

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

**ZOOM MEETING MINUTES
December 9, 2024, 1:00 p.m.**

Members and Alternates Present:

Voting Members					
Town of Ashland		Charles City County		Chesterfield County	
Nora Amos	X	Sheri Adams		Barbara K. Smith, Chair	X
Goochland County		Gary Mitchell (A)		Chessa Walker (A)	X
Vacant		Hanover County		Henrico County	
New Kent County		Joseph E. Vidunas	X	Todd Eure	
Amy Inman	X	Randy Hardman (A)		Sharon Smidler (A)	X
		Powhatan County		City of Richmond	
		Bret Schardein (A)		Dironna Moore Clarke	X
Non-Voting Members					
GRTC Transit System		CVTA		PlanRVA/RRTP0	
Frank Adarkwa		Chet Parsons	X	Myles Busching	X
Patricia Robinson (A)	X	VDOT		RMTA	
VDRPT		Dale Totten		Joi Taylor Dean	X
Tiffany T. Dubinsky	X	Mark Riblett (A)	X	Virginia Port Authority	
Wood Hudson (A)	X	Liz McAdory (A)		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 November 4, 2024, CVTA TAC Meeting Minutes

On motion by Dironna Moore Clarke, 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 parking lot items in the framework document that still need resolution. She detailed the options the sub-committee on Transit scoring and activity centers (possible options to consider for alternate safety evaluations) discussed.

Myles Busching, PlanRVA, reviewed the travel demand model and where transit fits into it. Travel, wait times and user costs are used in the model.

The data needs for proposed safety needs were reviewed and discussed.

Chair Smith indicated the sub-committee members should meet one more time prior to taking action to recommend Authority approval.

Mr. Parsons noted that TAC should have a redlined version of the document prior to additional changes being made.

8. Working Capital Reserve Strategy - Regional Project Funding

Mr. Parsons reported on the strategy for establishing and maintaining that reserve.

CVTA's financial policies provide for a Working Capital Reserve ("WCR") equal to at least 3 months of the budgeted, annual Regional CVTA Funds. Based upon the FY 2024 preliminary Regional CVTA Funds, the WCR requirement is equal to approximately \$18 million, which for the purposes of establishing the WCR, is the baseline. This amount will fluctuate slightly each year, corresponding to the latest round of revenue estimates received by CVTA each December.

At the close of fiscal year 2024, CVTA had approximately \$11.6 million in investment interest earnings from the Regional CVTA Funds. At its September 27, 2024, meeting, the Authority directed the allocation of \$11.6 million in investment earnings, as follows:

- Allocate \$1.5 million to fund wayfinding implementation for the Fall Line Trail
- Allocate \$5.05 million to initially fund the WCR
- **Allocate \$5.05 million to fund regional projects, to be determined**

The action to set aside \$5.05 million from FY24 interest earnings for regional project development presents the following options, which may be considered by the TAC in addition to others developed by the committee.

1. Preferred: Supplement existing regional projects with an outstanding fund balance. See attached CVTA Allocations (FY25-31).
2. Allocate funding to new regional projects that applied for funding previously but were not final candidates. See attached CVTA Round 3 – Candidate Projects and Recommended Awards.
 - FLT: Route 1 Fill-in-the-Gaps \$24,376,529
 - E. Parham Road Improvements \$2,500,000
 - RT 288 Southbound C-D Road with Genito Ramp \$42,029,450
 - Route 288 Southbound Hard Shoulder Running Lane \$15,000,000

- B Forest Hill Avenue Phase II \$10,544,963
- Huguenot Road (Cranbeck Rd - Robious Rd) Congestion and Safety Improvement \$11,212,381
- Parham Road Improvements Holly Hill to Three Chopt Rd \$2,500,000
- US 60 and Dorset Road Intersection Improvement \$12,731,563
- E. Parham Road and Woodman Road Intersection Improvements \$10,000,000
- I-95 and Parham Rd Interchange \$4,062,500
- Bellwood Connector - PE Only \$3,000,000

There was discussion about the list of existing projects. The amounts listed above are the total project costs. Mr. Parsons noted that staff's recommendation is to use the adopted allocations plan as the first resource since those projects are approved and have a balance to complete.

Committee members discussed determining which projects are eligible for SmartScale. It was noted that VDOT can provide an export report with those projects listed. There was a consensus to wait for SmartScale results before deciding (and provide updates to the Authority in the meantime). It was noted that those results will be out in January.

9. Wayfinding Implementation - Standard Project Agreements

Mr. Parsons reported that, at its meeting on September 27, 2024, the Central Virginia Transportation Authority allocated \$1.5 million to be set aside for implementing the Fall Line Wayfinding Plan along the entire 43-mile planned improvement corridor. The process for reimbursement for wayfinding costs is outlined below.

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.

A draft Wayfinding Implementation SPA template was reviewed. Committee members discussed the language in the draft. Staff will provide a cleaner version as well as the dollar amounts that would be included for each locality. The committee will review at their next meeting before making a recommendation to the Authority.

10. Round 4 Application Process – Timeframe

Mr. Parsons reviewed the updated cycle and asked committee members to review the document and provide feedback. He noted the schedule should have sufficient review time added in. The matter will be reviewed again at the next TAC meeting and the hope is to route it to the Authority in February 2025, so the schedule can be published in early spring.

11. CVTA TAC Member Comments

There were no member comments.

12. Next Meeting: January 13, 2025, at 1:00 p.m.

13. Adjournment

Chair Smith adjourned the meeting at 2:41 p.m.