

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

**ZOOM MEETING MINUTES  
January 13, 2025, 1:00 p.m.**

**Members and Alternates Present:**

Voting Members					
<b>Town of Ashland</b>		<b>Charles City County</b>		<b>Chesterfield County</b>	
Nora Amos	X	Sheri Adams	X	Barbara K. Smith, Chair	X
<b>Goochland County</b>		Gary Mitchell (A)		Chessa Walker (A)	X
Vacant		<b>Hanover County</b>		<b>Henrico County</b>	
<b>New Kent County</b>		Joseph E. Vidunas	X	Todd Eure	
Amy Inman	X	Randy Hardman (A)		Sharon Smidler (A)	X
		<b>Powhatan County</b>		<b>City of Richmond</b>	
		Bret Schardein (A)		Dironna Moore Clarke	X
Non-Voting Members					
<b>GRTC Transit System</b>		<b>CVTA</b>		<b>PlanRVA/RRTPO</b>	
Frank Adarkwa	X	Chet Parsons	X	Myles Busching	X
Patricia Robinson (A)	X	<b>VDOT</b>		<b>RMTA</b>	
<b>VDRPT</b>		Dale Totten		Joi Taylor Dean	
Tiffany T. Dubinsky		Mark Riblett (A)	X	<b>Virginia Port Authority</b>	
Wood Hudson (A)	X	Liz McAdory (A)	X	Barbara Nelson	X

*The technology used for the CVTA TAC 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](#).*

**1. Welcome and Introductions**

The Central Virginia Transportation Authority (CVTA) Technical Advisory Committee (TAC) Chair, Barbara Smith, presided and called the CVTA Technical Advisory Committee (TAC) regular meeting to order at 1:00 p.m.

**2. Roll Call & Certification of a Quorum**

Janice Scott, PlanRVA, took attendance by roll call and certified that a quorum was present.

**3. Consideration of Amendments to the Agenda**

There were no requested amendments to the agenda.

**4. Approval of December 9, 2024, CVTA TAC Meeting Minutes**

On motion by Joseph Vidunas, seconded by Sharon Smidler, the members of the CVTA Technical Advisory Committee voted unanimously to approve the meeting minutes as presented (voice vote).

**5. Public Comment Period**

There were no requests to address the committee.

**6. CVTA TAC Chair’s Report**

Chair Smith did not have a formal report.

**7. CVTA Regional Project Selection and Allocation Framework**

Chair Smith reviewed the following parking lot items in the framework document.

- Regional benefit only (no framework changes).
- Project readiness (no framework changes).
- Leveraging (no framework changes).
- Off-cycle existing and new projects: this resulted in a revision to clarify the amount of funds collected. The group had decided requests would be considered on a case by case basis off-cycle.
- Bridge eligibility: framework changed to tie to VDOT state of good repair.
- Application schedules: more buffers were added to allow additional time for review and discussion.
- Project scoring and ranking: transit scoring revisions were made. A separate table was created for transit. Crash rate was removed and safe access was added.
- Templates for scorecards (none included).
- Legacy projects (none currently).
- Deallocation policy (has been added to the framework document.
- More buffer in the schedule for third party estimate reviews.
- PE only versus use of leveraging.
- Funding limits.

On motion by Shari Adams, seconded by Joe Vidunas, the members of the CVTA Technical Advisory Committee voted unanimously to recommend full Authority adoption of CVTA Regional Project Selection and Allocation Framework (roll call vote; see below).

Town of Ashland		Charles City County		Chesterfield County	
Nora Amos	Aye	Sheri Adams	Aye	Barbara Smith	Aye
Goochland County		Hanover County		Henrico County	
Vacant		Joseph Vidunas	Aye	Sharon Smidler	Aye
New Kent County		Powhatan		City of Richmond	
Amy Inman	Aye	Absent		Dironna Moore Clarke	Aye

**8. Round 4 Application Process – Timeframe**

Mr. Parsons reviewed the updated cycle and noted the schedule should have sufficient review time added in. He also noted that this schedule includes the on-call engineering bench for PlanRVA. This takes care of the procurement process and other steps that are now simplified from previous cycles.

On motion by Sheri Adams, seconded by Joseph Vidunas, the members of the CVTA Technical Advisory Committee voted unanimously to recommend full Authority approval of the CVTA Round 4 Application Process (voice vote).

## **9. Wayfinding Implementation - Standard Project Agreements**

Mr. Parsons explained that CVTA has an established reimbursement process for regional project expenditures from both local and VDOT administered sources. The proposed framework for wayfinding reimbursement follows that model.

Each impacted locality (or VDOT) will enter into a new Standard Project Agreement (SPA) that covers all approved segments of the Fall Line within that jurisdiction or under the purview of VDOT. The format for the SPA will mirror the current approved format for regional projects and include simple updates that reflect details of the Fall Line wayfinding improvements.

Rather than undergo amendments to individual segment SPAs, each government (or VDOT) will be assigned a new CVTA project identification number that only covers wayfinding implementation costs. Those costs, developed as part of the adopted wayfinding plan, will be included as part of each SPA Appendix A as the allocated project funding amount.

Each locality should utilize the adopted standard project agreement form and appendices to initiate a new locality SPA specifically for wayfinding.

There was discussion about when a locality will submit the agreement. It will be left up to each locality to determine at what point to submit. This will impact reimbursements.

Eric Gregory, legal counsel, noted that either way works (doing it locality-wide or by segment/section). Leaving it up to the localities allows for that flexibility. One option would be to do it locality-wide and then amended later.

It was noted that once a SPA is in place, each locality will be responsible for soliciting quotes for signage and other elements. The local SPAs can be submitted at any point now. They will then go to the Authority for approval.

## **10. CVTA TAC Member Comments**

There were no member comments.

## **11. Next Meeting: February 10, 2025, at 1:00 p.m.**

## **12. Adjournment**

Chair Smith adjourned the meeting at 1:37 p.m.