

AGENDA

CVTA FINANCE COMMITTEE

Wednesday, August 10, 2022
8:30 a.m.

PlanRVA James River Board Room

This meeting is open to the public. Members of the public are invited to attend in-person or virtually.

If you wish to participate in this meeting virtually, please register via Zoom at

https://planrva-org.zoom.us/webinar/register/WN_q72z3QOqSeCtJbH5knxDg

Check out our complete [Public Participation Guide](#) online to learn about the different ways you can stay connected and involved.

Meetings are also live streamed and archived on our YouTube Channel at www.youtube.com/c/PlanRVA.

WELCOME AND INTRODUCTIONS

(Stoney)

CERTIFICATION OF A QUORUM

(Firestone)

ADMINISTRATION

1. Consideration of Amendments to the Action Meeting Agenda

(Stoney)

2. **Approval of July 13, 2022, Meeting Minutes** – page 3

(Stoney)

Action Requested – motion to approve minutes

3. Open Public Comment Period

(Stoney/5 minutes)

4. Election of FY23 Chair and Vice Chair

(Parsons/10 minutes)

Action requested – motion to elect _____ as FY23 Chair and _____ as FY23 Vice Chair.

5. CVTA Finance Committee Chairman's Report

(Chair/10 minutes)

6. CVTA Activities Report

(Parsons, Clarke/10 minutes)

a. **Financial Activities and Investment Reports** (Parsons) – page 6

b. TAC Activities Report (Clarke)

c. **Draft Quarterly Reporting, FY22 Annual Certification and FY23 Local Allocation Plan**
(Parsons) – page 7

OLD BUSINESS

7. CVTA Investment Portfolio

(Longnaker/10 minutes)

NEW BUSINESS

8. Draft CVTA/PlanRVA MOU for Support Services – page 12

(Heeter/15 minutes)

9. Administrative Support Position Request (materials to be distributed for discussion at meeting)

(Parsons/15 minutes)

OTHER BUSINESS

10. Future Meeting Topics – page 18

(Chair/5 minutes)

11. CVTA Finance Committee Member Comments

(Chair/5 minutes)

12. Next Meeting: September 14, 2022

(Chair)

13. Adjournment

(Chair)



**CENTRAL VIRGINIA TRANSPORTATION AUTHORITY
FINANCE COMMITTEE**

**MINUTES OF ACTION MEETING
James River Board Room and Zoom
July 13, 2022 – 8:30 a.m.**

Members Present:

Jurisdiction/Agency	Member	Present	Absent
Chesterfield County	Kevin P. Carroll	X	
Hanover County	W. Canova Peterson, Vice Chair	X	
Henrico County	Frank J. Thornton	X	
City of Richmond	Mayor Levar M. Stoney, Chair	X	
Commonwealth Transportation Board	Carlos M. Brown		X

The technology used for this meeting was a web-hosted service created by YouTube Live Streaming and was open and accessible for participation by members of the public. A recording of this meeting is available at on the [PlanRVA YouTube channel](#).

CALL TO ORDER

The Central Virginia Transportation Authority (CVTA) Finance Committee Chair Levar M. Stoney presided and called the July 13, 2022, CVTA Finance Committee meeting to order at 9:00 a.m.

ATTENDANCE ROLL CALL & CERTIFICATION OF MEETING QUORUM

Janice Firestone, PlanRVA, certified that a quorum was present. All members were present.

ADMINISTRATION

1. Consideration of Amendments to the Meeting Agenda

Chair Stoney recommended adding an Investment Portfolio Update to the agenda under Old Business. There were no other requested changes to the meeting agenda and the CVTA Finance Committee members voted unanimously to approve the July 13, 2022, agenda, by acclamation as amended..

2. Approval of June 8, 2022, CVTA Finance Committee Action Meeting Minutes

On motion of Frank J. Thornton, seconded by W. Canova Peterson, the CVTA Finance Committee unanimously approved the minutes of the June 8, 2022, CVTA Finance Committee meeting, by acclamation as presented (voice vote).

3. Open Public Comment Period

There were no requests to address the CVTA Finance Committee.

4. CVTA Finance Committee Chairman’s Report

Chair Stoney thanked committee members for attending and for his time as Chairman of the committee.

5. CVTA Activities Report

a. Financial Activities and Investment Reports

Chet Parsons, PlanRVA, gave an overview of the report and offered to answer any questions.

b. VRSA Renewal

Mr. Parsons gave an explanation of this matter and offered to answer any questions. He clarified that the matter does not need to go to the full authority for approval.

c. TAC Activities Report

Dironna Moore Clarke, TAC Chair, provided a report on the group’s July 11th meeting:

- The next meeting of Fall Line Working Group will be August 3, 2022.
- CVTA quarterly and annual reporting needs to be submitted by August 1, 2022. The reports will then go before the full authority for approval/acceptance.
- The CVTA/VDOT SPA will go before the CTB in September for formal approval. VDOT is seeking a blanket approval of all the SPA documents.

OLD BUSINESS

Investment Portfolio Update (added to agenda)

Mr. Parsons gave an overview of a memo from Rebecca Longnaker, Treasurer, Chesterfield County, providing an update on the investment portfolio for the Regional Fund of the CVTA. The monthly investment report will be available prior to month end.

Chesterfield County’s Treasurer’s Office met with and discussed investment options with PFM Advisors, Kevin Rotty and Kristi Choi. All parties understand that preferred strategy is to move forward with a cash flow projection for the Regional projects, however, as this Authority is relatively newly formed, it is not reasonable at this time to predict cash flows accurately. Therefore, based on current available cash flow projections, PFM advised that investments with maturities of one year or less is recommended. The schedule below reflects current holding as of July 12, 2022 for the Regional Fund of the CVTA. As maturities occur, reinvestment opportunities will be evaluated based on updated cash flow projections.

Description	YTM @ Cost	Face Amount/Shares
0-1 Month		
LGIP LGIP		5,791,218.19
VML/VACo LGIP		15,003,159.40
VML/VACo LGIP		359,708.09
3-6 Months		
BANCO SANTANDER SA/NY 2.965 12/7/2022	2.747	25,000,000.00
CREDIT SUISSE NEW YORK 0 1/17/2023	3.000	25,000,000.00
6-9 Months		
BARCLAYS CAPITAL INC 0 3/3/2023	2.582	10,000,000.00
9-12 Months		
CITIBANK NA 3.73 6/21/2023	3.497	10,000,000.00
ROYAL BANK OF CANADA 2.6 7/7/2023-22	2.600	10,000,000.00
Total / Average		101,154,085.68

Ms. Longnaker came forward to answer committee member questions. She offered clarification on the following:

- The proposed investments have been selected for their lack of risk.
- The anticipated returns are 3% at maximum.
- The goal is to invest on a short-term basis so that funds are available for use when needed.
- An explanation of the Yield-to-Market cost was given.

6. Nominating Committee Report

Mr. Parsons gave an overview of the report submitted by the Nominating Committee. Committee members discussed recommendations for future members and leadership rotation. The recommendations will be made to the full authority at the July 15, 2022, meeting.

NEW BUSINESS

7. Presentation on New Auditing Standard – Key Audit Matters

Michael A. Garber, PBMares, addressed the committee and explained the new Key Audit Matters (KAM) standard. KAM's are matters that, in the auditor's professional judgement, were of most significance in the audit of the financial statements of that period. Mr. Garber advised that the CVTA does not need to elect for KAM reporting because the internal controls in place for the CVTA are being appropriately handled in his opinion. If any KAMS are identified in the future, they will be added to the audit report. He noted that each of the CVTA member jurisdictions' Finance/Audit departments will have been made aware of the new auditing standard.

He also reported that fraud risk is assessed with each audit. He asked committee members to let his office know if there are any issues they would like the auditors to look into.

OTHER BUSINESS

8. Future Meeting Topics

The Chair provided a recap of the future meeting topics recommended by staff.

9. CVTA Finance Committee Member Comments

Mr. Peterson reminded members of the upcoming Hanover Tomato Festival. Mr. Thornton, Mr. Carroll and Mr. Peterson thanked Chair Stoney for his service as Chair and shared their thoughts on how beneficial it has been for CVTA authority and committee members to get to know one another and work together to provide improved transportation for the region.

Chair Stoney commented that the work being done now by the CVTA will impact citizens of the region for generations to come. He thanked fellow committee members for their support and noted he is looking forward to continuing to serve on the Finance Committee and the CVTA.

10. Next Meeting

The next action meeting is scheduled for August 10, 2022, beginning at 8:30 a.m. in Richmond, Virginia.

11. Adjournment

Chair Stoney adjourned the meeting at 9:42 a.m.

CENTRAL VIRGINIA TRANSPORTATION AUTHORITY
Tax Collections and Allocations
As of June 30, 2022

	June Tax Activity	July Tax Activity	August Tax Activity	September Tax Activity	October Tax Activity	November Tax Activity	December Tax Activity	January Tax Activity	February Tax Activity	March Tax Activity	YTD
Local Distribution Fund											
Receipt of Taxes:											
Sales and Use Tax	\$ 11,563,283	\$ 11,295,839	\$ 18,227,859	\$ 12,495,742	\$ 12,860,064	\$ 15,168,693	\$ 10,554,766	\$ 10,825,508	\$ 13,998,665	\$ 13,205,041	\$ 130,195,461
Local Fuels Tax	4,067,844	4,268,684	4,371,054	4,036,852	4,374,140	4,176,554	4,124,713	3,709,803	3,752,519	4,212,646	41,094,808
Total Receipt of Taxes	15,631,127	15,564,523	22,598,912	16,532,595	17,234,204	19,345,246	14,679,479	14,535,311	17,751,184	17,417,687	171,290,269
Cash Outflows & Transfers:											
Transfers:											
Operating Fund	-	-	-	-	-	-	-	-	-	-	-
Regional Fund	5,470,894	5,447,583	7,909,619	5,786,408	6,031,971	6,770,836	5,137,818	5,087,359	6,212,914	6,096,190	59,951,594
Payments to GRTC	2,344,669	2,334,678	3,389,837	2,479,889	2,585,131	2,901,787	2,201,922	2,180,297	2,662,678	2,612,653	25,693,540
Total transfers	7,815,563	7,782,261	11,299,456	8,266,297	8,617,102	9,672,623	7,339,740	7,267,656	8,875,592	8,708,843	85,645,134
Local Distributions:											
Ashland	27,834	26,559	37,663	26,670	29,411	31,359	24,239	24,498	29,440	30,599	288,271
Charles City	56,427	50,127	74,141	56,682	54,316	44,275	33,538	61,076	56,470	49,498	536,552
Chesterfield	2,235,322	2,230,916	3,285,422	2,374,890	2,482,354	2,820,537	2,135,168	2,072,289	2,390,560	2,460,296	24,487,753
Goochland	192,114	197,487	268,013	189,094	212,656	222,254	166,635	163,751	202,319	213,150	2,027,473
Hanover	1,127,091	1,101,201	1,561,622	1,105,802	1,219,475	1,300,224	1,005,019	1,015,743	1,220,647	1,268,722	11,925,546
Henrico	2,446,724	2,655,212	3,709,787	2,713,009	2,750,068	3,195,908	2,309,063	2,370,642	3,025,518	2,726,111	27,902,042
New Kent	196,782	185,507	231,243	178,834	206,095	194,833	169,883	164,484	186,240	191,450	1,905,351
Powhatan	189,972	154,086	254,315	189,676	185,372	213,638	159,491	158,562	199,896	185,922	1,890,930
Richmond	1,343,298	1,181,166	1,877,249	1,431,640	1,477,355	1,649,595	1,336,705	1,236,611	1,564,503	1,583,095	14,681,217
Total local distributions	7,815,563	7,782,261	11,299,456	8,266,297	8,617,102	9,672,623	7,339,740	7,267,656	8,875,592	8,708,843	85,645,135
Local Distribution Fund ending balance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Operating Fund											
Beginning balance, July 1, 2021											\$ 186,942
Transfer from Local Distribution Fund	\$ 500,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	500,000
Prior year accounts payable	11,889	-	-	-	-	-	-	-	\$ -	-	11,889
Payment of operating costs	-	-	(82,402)	-	-	(73,264)	(36)	-	(84,419)	-	(240,121)
Interest income	-	30	35	40	50	52	93	144	221	333	998
Operating Fund ending balance	\$ 511,889	\$ 30	\$ (82,366)	\$ 40	\$ 50	\$ (73,212)	\$ 57	\$ 144	\$ (84,198)	\$ 333	\$ 459,708
Regional Fund											
Beginning balance, July 1, 2021											\$ 47,741,073
Transfer from Local Distribution Fund	\$ 5,470,894	5,447,583	7,909,619	5,786,408	6,031,971	6,770,836	5,137,818	5,087,359	6,212,914	6,096,190	59,951,594
Interest income	6,760	2,792	3,308	4,918	6,509	8,131	17,486	29,067	58,411	59,482	196,864
Regional Fund ending balance	\$ 5,477,655	\$ 5,450,375	\$ 7,912,927	\$ 5,791,326	\$ 6,038,480	\$ 6,778,968	\$ 5,155,304	\$ 5,116,426	\$ 6,271,325	\$ 6,155,672	\$ 107,889,532

Notes:

- * Local fuels tax effective July 1, 2020 / S&U tax effective October 1, 2020
- * Activity month is reported. CVTA receives funds three months after the activity month

CVTA Quarterly Expenditures

Updated 8/2/2022

Jurisdiction	UPC or other	Project Name	Project Detail	Funding Source	CVTA Appropriation	Expenditures FY21	Q1 FY22	Q2 FY22	Q3 FY22	Q4 FY22
Chesterfield	11187C1	Unallocated	Unallocated funds	Multiple	\$ 4,827,464	\$ -	\$ -	\$ -	\$ -	\$ -
Chesterfield	11817C1	Nash Road	Nash Road extended	Multiple	\$ 10,000,000	\$ 19,499	\$ -	\$ 12,688	\$ 14,439	\$ 250,250
Chesterfield	11831C2	Woolridge Road	Woolridge Road extended	Multiple	\$ 6,916,000	\$ 15,277	\$ -	\$ -	\$ 339,316	\$ 3,460
Chesterfield	11891C1	Otterdale Widening		Multiple	\$ 5,927,464					
Chesterfield	11948C1	Otterdale Drainage		Multiple	\$ 1,400,000					
Chesterfield	11960C1	Woolridge Road	Woolridge Road (Watermill to Genito) widening	CVTA	\$ 5,950,000	\$ 27,792	\$ -	\$ -	\$ -	\$ -
Chesterfield	11963C1	Powwhite Parkway Extension	Powwhite Parkway Extension - Phase 1	CVTA	\$ 5,049,993	\$ 181,335	\$ 162,522	\$ 212,792	\$ 90,156	\$ 457,229
Chesterfield	11964C1	Centralia Road/Old Wrexham Road	Centralia Road/Old Wrexham Road roundabout	CVTA	\$ 2,200,000	\$ -	\$ -	\$ -	\$ 46,440	\$ 84,961
Chesterfield	11965C1	Route 10	Route 10 (Rt 288 to Courthouse) weave mitigation	CVTA	\$ 4,313,000	\$ -	\$ -	\$ 11,546	\$ -	\$ 135,584
Chesterfield	11966C1	I-95/Willis Road Interchange	I-95/Willis Road Interchange - PE only	CVTA	\$ 2,000,000	\$ -	\$ 3,327	\$ 379,748	\$ 301,103	\$ 44,098
Goochland	NA	Fairground Rd roundabout	Roundabout at Rt 632 and Rt 522	Multiple	\$ 458,297					\$ 458,297
Hanover	109260	Pole Green Rd Widening	Widen to 4-lanes between Bell Creek Rd and Rural Point Rd	Multiple	\$ 2,000,000	\$ -	\$ -	\$ -	\$ -	\$ -
Hanover	NA	Lewistown Rd / Ashcake Rd	Improve operations and safety in the intersection	CVTA	\$ 600,000	\$ -	\$ -	\$ -	\$ -	\$ 135,948
Hanover	NA	Rt. 301 - 3rd Southbound Ln	Convert SB shoulder to a through lane to improve operations and safety	CVTA	\$ 400,000	\$ -	\$ -	\$ -	\$ -	\$ 32,725
Hanover	NA	Rt. 1 / Rt. 30 Green-T	Convert intersection to a Green-T to improve operations and safety	CVTA	\$ 600,000	\$ -	\$ -	\$ -	\$ -	\$ 53,382
Hanover	NA	Atlee Rd / Bus. Rt. 360 / Cold Harbor Rd	Improve operations and safety in the intersection	CVTA	\$ 930,000	\$ -	\$ -	\$ -	\$ 16,082	\$ 102,805
Hanover	T25947	Rural Paving Rehab (Various Routes)	Widen shoulders min. 1' and overlay entire road	CVTA	\$ 3,500,000	\$ -	\$ -	\$ -	\$ -	\$ -
Hanover	NA	Economic Development Road Improvement	Support economic development projects	CVTA	\$ 1,000,000	\$ -	\$ -	\$ -	\$ -	\$ -
Hanover	NA	Bike/Ped. Improvements	20% local match for TA grant applications	CVTA	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ -
Hanover	NA	Paper Steets - Paving & Maintenance	Paving and limited maintenance of "paper" streets	CVTA	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ 10,960
Hanover	NA	Engineering Support FTE	Fund new position to support the development of road projects	CVTA	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ -
Henrico	08150	N. Gayton Road IAR		CVTA	\$ 600,000	\$ 55,753	\$ 151,305	\$ 153,077	\$ -	\$ -
Henrico	09015	Fall Line Trail		CVTA	\$ 7,630,000	\$ 9,289	\$ 84,556	\$ 36,641	\$ -	\$ -
Henrico	08163	Safety Studies		CVTA	\$ 300,000	\$ 7,312	\$ 21,129	\$ 13,127	\$ -	\$ -
Henrico	09033	Technology Blvd Improvements		CVTA	\$ 150,000	\$ -	\$ 35,764	\$ 87,875	\$ -	\$ -
Henrico	09034	Horsepen Rd/Glenside Drive		CVTA	\$ 590,000	\$ -	\$ 47,223	\$ 53,016	\$ -	\$ -
Henrico	09036	Turner Road/Darbytown		CVTA	\$ 500,000	\$ -	\$ 6,046	\$ 10,733	\$ -	\$ -
Henrico	09055	Countywide Safety Improvements		CVTA	\$ 1,000,000	\$ -	\$ 126,211	\$ 22,036	\$ -	\$ -
Henrico	09032	Construction Engineer Inspection Services		CVTA	\$ 1,540,000	\$ -	\$ 34,090	\$ 200,963	\$ -	\$ -
Henrico	01047	Causeway Dr Sidewalk		CVTA	\$ 120,000	\$ -	\$ -	\$ 28,088	\$ -	\$ -
Henrico	08164	Magellan Parkway		CVTA	\$ 9,550,000	\$ -	\$ -	\$ 9,064	\$ -	\$ -
Henrico	09035	N. Gayton Rd Bike/Ped Improvements		CVTA	\$ 100,000	\$ -	\$ -	\$ 700	\$ -	\$ -
Henrico	08784	Gaskins Rd/Quicoccasin Rd		CVTA	\$ 200,000	\$ -	\$ -	\$ 74,066	\$ -	\$ -
Henrico	09054	Countywide Structural Calming Improvements		CVTA	\$ 1,000,000	\$ -	\$ -	\$ 6,300	\$ -	\$ -
Henrico	09102	Church Rd Safety & Mobility Improvements		CVTA	\$ 2,000,000	\$ -	\$ -	\$ 1,218,763	\$ -	\$ -
Henrico	08996	Glover Park Access Road		CVTA	\$ 7,280,000	\$ 123,715	\$ 662,781	\$ 12,274	\$ -	\$ -
Henrico	08613	Pump Road Project Development		CVTA	\$ 650,000	\$ -	\$ -	\$ 143,686	\$ -	\$ -
Henrico	08997	Four Mile Creek (Restrooms)		CVTA	\$ 100,000	\$ 100,000	\$ -	\$ -	\$ -	\$ -
Richmond	107264	Paving, Traffic Calming & ADA Infrastructure	Citywide Paving Program	CVTA	\$ 16,103,012	\$ 3,827,003	\$ 329,512	\$ 4,150,402	\$ 1,805,783	\$ 5,151,668
Richmond	106121	Traffic Engineering Division	Signal Modernization, Regulatory & Warning Sign Replacement (HISN)	CVTA	\$ 3,898,560	\$ 559,944	\$ 175,296	\$ 265,430	\$ 384,732	\$ 455,924
Richmond	106122	Roadway & Sidewalk Operations and Maintenance	Sidewalk Replacement and ROW maintenance citywide	CVTA	\$ 3,863,677	\$ 117,513	\$ 113,239	\$ 429,502	\$ 508,987	\$ 614,835
Richmond	106123	Bridge Maintenance/ Operations	P1 and P2 maintenance items including joint replacements, etc.	CVTA	\$ 1,102,818	\$ -	\$ -	\$ -	\$ 14,970	\$ 236,970
Richmond	106120	ROW Maintenance /Operations	Staff	CVTA	\$ 412,606	\$ -	\$ -	\$ 12,643	\$ 22,004	\$ 66,365
Richmond	107266	Transportation Engineering Division	Commerce Road Improvement Project	CVTA	\$ 2,059,781	\$ -	\$ -	\$ -	\$ -	\$ -
Richmond	107265	Multi-Modal Transportation-Bike, Ped & Transit	BRT Redlanes, Path to Equity: Transportation Policy Guide, Bikeshare concrete pad installation and Bike station electrification	CVTA	\$ 1,447,839	\$ -	\$ 69,315	\$ 87,406	\$ 114,593	\$ 807,098
					\$ 120,470,511	\$ 5,044,432	\$ 2,022,317	\$ 7,632,566	\$ 3,658,605	\$ 9,102,560

**GRTC Transit System
CVTA Special Fund Quarterly Report
For the Quarter Ended June 30, 2022**

Beginning Balance @ March 31, 2022	<u>\$ 23,502,191.34</u>
---	--------------------------------

Receipts:

April 25, 2022 GRTC 15% Funds Distribution - Month of March 2022	\$ 2,180,296.70	
May 25, 2022 GRTC 15% Funds Distribution - Month of April 2022	\$ 2,662,677.63	
June 27, 2022 GRTC 15% Funds Distribution - Month of May 2022	\$ 2,612,653.03	
April 29, 2022 Interest Income LGIP EM- April 2022	\$ 6,982.85	
April 29, 2022 April 2022 LGIP EM Share unrealized gain/(loss)	\$ (36,674.71)	
May 31, 2022 Interest Income LGIP EM- May 2022	\$ 10,163.98	
May 31, 2022 May 2022 LGIP EM Share unrealized gain/(loss)	\$ 36,688.86	
June 30, 2022 Interest Income LGIP EM- June 2022	\$ 12,314.11	
June 30, 2022 June 2022 LGIP EM Share unrealized gain/(loss)	<u>\$ (73,418.83)</u>	
		\$ 7,411,683.62

Uses:

Costs incurred in preparing GRTC Regional Public Transportation Plan		\$ -
Costs incurred in preparing GRTC Micromobility Plan		\$ (27,923.29)
GRTC Operating and Capital Expense		
GRTC Operating Expense Qtr 4 FY2022 Draw	\$ (4,740,742.00)	
GRTC Capital Expense Qtr 4 FY2022 Local Share Draw	<u>\$ (184,258.00)</u>	
Subtotal GRTC Operating and Capital Expense		\$ (4,925,000.00)

Ending Balance @ June 30, 2022	<u>\$ 25,960,951.67</u>
---------------------------------------	--------------------------------

Jurisdiction	Name	Description	UPC (N/A if none)	Type *	Estimated Total Cost	Proposed CVTA Funds	Proposed Future CVTA Funds	Other Committed Funds	Notes on other funds	Remaining Funds Needed
Ashland	Vaughan Road Overpass	Grade Separated Crossing at Vaughan/Archie Cannon. Funds used for leverage of other funding.	N/A	Bridge	\$ 38,500,000	\$ 300,000	\$ -	\$ -		\$ 38,200,000
Ashland	Economic Development Road Improvements	Construct various improvements to support economic development.	N/A	Roadway Capacity Expansion	\$ 8,000,000	\$ 200,000	\$ -	\$ -		\$ 7,800,000
Ashland	England Street Streetscape Project	Engineering and construction of streetscape improvements.	N/A	Bicycle/Pedestrian	\$ 10,000,000	\$ 60,000	\$ -	\$ -		\$ 9,940,000
Charles City	Transportation Planning Support	New position to support CVTA , RTPO and Transportation activities	N/A	Staffing	\$ 70,000	\$ -	\$ -	\$ -		\$ 70,000
Charles City	Wilcox Neck Road Widening	Widening of Wilcox Neck Road	N/A	Roadway Capacity Expansion	\$ 250,000	\$ -	\$ -	\$ -		\$ 250,000
Charles City	Roxbury Road	Exclusive Turn Lanes	N/A	Intersection Improvement (for realignment, turn lanes, sight distance)	\$ 2,031,000	\$ -	\$ -	\$ -		\$ 2,031,000
Chesterfield	Woolridge Road (Watermill Pkwy - Genito Rd) Widening	Widening and Intersection Improvements	N/A	Roadway Capacity Expansion	\$ 27,000,000	\$ 7,000,000	\$ 14,550,000	\$ 5,450,000	Previous CVTA Local	\$ -
Chesterfield	Centralia Road/Old Wrexham Road Roundabout	Roundabout and Bike/Ped Accommodations	N/A	Innovative Intersection	\$ 5,000,000	\$ 1,800,000	\$ 1,000,000	\$ 2,200,000	Previous CVTA Local	\$ -
Chesterfield	Powhite Parkway Extension: Little Tomahawk Ck - Woolridge Rd; Charter Colony Grade-Separation; Brandermill Pkwy Overpass	New 4-lane road	N/A	New Alignment	\$ 170,000,000	\$ 13,049,742	\$ 81,000,000	\$ 18,149,993	Previous Local and CVTA Local	\$ 57,800,265
Chesterfield	Route 10 (Route 288 - Courthouse Rd) Weave Mitigation	Roadway and Intersection Improvements	N/A	Innovative Intersection	\$ 23,000,000	\$ 2,950,500	\$ 15,736,500	\$ 4,313,000	Previous CVTA Local	\$ -
Goochland	East End Trails	Installation of a paved trail as a recreational facility	113430	Bicycle/Pedestrian	\$ 967,112	\$ 17,112	\$ -	\$ 950,000	Funds already allocated in County budget	\$ -
Goochland	Fire-Rescue Company 1 Median Reconstruction	Widening/reconfiguring a median break on Route 6 in front of Fire-Rescue Company 1	120952	Intersection Improvement (for realignment, turn lanes, sight distance)	\$ 26,000	\$ 26,000	\$ -	\$ -	SSYP/Local	\$ -
Goochland	Opticom	Preemption device installation	120459	Operations/Maintenance	\$ 135,000	\$ 135,000	\$ -	\$ -		\$ -
Hanover	Rt. 360/Lee Davis Rd	Widen Rt. 360 btwn Wynbrook Ln & Sujen Ct. and Lee Davis Rd north and south of the Rt. 360	13551	Roadway Capacity Expansion	\$ 30,389,594	\$ -	\$ 4,551,140	\$ 26,989,404		\$ (1,150,950)
Hanover	Pole Green Rd	Widen from 2-4 lanes btwn Bell Creek Rd & Rural Point Rd	109260	Roadway Capacity Expansion	\$ 20,494,548	\$ -	\$ 2,000,000	\$ 18,547,937	Previous CVTA funds + other	\$ (53,389)
Hanover	Atlee Station Rd (Ph. 2)	Widen from 2-4 lanes btwn Warren Ave. & Kings Charter Dr.	115195	Roadway Capacity Expansion	\$ 27,126,452	\$ -	\$ 4,836,532	\$ 26,976,841		\$ (4,686,921)
Hanover	Creighton Rd/Creighton Pkwy/Walnut Grove Rd	Convert intersection to a roundabout	N/A	Roundabout	\$ 6,421,451	\$ 930,000	\$ 5,500,000	\$ 3,707,173	CMAQ funding approved on 3/23/22	\$ (3,715,722)
Hanover	Lewistown Rd/Ashcake Rd	Improve operations & safety in the intersection	N/A	Intersection Improvement	\$ 5,630,703	\$ 1,000,000	\$ 4,035,000	\$ 600,000	Previous CVTA funds	\$ (4,297)
Hanover	Rt. 301	Convert SB shoulder to thru/right-turn lane btwn Atlee Rd & Atlee Station Rd	N/A	Roadway Capacity Expansion	\$ 1,205,125	\$ 55,000	\$ 760,000	\$ 1,229,858	Previous CVTA funds plus CVTA regional (will supplant local funds)	\$ (839,733)
Hanover	Rt. 1 & Rt. 30	Convert intersection to a signalized Green-T	N/A	Intersection Improvement	\$ 5,110,734	\$ 1,000,000	\$ 3,515,000	\$ 5,554,119	Previous CVTA funds plus CVTA regional (will supplant local funds)	\$ (4,958,385)
Hanover	Atlee Station Rd (Ph. 3)	Widen from 2-4 lanes btwn Kings Charter Dr & Sliding Hill Rd	N/A	Roadway Capacity Expansion	\$ 30,449,694	\$ -	\$ 19,000,000	\$ 8,120,770		\$ 3,328,924
Hanover	Atlee Rd / Bus. Rt. 360 / Cold Harbor Rd	Improve operations & safety in the intersection	N/A	Intersection Improvement	\$ 6,499,639	\$ 1,000,000	\$ 4,570,000	\$ 930,000	Previous CVTA funds	\$ (361)
Hanover	Greenwood Rd / Blanton Rd / Ashland Rd	Convert intersection to a roundabout	N/A	Roundabout	\$ 6,500,000	\$ -	\$ 6,500,000	\$ -		\$ -
Hanover	Rt. 54 / Goddins Hill Rd	Improve operations & safety in the intersection	N/A	Intersection Improvement	\$ 1,600,000	\$ -	\$ 400,000	\$ 372,000		\$ 828,000
Hanover	E. Patrick Henry Rd	Widen Rt. 54 btwn I-95 interchange and Woodside Ln	N/A	Roadway Capacity Expansion	\$ 5,520,000	\$ -	\$ 2,500,000	\$ 357,000		\$ 2,663,000
Hanover	Rural Paving Rehab	Rehabilitate/resurface various rural secondary roads to include trench widening (on-going, to be funded on an annual basis)	120331	Trench Widen & Pavement Overlay	\$ 38,500,000	\$ 3,500,000	\$ 31,500,000	\$ 3,500,000	Previous CVTA funds	\$ -
Hanover	Economic Development Road Improvements	Construct various improvements to support economic development (on-going, to be funded on an annual basis)	N/A	Economic Development	\$ 11,000,000	\$ 1,000,000	\$ 9,000,000	\$ 1,000,000	Previous CVTA funds	\$ -
Hanover	Bike/Ped. Improvements	20% local match to be applied to Transportation Alternatives grant applications	N/A	Mobility	\$ 3,300,000	\$ 50,000	\$ 3,200,000	\$ 50,000	Previous CVTA funds	\$ -
Hanover	Paper Streets - Paving & Maintenance	Pave "paper streets" and provide limited on-going maintenance	N/A	Paving/Maintenance	\$ 550,000	\$ 50,000	\$ 450,000	\$ 50,000	Previous CVTA funds	\$ -

Jurisdiction	Name	Description	UPC (N/A if none)	Type *	Estimated Total Cost	Proposed CVTA Funds	Proposed Future CVTA Funds	Other Committed Funds	Notes on other funds	Remaining Funds Needed
Hanover	Engineering Support FTE (CE-Traffic)	New position to support the development of road projects (on-going, to be funded on an annual basis)	N/A	Staffing	\$ 1,000,000	\$ 100,000	\$ 900,000	\$ -		\$ -
Hanover	Rt. 301/54	Construct roundabout	N/A	Roundabout	\$ 4,524,642	\$ -	\$ -	\$ 4,524,642	Other funding is CVTA Regional. Anticipate \$700K in FY23.	\$ -
Henrico	Countywide Pedestrian Improvements	Design & construct bicycle, pedestrian & transit stop improvements	N/A	Bicycle/Pedestrian	\$ 2,500,000	\$ 2,500,000	\$ -	\$ -		\$ -
Henrico	Countywide Engineering Feasibility Studies	Planning & Preliminary Engineering for roadway improvements	N/A	Roadway Reconstruction	\$ 500,000	\$ 500,000	\$ -	\$ -		\$ -
Henrico	Connector Trails	Design & construct connector trails for the Fall Line & VA Capital Trail	N/A	Bicycle/Pedestrian	\$ 5,000,000	\$ 5,000,000	\$ -	\$ -		\$ -
Henrico	Traffic Calming	Roadway modifications & enhancements to control speeds & improve safety	N/A	Safety	\$ 2,500,000	\$ 2,500,000	\$ -	\$ -		\$ -
Henrico	Roadway Safety Studies	Corridor safety studies to identify bike/ped/vehicular safety improvements.	N/A	Safety	\$ 500,000	\$ 500,000	\$ -	\$ -		\$ -
Henrico	Pavement Reclamation	Full depth pavement replacement to include shoulder widening and ditch adjustments	N/A	Paving	\$ 1,500,000	\$ 1,500,000	\$ -	\$ -		\$ -
Henrico	Sadler Road/Sadler Place Intersection Improvements	New Traffic Signal, bike/ped accommodations	N/A	Intersection Improvement (for realignment, turn lanes, sight distance)	\$ 4,225,000	\$ 3,825,000	\$ -	\$ 400,000	Previous CVTA local funds	\$ -
Henrico	Sadler Road Improvements	Roadway widening and realignment w/ Shared Use Parth	104148	Roadway Reconstruction	\$ 32,816,000	\$ 2,640,000	\$ -	\$ 30,176,000	RSTP & local funding	\$ -
Henrico	Mill Road Improvements	Roadway widening and pedestrian accommodations from Mountain Road to Mill Place Drive	N/A	Safety	\$ 959,000	\$ 750,000	\$ -	\$ 209,000	Previous CVTA local funds	\$ -
Henrico	Kingsridge Pkwy/N. Laburnum Ave Intersection Improvements	New Traffic Signal, transit/ped accommodations	N/A	Intersection Improvement (for realignment, turn lanes, sight distance)	\$ 800,000	\$ 700,000	\$ -	\$ 100,000	local funding for PE	\$ -
Henrico	Springfield Road Improvements	Funding for PE	N/A	Safety	\$ 10,346,000	\$ 900,000	\$ -	\$ -	Pending Smart Scale application for RW/CN	\$ 9,446,000
Henrico	Woodman Road Improvements	Funding for PE	N/A	Roadway Capacity Expansion	\$ 62,569,308	\$ 4,400,000	\$ -	\$ 33,273,000	CVTA Regional & Rev Share	\$ 24,896,308
Henrico	Whiteside Road Roundabout	Funding for CN	N/A	Roundabout	\$ 2,500,000	\$ 2,500,000	\$ -	\$ -		\$ -
New Kent	Plum Point Drainage Improvements PE Only	Engineering for roadway drainage improvement in the Plum Point Community	N/A	Drainage	\$ -	\$ 80,000	\$ -	\$ -		\$ (80,000)
New Kent	Plum Point Drainage Improvements Construction	Roadway drainage improvements in the Plum Point Community.	N/A	Drainage	\$ -	\$ 200,000	\$ -	\$ -		\$ (200,000)
New Kent	Marketplace Drive Intersection Improvements	Traffic light installation and and road improvements	N/A	Intersection Improvement (for realignment, turn lanes, sight distance)	\$ -	\$ 300,000	\$ -	\$ -		\$ (300,000)
New Kent	South Quaker Road Widening	Road widening project.	N/A	Safety	\$ -	\$ 400,000	\$ -	\$ -		\$ (400,000)
New Kent	Courthouse Road/Kentland Trail Intersection Improvements	Roundabout Construction	N/A	Intersection Improvement (for realignment, turn lanes, sight distance)	\$ -	\$ 100,000	\$ -	\$ -		\$ (100,000)
New Kent	Kentland Trail/ Colonial Downs Parkway Intersection Improvements	Roundabout Construction	N/A	Intersection Improvement (for realignment, turn lanes, sight distance)	\$ -	\$ 80,000	\$ -	\$ -		\$ (80,000)
New Kent	Rt. 106 Intersection Improvements	Traffic light installation and road safety improvements	N/A		\$ -	\$ 3,000,000	\$ -	\$ -		\$ (3,000,000)
New Kent	Airport Road Roundabout Improvements	Landscaping improvements	N/A	Roundabout	\$ -	\$ 85,000	\$ -	\$ -		\$ (85,000)
New Kent	Bottoms Bridge Park & Ride Expansion	Park and Ride construction	N/A	Mobility (ie. Bikeshare)	\$ -	\$ 85,000	\$ -	\$ -		\$ (85,000)
New Kent	Transportation Engineering	County Wide	N/A	Operations/Maintenance	\$ -	\$ 250,000	\$ -	\$ -		\$ (250,000)
New Kent	Project Management	County Wide	N/A	Staffing	\$ -	\$ 150,000	\$ -	\$ -		\$ (150,000)
Powhatan	TBD	No set plans at this time to spend funds	N/A		\$ -	\$ -	\$ -	\$ -		\$ -
Richmond	Pavement Maintenance & Infrastructure Program	City Wide 9 Districts	N/A	Operations/Maintenance	\$ -	\$ 5,000,000	\$ -	\$ -		\$ (5,000,000)
Richmond	Personnel forTransportaation Program	City Wide 9 Districts	N/A	Staffing	\$ -	\$ 4,205,407	\$ -	\$ -		\$ (4,205,407)
Richmond	Transportation Engineering	City Wide 9 Districts	N/A	Safety/Operations/Maintenance	\$ -	\$ 2,317,325	\$ -	\$ -		\$ (2,317,325)
Richmond	Maintenance Operations	City Wide 9 Districts	N/A	Operations/Maintenance	\$ -	\$ 600,000	\$ -	\$ -		\$ (600,000)
Richmond	Bridge and Roadway Projects	Capital Improvement Program	N/A	Safety/Capacity Expansion	\$ -	\$ 1,000,000	\$ -	\$ -		\$ (1,000,000)

Jurisdiction	Name	Description	UPC (N/A if none)	Type *	Estimated Total Cost	Proposed CVTA Funds	Proposed Future CVTA Funds	Other Committed Funds	Notes on other funds	Remaining Funds Needed
Richmond	Multimodal Transportation Planning and Projects	City Wide 9 Districts	N/A	Transit/ Mobility/Bicycle/Pedestrian	\$ -	\$ 1,570,070	\$ -	\$ -		\$ (1,570,070)
Richmond	Transportation Engineering	Citywide Projects: Commerce Rd	N/A	Safety/Capacity Expansion	\$ -	\$ 2,000,000	\$ -	\$ -		\$ (2,000,000)

* If Type is "Staffing" then only list cost of position directly related to transportation tasks - not including fringe/overhead, etc.

Memorandum of Understanding
Central Virginia Transportation Authority
Richmond Regional Planning District Commission

This Memorandum of Understanding (MOU) is executed as of July 1, 2022 by and between the Central Virginia Transportation Authority (Authority) and the Richmond Regional Planning District Commission (PlanRVA) and describes the support services provided by PlanRVA to the Authority and the terms by which the Authority will continue to engage PlanRVA for these services.

WHEREAS, PlanRVA provides support services to the Richmond Regional Transportation Planning Organization, also designated as the Richmond Metropolitan Planning Organization, pursuant to a Memorandum of Understanding dated December 31, 1984, which includes administrative and technical staff support to the Metropolitan Planning Organization for the purpose of producing and administering the approved annual work program and other transportation planning services, and therefore PlanRVA has demonstrated capability in providing support services to transportation planning and other regional organizations; and

WHEREAS, the Commissioners of PlanRVA authorized an offer of support services to the Authority by approval of Resolution 21-01 during their August 13, 2020 regular meeting; and

WHEREAS, the Authority accepted this offer of support services in concept during their organizational meeting on August 27, 2020 and directed the members of the Finance Committee to negotiate this MOU; and

WHEREAS, the Authority continued the support services agreement for fiscal year 2022; and

WHEREAS, the Authority requested further support from PlanRVA for fiscal year 2023 and beyond, based on initiation of a new staffing structure and an understanding of required support services for the continued operations and administration of the Authority.

THEREFORE, the Authority will engage PlanRVA to provide support services pursuant to the terms of this MOU, as follows:

TERM

The initial period of support services shall be through June 30, 2027 and shall automatically renew for subsequent five-year terms, upon mutual agreement by the parties, provided the arrangement remains mutually agreeable. This MOU's term may be modified or amended, subject to the provisions of this MOU.

Either party may terminate this MOU at the end of a fiscal year with at least one hundred eighty (180) days' notice prior to the start of the new fiscal year. If this MOU is terminated in compliance with this provision and other terms of the MOU, both parties agree to cooperate on winding down and severing operations in an amicable manner. PlanRVA shall turn over all records, property or other materials necessary for the effective transition of support staffing to the Authority no later than ninety (90) days following the close of the fiscal year.

SCOPE OF SERVICES

PlanRVA will provide the following support services to the Authority:

1. Executive Director and dedicated support staff
 - a. The Authority shall appoint an Executive Director over whom the Authority shall have sole authority. PlanRVA shall employ or contract with the Executive Director at the direction of the Authority and administer all payroll and benefits for the Executive Director and the Authority shall be responsible for all costs associated with the employment of the Executive Director.
 - b. The Authority shall provide for the ongoing direction, priority setting and annual performance expectations and evaluation of the Executive Director.
 - c. The Executive Director, with the Authority's approval and at its sole cost, shall have the authority to appoint additional support staff for the Authority, who shall be PlanRVA employees and whose payroll and benefits shall be administered by PlanRVA or to request additional staff support from PlanRVA, for which PlanRVA shall be compensated at an agreed upon rate.
 - d. The Executive Director shall have direct control, subject to the oversight of the Authority, of the management of the day-to-day administrative affairs of the Authority. The Executive Director shall propose activities to the Authority and shall carry out policies, programs, and projects approved by the Authority, and shall be responsible for preparing and presenting the annual budget. The Executive Director may not contemporaneously serve as a Member of the Authority.
 - e. The Executive Director, on specific authorization by the Authority, shall have the power to sign or countersign on its behalf any agreement or

other instrument to be executed by the Authority including checks and vouchers in payment of obligations of the Authority.

- f. PlanRVA shall provide and administer insurance, credit card, travel, and professional development programs and fees or costs for the benefit of Authority support personnel, however, all costs incurred for such programs or benefits shall be paid by the Authority to PlanRVA , plus a 10% administrative fee.
 - g. To the extent permitted by law, the Authority shall indemnify, hold harmless, and release PlanRVA for or from any claims or losses caused by or associated with the conduct, performance, or negligence of the Authority Executive Director.
 - h. The Authority may contract with consultants and qualified professional contractors and other persons as the Authority determines to be necessary to carry out its duties and responsibilities. Such consultants or contractors may not contemporaneously serve as Members of Authority.
 - i. The Executive Director and other Authority support staff are subject to the PlanRVA personnel policy.
 - j. Compensation and benefits of Authority support staff shall be consistent with PlanRVA compensation and benefits plans and shall be administered as part of PlanRVA payroll system. Any fees associated with payroll and benefits administration of any Authority support staff shall be assessed directly to CVTA.
 - k. Health Insurance and Supplemental Benefits provided according to PlanRVA Health Coverage Plans and Offerings.
 - l. Retirement, Life Insurance and other investment benefits administered according to PlanRVA's participation in the Virginia Retirement System.
2. Administrative and Technical Support services to the Authority including, but not limited to:
- a. Administrative, clerk and support services to the Executive Director and Authority to assure effective meeting planning, preparation and record keeping, consistent with policies of the Authority and the Code of Virginia including, but not limited to:
 - i. Preparation of meeting logistics, coordination of member communications and public notices and record keeping for all regular and special meetings of the Authority and Committees established through the Bylaws or other governing documents
 - ii. Annual reporting, as required or requested, to the General Assembly, Auditor of Public Accounts, Department of Transportation, member jurisdictions.
 - b. Technical Support and Planning services to the Executive Director to:

- i. Fulfill the objectives of regional project prioritization and fund allocation, reporting and analysis.
 - ii. Fulfill the objectives of local revenue distribution monitoring and report review and records maintenance.
 - iii. Fulfill the objectives of transit revenue distribution monitoring and report review and records maintenance.
 - iv. Fulfill any additional planning and coordination objectives as deemed appropriate by the Executive Director to assure effective coordination between the responsibilities of the Richmond Regional Transportation Planning Organization and the Authority.
 - c. General Operating and support services necessary to effectively manage the functional responsibilities of the organization including:
 - i. Purchasing activities in compliance with the Virginia Procurement Act and all relevant policies of the Authority
 - ii. Public and media relations, outreach and engagement
 - iii. Compliance related to procurement, records retention, freedom of information, conflict of interest and other related state and federal requirements of public authorities organized under Virginia Code
 - iv. Development of various operating and governance policies and procedures
 - v. Additional Services determined necessary and appropriate by the Executive Director including additional technical assistance, planning, outreach or other support services beyond the scope of this contract and in accordance with a separately negotiated work plan and cost estimate. Funding for these additional services provided by, or coordinated through, PlanRVA will be made available at the direction of the Executive Director and Authority through the annual budget process.
 - vi. Financial management and record keeping of Operating Expenses including reconciliation of expenses charged to the Authority's Operating Accounts, financial reporting and support to the annual audit of internal controls and financial statements
 - vii. Services related to pursuit of federal and state grant opportunities to effectively leverage resources available through the Authority.
 - viii. Shared support services coinvested to maintain coordination and efficiency.
- 3. Facilities, Equipment, Furnishings and supplies, Capital and Digital Assets, and other direct operating expenses including but not limited to:
 - a. Office and Meeting Facilities according to square footage required for each employee assigned to CVTA at 80% level or greater and calculation of core/meeting facilities.

- b. Equipment and fixed asset management deemed indistinguishable from equipment and fixed assets maintained by PlanRVA.
 - i. CVTA shall pay for furnishings and equipment for its use.
- c. Website and other digital content development and maintenance.
- d. Direct operating expenses incurred on behalf of the Authority.

ACCOUNTABILITY AND REPORTING

PlanRVA shall maintain records of the services and materials provided to the Authority and charged to it, and those records shall be open to inspection by the Authority at any time during normal working hours of PlanRVA, upon reasonable advance notice by the Authority.

REMUNERATION

The Authority's annual administrative budget and appropriation of funds shall provide adequate funds to be paid to PlanRVA for the proper administration and support services pursuant to this MOU, including but not limited to the employment of the Authority Executive Director and other support staff and services provided or facilitated by PlanRVA.

Annual remuneration paid to PlanRVA shall cover, at a minimum, the total expenditures to be incurred by PlanRVA for the express purpose of supporting the Authority, including:

1. Salaries, benefits, tax payments and other related expenses of personnel identified as necessary for Authority operations, plus a 10% administrative fee.
2. Operating expenses of the Authority incurred by PlanRVA on good faith that reimbursement will be provided, plus a 10% administrative fee.
3. Office space leasing and cost to either maintain or dispose of capital assets, plus a 10% administrative fee.
4. Insurance, travel, and professional development fees or costs for the benefit of Authority support personnel, plus a 10% administrative fee.

Annual compensation schedule may be adjusted based on an agreed upon level of additional support services provided by PlanRVA in a given fiscal year.

AMENDMENT

This MOU may be modified or amended, in writing, subject to the approval of both parties.

IN WITNESS WHEREOF, PlanRVA and the Authority have each approved this MOU and caused this MOU to be executed by their respective duly authorized officers or agents as of the day and year first signed below.

Central Virginia Transportation Authority

By: _____

Date: _____

Name: _____

Position: _____

Richmond Regional Planning District Commission (PlanRVA)

By: _____

Date: _____

Name: Martha Heeter

Position: Executive Director

**CVTA FINANCE AGENDA 8-10-22
FUTURE MEETING TOPICS***

- Financial Policy Review & Amendments
- Regional Projects Fund Allocation

*Draft: This is not a comprehensive list of considerations and is subject to change.