

AGENDA

CVTA Transit Service Governance Subcommittee

Friday, May 21, 2021
11:00 a.m.

Zoom Meeting

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

(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 May 7, 2021 Meeting Summary - Consensus

(Parsons)..... page 2

3. Public Comment Period

(Parsons/5 minutes).....

4. Transit Service Governance

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

- a. Project Update
- b. Draft Report
- c. Next Steps

5. CVTA Transit Service Governance Subcommittee

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

6. Next Meeting: June 4, 2021

(Parsons)

7. Adjournment

(Parsons)

Attachments
CP/nm

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 17, 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.



**CENTRAL VIRGINIA TRANSPORTATION AUTHORITY
TRANSIT SERVICE GOVERNANCE SUBCOMMITTEE**

**MEETING SUMMARY
Zoom Meeting
May 7, 2021
11:00 a.m.**

MEMBERS PRESENT:

Charles City County		Chesterfield County		Hanover County	
Rhonda Russell		Barbara K. Smith	x	Joseph Vidunas	x
Henrico County		Powhatan County		City of Richmond	
Todd Eure	x	Bret Schardein		Dironna Moore Clarke	x
VDRPT*		Virginia Transit Association*		GRTC Transit System*	
Jennifer B. DeBruhl	x	Lisa Guthrie	x	Adrienne Torres	x
Tiffany T. Dubinsky	x				
PlanRVA/RRTPO*					
Chet Parsons	x				

Others Present:

Stephanie Amoaning-Yankson, Transit Governance.....AECOM
 Scott Baker, Technical AdvisorAECOM
 Donna IkenAECOM
 Peter Voorhees, Project ManagerAECOM
 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 at <http://youtube.com/c/PlanRVA>.

CALL TO ORDER

Chet Parsons, Richmond Regional Transportation Planning Organization (RRTPO) Director of Transportation, presided and called the May 7, 2021 CVTA Transit Service Governance Subcommittee meeting to order at 11:03 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 April 23, 2021 Meeting Summary

There were no comments or corrections to the April 23, 2021 meeting summary. The CVTA Transit Service Governance Subcommittee unanimously approved by acclamation the meeting summary as presented.

3. Public Comment Period

There were no requests to address the subcommittee.

4. Transit Service Governance

Progress Report:

The purpose of this study, conducted by AECOM and the Eno Center for Transportation, is to review the effectiveness of existing policies and processes to ensure accountability and proper spending of regional transit funds and identifies options to guarantee such accountability. The objective of this study is to review governance structure of existing transit service and evaluate the possibility of creating a transportation district.

a. Benchmarking Agency Review – Peer Study Update

The AECOM team has been conducting a detailed review of peer agencies to provide additional insight on the operation of transportation authorities and assess board governance, decision-making, and funding sources. Stephanie Amoaning-Yankson continued her review and presented on the following operating characteristics of the agency based on service area demographics, agency size, operating characteristics, and governance structure and funding:

- Rock Region Metro in Little Rock, Arkansas

The results of the completed peer agencies analysis will inform recommendations for transit governance options.

b. Review of Transportation District Provisions

- A definition of what a transportation district is, and general provisions were provided (creation of a district, powers and duties of commission, board details etc.);
- Key opportunities as well as potential issues with creating a transportation district in the Richmond region were laid out.
- Existing Transportation Districts in Virginia:
 - Northern Virginia Transportation Commission
 - Potomac and Rappahannock Transportation Commission
 - Transportation District Commission of Hampton Roads

c. The following areas have been identified as key governance issues:

- Decision making and accountability
 - Representation of elected officials in current structure
 - Decision equity considering historical investments and future contributions
- Board representation
 - Henrico representation
 - Rural representation
 - Issues of majority board membership
- Implications for GRTC ownership
 - City of Richmond and Chesterfield – 50% / 50% share
 - Equal partners or tiered ownership
- Evaluation of potential new service

- o Appropriate level of service for CVTA members
- o Determining appropriate amount and full cost of service

Four potential paths to address these key governance issues are being considered for the final recommendation:

- Maintain current structure
- Add Henrico County to GRTC Board
- Path for board membership: open to all CVTA members
- Form a new transportation district

d. Next Steps

- Complete evaluation of potential governance recommendations
- Review governance recommendations with GRTC legal counsel
- Stakeholder feedback on governance recommendations
- Develop draft and final reports

6. Next Transit Service Governance Subcommittee Meeting

The next meeting of the CVTA Transit Service Governance Subcommittee will be held on May 21, 2021 beginning at 11:00 a.m. in Richmond, Virginia.

5. Adjournment

The meeting was adjourned at 12:24 p.m. on May 7, 2021.

CAP/nm