

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

**ZOOM MEETING MINUTES  
August 8, 2022**

**Members and Alternates Present:**

<b>Town of Ashland</b>		<b>Charles City County</b>		<b>Chesterfield County</b>	
Nora Amos	X	Rhonda Russell	X	Barbara K. Smith, Vice Chair	X
		Gary Mitchell (A)	X	Chessa D. Walker (A)	X
<b>Goochland County</b>		<b>Hanover County</b>		<b>Henrico County</b>	
Austin Goyne	X	Joseph E. Vidunas	X	Todd Eure	X
Thomas M. Coleman (A)	X	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 Chair	X
Kelli Le Duc (A)		Vacant (A)		Travis A. Bridewell (A)	
<b>VDRPT*</b>		<b>VDOT*</b>		<b>Virginia Port Authority</b>	
Tiffany T. Dubinsky		R. Shane Mann	X	Barbara Nelson	X
Daniel Wagner (A)	X	Mark Riblett (A)	X		
		Liz McAdory (A)		<b>PlanRVA/RRTP0*</b>	
<b>GRTC Transit System*</b>				Chet Parsons	X
Adrienne Torres	X	<b>RMTA*</b>			
Sam Sink (A)		Joi Taylor Dean			

\*Non-voting members

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, WELCOME AND INTRODUCTIONS**

The Central Virginia Transportation Authority (CVTA) Technical Advisory Committee (TAC) Chair, Dironna Moore Clarke, presided and called the August 8, 2022, CVTA Technical Advisory Committee (TAC) regular meeting to order at 1:00 p.m.

## **ROLL CALL & CERTIFICATION OF A QUORUM**

Janice Firestone, Transportation Program Coordinator, took attendance by roll call and certified that a quorum was present.

## **STATEMENT REGARDING VIRTUAL MEETINGS**

The statement on virtual meetings was reviewed.

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

There were no requested amendments to the agenda. Seeing and hearing no objections the agenda was approved as presented.

### **2. Approval of July 11, 2022, CVTA TAC Action Meeting Minutes**

On motion of Todd Eure, seconded by Nora Amos, the CVTA TAC unanimously approved the minutes of the July 11, 2022, meeting as presented.

### **3. Open Public Comment Period**

There were no requests to address the committee.

### **4. CVTA Technical Advisory Committee Chairman's Report**

Chair Clarke reported her intent to develop an ad hoc committee called Regional Transit Development. The group would focus on expansion, essential infrastructure, ensuring community voices are heard, operational analysis and other related topics. Her goal is to see the group meet to update the FY23 Transit Plan or focus on where the plan needs to go for FY24. The membership for the group would potentially be the Executive Director of RVA Rapid Transit, GRTC's Chief Development Officer, community members, representatives from CVTA TAC (all member localities that would like to participate) and DRPT.

### **5. FY22 annual certification/quarterly reporting and FY23 expenditure plans**

#### **a. FY22 Annual Certifications and FY22 Quarterly Reporting**

Chet Parsons, PlanRVA, explained that several localities have submitted their reports and others will be coming in. The group discussed the report formatting and the importance of getting feedback from locality Finance/Audit departments.

#### **b. FY23 Local Allocation Plan**

Mr. Parsons provided an update on the local allocation plan. There was discussion about requesting the Finance Directors Working Group look into the Staffing figures for clarification on the fringe/overhead portion of that category.

On motion by Austin Goyne, seconded by Barbara K. Smith, the CVTA TAC voted to recommend CVTA approval of the FY23 Local Allocation Plan (see Appendix A).

### **6. CVTA Regional Project Selection and Allocation Framework**

Mr. Parsons explained that the framework was initially developed with the understanding that it will need updating periodically. The group reviewed and discussed a draft list of parking lot items. The list will be revised and posted on the meeting page of the PlanRVA website.

There was discussion about revising the process to have VDOT do the cost estimates rather than a third party. Third party estimates could be used for projects that will not be administered by VDOT.

**7. Fall Line Working Group – Update**

Chair Clarke provided a recap of the items discussed at the last working group meeting, which was held on August 3<sup>rd</sup>. Mr. Parsons reported that the working group will be the group that will work through the prioritization process and bring it forward for approval. VDOT is developing their first cut with initial impressions of the prioritization for the remainder of projects outside of the north and southbound design build projects. The working group will use that as their baseline for further discussion and refinement leading up to bringing a recommendation to TAC.

**8. CVTA TAC Member Comments**

Chair Clarke asked for members to contact her with feedback on the ad hoc committee she is proposing.

Adrienne Torres commented that GRTC has met with representatives from all the jurisdictions regarding Microtransit. The Public Transportation Work Group meeting for tomorrow will help develop scope for GRTC’s phase two effort.

**9. Next Meeting: September 12, 2022**

Chair Clarke confirmed the next meeting date.

**10. Adjourn**

The meeting was adjourned at 2:27 p.m.