

# AGENDA

## CVTA Transit Service Governance Subcommittee

**Friday, March 26, 2021**

**11:00 a.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

*(Parsons)*.....

### STATEMENT REGARDING VIRTUAL MEETINGS

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

### ROLL CALL FOR ATTENDANCE

*(Parsons)*.....

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

*(Parsons)*.....

### 2. Approval of CVTA Transit Service Governance Subcommittee March 12, 2021 Meeting Summary - Consensus

*(Parsons)*..... page 2

### 3. Public Comment Period

*(Parsons/5 minutes)*.....

### 4. Transit Service Governance – Existing Conditions

*(AECOM Team/30 minutes)*.....

- a. Update - Changes to Phase 1 Reporting
- b. Subcommittee Review Process
- c. Peer Study Progress Report

### 5. CVTA Transit Service Governance Subcommittee

a. Member Comments  
*(Parsons/5 minutes)*.....

### 6. Next Meeting: April 9, 2021

*(Parsons)*.....

### 7. Adjournment

*(Parsons)*.....

## 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 March 19, 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  
TRANSIT SERVICE GOVERNANCE SUBCOMMITTEE**

**MEETING SUMMARY  
Zoom Meeting  
March 12, 2021  
11:00 a.m.**

**MEMBERS PRESENT:**

<b>Charles City County</b>		<b>Chesterfield County</b>		<b>Henrico County</b>	
Rhonda Russell	x	Barbara K. Smith	x	Todd Eure	x
<b>City of Richmond</b>		<b>VDRPT*</b>		<b>Virginia Transit Association*</b>	
Dironna Moore Clarke	x	Tiffany T. Dubinsky	x	Lisa Guthrie	
<b>GRTC*</b>		<b>PlanRVA/RRTPO*</b>			
Adrienne Torres	x	Chet Parsons	x		

**Others Present:**

Stephanie Amoaning-Yankson, Transit Governance.....AECOM  
 Peter Joyce, Governance.....AECOM  
 Peter Voorhees, Project Manager.....AECOM  
 Robert Puentes, Technical Advisor..... Eno Center for Transportation  
 Nicole Mueller ..... PlanRVA

The CVTA Transit Service Governance Subcommittee 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 our [Plan RVA YouTube Channel](#).

**CALL TO ORDER**

Chet Parsons, Richmond Regional Transportation Planning Organization (RRTPO) Director of Transportation, presided and called the March 12, 2021 CVTA Transit Service Governance Subcommittee meeting to order at 11:04 a.m. This group uses a decision-making process based on consensus and operates without a chair.

**1. Considerations of Amendments to the Agenda**

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

**2. Approval of February 19, 2021 Meeting Summary**

There were no comments or corrections to the February 19, 2021 meeting summary. The CVTA Transit Service Governance Subcommittee unanimously approved by acclamation the meeting summary as presented.

### **3. Transit Service Governance Report – Kickoff Meeting**

Stephanie Amoaning-Yankson along with the AECOM team members presented some of the findings on Task 1.1 Strategic Assessment of GRTC which included document reviews and stakeholder interviews. The key objective of this task is to review board governance and decision-making.

#### Next Steps:

- Continue Stakeholder Outreach
  - Completed:
    - GRTC CEO
    - GRTC Finance
    - Henrico County Officials
  - Pending
    - City of Richmond Officials
    - Chesterfield County Officials
- Selection of Peer Study Cases
  - Agency size: vehicles in maximum service, revenue vehicle hours/miles
  - Operating statistics
  - Demographic characteristics: area size, population density, population growth rate
  - Geographic characteristics: weather and/or terrain

### **5. Next Transit Service Governance Subcommittee Meeting**

The next meeting of the CVTA Transit Service Governance Subcommittee will be held on March 26, 2021 beginning at 11:00 a.m. in Richmond, Virginia.

### **6. Adjournment**

The meeting was adjourned at 11:47 a.m. on March 12, 2021.

CAP/nm