

AGENDA

CVTA TECHNICAL ADVISORY COMMITTEE

Monday, December 7, 2020
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

(Parsons)

1. Consideration of Amendments to the Action Meeting Agenda

(Eure)

2. Approval of November 9, 2020 CVTA TAC Action Meeting Minutes

(Eure) page 2
Action Requested

3. Approval of November 20, 2020 CVTA TAC Action Meeting Minutes

(Eure) page 6
Action Requested

4. Public Comment Period – Open

(Eure/5 minutes).....

5. CVTA TAC Chairman’s Report

(Eure/5 minutes).....

6. CVTA TAC Staff Update

(Parsons/10 minutes)

- a. Finance Committee Summary from 11/9/2020
- b. CVTA Summary from 12/4/2020

- 7. Task Authority Matrix**
(Parsons/20 minutes).....
- 8. Regional Public Transportation Plan – Progress Report**
(Torres/15 minutes).....
- 9. Transit Service Governance Report – Progress Report**
(Parsons/15 minutes).....
- 10. CVTA TAC Member Comments**
(Eure/5 minutes).....
- 11. Next Meeting: January 11, 2020**
(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 November 30, 2020 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.

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

**MINUTES OF ACTION MEETING
Zoom Meeting
November 9, 2020**

Members and Alternates Present:

Town of Ashland		Charles City County		Chesterfield County	
Nora Amos	x	Rhonda Russell	x	Barbara K. Smith	x
				Chessa D. Walker (A)	x
Goochland County		Hanover County		Henrico County	
Thomas M. Coleman	x	Joseph E. Vidunas	x	Todd Eure, FY21 Chair	x
Todd Kilduff (A)	x	J. Michael Flagg (A)		Sharon Smidler (A)	
New Kent County		Powhatan County		City of Richmond	
Kelli Le Duc	x	Andrew Pompei	x	Dironna Moore Clarke, FY21 Vice Chair	x
		Bret Schardein (A)	x	Travis A. Bridewell (A)	
VDRPT*		VDOT*		GRTC Transit System*	
Jennifer B. DeBruhl	x	R. Shane Mann	x	Adrienne Torres	x
Tiffany T. Dubinsky (A)	x	Mark Riblett (A)	x	Emily E. DelRoss (A)	x
RMTA*		PlanRVA/RRTP0*			
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 November 9, 2020 CVTA Technical Advisory Committee (TAC) action 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 November 9, 2020 agenda was approved by acclamation as presented.

2. Approval of October 13, 2020 CVTA TAC Action Meeting Minutes

On motion of Barbara K. Smith, seconded by Nora Amos, the CVTA TAC unanimously approved the minutes of the October 13, 2020 action meeting as presented (see Appendix A).

8. Transit Service Governance Report – Draft Scope

On motion of Barbara K. Smith, seconded by Joseph E. Vidunas, the Central Virginia Transportation Authority (CVTA) Technical Advisory Committee (TAC) unanimously approved the following resolution:

RESOLVED, that the Central Virginia Transportation Authority (CVTA) Technical Advisory Committee recommends approval of the draft scope of work for the Regional Transit Service Governance Report as presented and authorization of staff to work with DRPT to solicit proposals for service.

Furthermore, the committee reviewed and discussed a draft letter to the Governor of Virginia and the General Assembly which provides a status update concerning the CVTA's report evaluating the governance structure of transit service in the Richmond region, including the evaluation of establishing a transportation district, pursuant to the second enactment clause of Chapter 1235 of the Virginia Acts of Assembly (approved, April 22, 2020). Seeing and hearing no objections the draft letter to the Governor of Virginia and the General Assembly was recommended for approval by acclamation as amended.

Next CVTA TAC Meeting:

Chairman Eure noted a special meeting will be held on November 20, 2020 beginning at 8:30 a.m. The next regular meeting of the CVTA TAC will be held on December 7, 2020 beginning at 1:00 p.m. in Richmond, Virginia.

Adjournment:

Chairman Eure adjourned the meeting at 2:42 p.m. on November 9, 2020.

CAP/nm

APPENDIX A

CVTA Technical Advisory Committee (TAC) – Voting Record Tables

Item 2. Approval of October 13, 2020 CVTA TAC Action Meeting Minutes

Jurisdiction/Agency	Member	Aye	Nay	Abstain	Absent
Town of Ashland	Nora Amos	X			
Charles City County	Rhonda Russell	X			
Chesterfield County	Barbara K. Smith	X			
Goochland County	Thomas M Coleman	X			
Hanover County	Joseph E. Vidunas	X			
Henrico County	Todd Eure	X			
New Kent County	Kelli Le Duc	X			
Powhatan County	Andrew Pompei	X			
City of Richmond	Dironna Moore Clarke	X			
TOTAL		9			

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.

Item 8. Transit Service Governance Report – Draft Scope

Jurisdiction/Agency	Member	Aye	Nay	Abstain	Absent
Town of Ashland	Nora Amos	X			
Charles City County	Rhonda Russell	X			
Chesterfield County	Barbara K. Smith	X			
Goochland County	Thomas M Coleman	X			
Hanover County	Joseph E. Vidunas	X			
Henrico County	Todd Eure	X			
New Kent County	Kelli Le Duc	X			
Powhatan County	Andrew Pompei	X			
City of Richmond	Dironna Moore Clarke	X			
TOTAL		9			

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.

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

**MINUTES OF ACTION MEETING
Zoom Meeting
November 20, 2020**

Members and Alternates Present:

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

*Non-voting members

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CALL TO ORDER

The Central Virginia Transportation Authority (CVTA) Technical Advisory Committee (TAC) Chairman, Mr. Todd Eure, presided and called the November 20, 2020 CVTA Technical Advisory Committee (TAC) special meeting to order at 8:30 a.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 November 20, 2020 agenda was approved by acclamation as presented.

4. Agreement for Revenue Transfers with the Virginia Department of Transportation - Exhibits

The SPA is an important component of the agreement and models the type of agreement that the CVTA will enter into for each project funded through the use of CVTA funds. The latest comments from VDOT regarding the Standard Project Agreement (SPA) for Funding and Administration between Central Virginia Transportation Authority and Virginia Department of Transportation were provided to the CVTA TAC members on November 19 ahead of this meeting on November 20, 2020. These comments were not completely vetted by VDOT yet, so these were not be considered final comments at the time.

A discussion took place, and the committee members provided comments and made changes to the draft SPA. Staff will work to incorporate the proposed changes to the draft document so the committee members can review it again before the next meeting. A recording of this meeting is available on the [Plan RVA YouTube Channel](#).

Next Steps: Additional coordination with local legal counsel, VDOT legal counsel, and VDOT leadership is expected to take place during the week of November 23. A working draft will then be resubmitted to members of the CVTA TAC for another review. The CVTA TAC will confer again with the goal of a recommendation for approval of the Agreement for Revenue Transfers with the Virginia Department of Transportation - Standard Project Agreement for Funding and Administration to the CVTA on December 4, 2020. The committee agreed to the general schedule and approach to the update.

Next CVTA TAC Meeting:

Another special meeting will be scheduled during the week of November 30, 2020 after utilizing Doodle online polling to vote on the dates that best fit each member's schedule. Chairman Eure noted the next regular meeting of the CVTA TAC will be held on December 7, 2020 beginning at 1:00 p.m. in Richmond, Virginia.

Adjournment:

Chairman Eure adjourned the meeting at 10:18 a.m. on November 20, 2020.

CAP/nm