTA and PlanRVA was provided.
- iii. FY 2022 Staffing Plan  
A staffing proposal for administrative support services similar to the support services currently provided will be prepared for the April committee meeting. Additionally, a presentation to the Authority on the specifics of the staffing capacity and structure by the Northern Virginia Transportation Authority (NOVA) and Hampton Roads Transportation Accountability Commission (HRTAC) is scheduled for the April Authority meeting.

### **b. Draft Memorandum of Agreement (MOA) with GRTC**

The CVTA Technical Advisory Committee (TAC) was briefed on the CVTA-GRTC MOA today, for information purposes. Staff's presentation indicated use of this document as a template for future Memoranda of Agreement between CVTA and participating jurisdictions. While they are not required to be the same, the intent was to develop a strong base for use in similar agreements.

A brief overview of tracked changes to the draft MOA was provided. Members were asked to review and provide comment on the draft document. The document will be presented to the CVTA Finance Committee on Wednesday, April 14<sup>th</sup> with a recommendation for approval and submission to the full Authority on April 30<sup>th</sup>.

## 6. Regional Project Prioritization Update

Joseph E. Vidunas, CVTA Regional Priorities Subcommittee Vice Chair, provided a brief summary on the March 19<sup>th</sup> subcommittee meeting. Due to jurisdictional holidays being observed, the April 2, 2021 meeting was cancelled.

The subcommittee continued working on finalizing the list of eligible criteria for the following project types: highway/bridge projects, bike/ped projects, rail projects, intermodal projects, and transit projects.

Next Steps: The subcommittee members were asked to submit their top 3 regional project needs in the Richmond region by Wednesday, March 31. There are no limitations in terms of project type or eligibility. The only consideration is that the projects have a significant regional impact. This is non-binding and is simply an exercise to gauge where the thoughts are collectively as eligibility criteria continue to be considered. The results will be shared at the next meeting.

The subcommittee will continue the conversation on prioritization measures, leveraging, and cost considerations at their next meeting.

The next meeting will be held on April 16, 2021 beginning at 1:30 p.m. on refining regional eligibility and prioritization measures. The subcommittee agreed to increase the meeting time from one hour to two hours in order to get through the remaining discussion items (scoring and evaluation measures, cost, leveraging, application process, etc.).

The deadline for completion of the CVTA project prioritization process and delivery to the CVTA TAC is set for the beginning of May.

## 7. Certification Reporting – FY 2022

### a. Discussion on Updates to Spending Plan Reporting

At the February 26<sup>th</sup> meeting, the Authority accepted the FY 2021 Member Locality Spending Plans and authorized the CVTA Technical Advisory Committee (TAC) to develop the format for FY 2022 spending plans. The new fiscal spending plans can be utilized as a flexible reporting tool that can track the most appropriate information for monitoring local spending.

### b. FY21 Optional Quarterly Updates – Action in May

The nonbinding spending plan can be updated at regular intervals. Updates to the FY21 Spending Plan can be submitted to staff now until the next CVTA TAC meeting in May.

### c. Annual Reporting Requirements – [Funding Plan](#)

A brief overview of the multi-step process for the annual reporting requirements was provided, starting with the spending plan, updates to the spending plan, and quarterly reports for review and approval by the CVTA. In addition to the quarterly and annual reporting, an annual certification signed by either the Chief Elected Officer or Chief Administrative Officer shall be submitted. A draft document for the annual certification of expenditures was presented to the committee.

## 8. Regional Public Transportation Plan – Progress Report

GRTC implemented its [public engagement efforts](#) with an online survey for public input (closed on 3/12/21) and an online public meeting on concept alternatives

(ridership concept/coverage concept) on March 4<sup>th</sup>. After public input was received, another core design retreat took place during the third week in March. GRTC has been working closely with the RRTPO Public Transportation Work Group and a subset of members as part of the core design effort to review the draft Regional Public Transportation Plan. A recommended list of expansion priorities was developed.

The Board of Directors of GRTC Transit System, RideFinders, and Old Dominion Transit Management Company met in a special meeting at 2:30 p.m. Monday, March 22, 2021 and adopted the following policy direction: “GRTC Transit System will prioritize the investment of the Central Virginia Transportation Fund revenues toward routes and services that are likely to support Ridership Goals by achieving high ridership relative to cost, through serving a high density of people and jobs along regionally significant corridors. GRTC Transit System may prioritize approximately 15% of the Central Virginia Transportation Fund revenues allocated for new service toward Coverage Goals to serve places where ridership is likely to be low but service along regionally significant corridors would reach concentrated areas of low-income residents or to job centers with a high proportion of lower wages jobs”. This sets the split at 85/15 (ridership/coverage), which aligns with the network drawn in the core design retreat.

Video and audio of the GRTC Board meeting was recorded for later viewing at the following web address: <https://youtu.be/9rswEpFixAQ>.

Further studies will investigate opportunities for other services that may be complementary to the fixed route model, e.g. micro transit. Based on the feedback received from Phase 1, GRTC will present a proposed regional transit network for comment. Information on a public meeting will be provided in Spring and an online public survey will also be launched in Spring.

The final draft plan is expected to go to the full Authority on June 25<sup>th</sup>. No other RRTPO Public Transportation Work Group meetings are currently scheduled.

## **9. Transit Service Governance Report – Progress Report**

The CVTA Transit Service Governance Subcommittee met on April 9<sup>th</sup> with AECOM and Eno Center for Transportation to continue working on evaluating the governance structure of transit service in the region with a goal to provide options for potential governance strategies.

Data collection is ongoing; additional information that will be collected from GRTC such as information on capital contributions by jurisdiction, more descriptive data on jobs, households etc. will be provided to the subcommittee at future meetings.

The AECOM team conducted a review of the following peer agencies to provide additional insight on the operation of transit boards and assess board governance and decision-making:

- Hampton Roads Transit (HRT) in Hampton Roads, VA
- VIA Metropolitan Transit (VIA Metro) in San Antonio, TX
- Nashville Metropolitan Transit Authority (MTA) in Nashville, TN
- Indianapolis Public Transportation Corporation (IndyGO) in Indianapolis, IN
- Rock Region Metropolitan Transit Authority in Little Rock, AR

These peer agencies were selected based on a number of qualitative and quantitative criteria; a detailed overview of the following characteristics of each peer agency was provided: service area demographics, agency size, operating characteristics, and governance structure and funding.

An update on outreach and stakeholder engagement was provided. Stakeholder interviews were held with 37 representatives and 12 stakeholder groups.

Next Steps:

- Conclude peer review
  - Strategic assessment and benchmarking of CVTA
    - Northern Virginia Transportation Authority
    - Hampton Roads Transportation Accountability Commission and Hampton Roads Regional Transit Program and Fund
  - Evaluation of a transportation district
  - Options for potential transit governance strategies
    - Evaluation of GRTC governance relative to peer transit agencies
- Options for potential GRTC governance strategies

The next meeting will be held on Friday, April 23<sup>rd</sup>.

**10. CVTA TAC Member Comments**

No other comments or business was brought forward.

**11. Next CVTA Technical Advisory Committee Meeting**

Chairman Eure noted the next regular meeting of the CVTA TAC will be held on May 10, 2021 beginning at 1:00 p.m. in Richmond, Virginia.

**12. Adjournment**

Chairman Eure adjourned the meeting at 1:42 p.m. on April 12, 2021.

CAP/nm

# Central Virginia Transportation Authority

## Annual Certification of Expenditures

### [Name of Locality or Agency]

Central Virginia Transportation Authority (CVTA) member jurisdictions and the Greater Richmond Transit Company (GRTC), which receive revenues from the Central Virginia Transportation Fund (Fund), shall annually provide to the Authority sufficient documentation, as required by the Authority, showing that the revenues distributed to them under applicable provisions of Chapter 37, Title 33.2 of the *Code of Virginia* (§ 33.2-3701) were used for the purposes set forth therein.

Fund revenues returned to member jurisdictions are to be used to improve local mobility, which may include construction, maintenance, or expansion of roads, sidewalks, trails, mobility services, or transit located in the locality.

Fund revenues distributed to GRTC are to be used to provide transit and mobility services in Planning District 15.

[Name] County/City/Town/Agency has submitted documentation sufficient to meet the requirements of Chapter 37, Title 33.2 of the *Code of Virginia* (§ 33.2-3701), including but not limited to its spending plans, quarterly reports to the CVTA, and this Annual Certification Report.

Pursuant to and in compliance with these requirements and in support of the documentation submitted as part of this Annual Certification, I hereby certify, on behalf of [Name] County/City/Town/Agency, having full authority so to do, that all revenues distributed to [Name] County/City/Town/Agency from the Central Virginia Transportation Fund were used in compliance with the applicable provisions of Chapter 37, Title 33.2 of the *Code of Virginia* (§ 33.2-3701) and consistent with the documentation submitted.

\_\_\_\_\_ Date: \_\_\_\_\_

Chief Elected Officer or Chief Administrative Officer