

Central Virginia Transportation Authority (CVTA)

Technical Advisory Committee (TAC)

Meeting Minutes

Monday, April 14, 1:00 p.m.

Zoom Meeting

Members and Alternates Present:

Voting Members					
Town of Ashland		Charles City County		Chesterfield County	
Nora Amos	X	Sheri Adams	X	Barbara K. Smith, Chair	X
Goochland County		Gary Mitchell (A)		Chessa Walker (A)	X
Josh Gillespie	X	Hanover County		Henrico County	
New Kent County		Joseph E. Vidunas		Sharon Smidler	X
Amy Inman	X	William Hardman (A)	X	Kristen Burton (A)	x
		Powhatan County		City of Richmond	
		Ligon Webb		Dironna Moore Clarke	X
Non-Voting Members					
GRTC Transit System		CVTA		PlanRVA/RRTPo	
Frank Adarkwa	X	Chet Parsons	X	Myles Busching	X
Patricia Robinson (A)	X	VDOT		RMTA	
VDRPT		Dale Totten		Joi Taylor Dean	
Tiffany T. Dubinsky		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 March 10, 2025, CVTA TAC Meeting Minutes

On motion by Sheri Adams, seconded by Dironna Moore Clarke, 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. GRTC FY2026 Regional Public Transportation Plan

Patricia Robinson, GRTC, presented this item and reported that the plan is an annual requirement, identifying how GRTC plans to spend CVTA funds in the upcoming fiscal year. Like previous years, the FY2026 plan addresses the following priorities.

- Ensure the stability and maintenance of transit operations.
- Prioritize capital requirements to maintain assets in good repair and provide targeted rider and business efficiencies and improvements.
- Advance planning studies for operational and capital mobility priorities and needs in the RVA region.
- Prepare for service updates in FY2026.

In FY2025, GRTC focused on expansion efforts and service level increases. Table 1 below summarizes the FY2025 service priorities.

Table 1: FY2025 Service Priorities

FY2025 Service Priorities		
Route/Service	Change	Funding Source
Route 1	Extended 7 miles to service Reynolds Community College, and Virginia Center Commons	Demo Grant - DRPT
Route 1A	Extended 8 miles to Walmart Way in Jan 2024, minor reroute to better accommodate Johnston-Willis Hospital	Demo Grant - DRPT
Routes 7A and 7B	Frequency increase to create a 15-minute trunk service along Nine Mile Road	I-64 Funds
Sandston Microtransit	New Service launched July 2024	TRIP - DRPT

For FY2026, GRTC coordinated with PlanRVA and its regional partners to develop the annual Regional Public Transportation Plan. Efforts to prioritize microtransit zones and maintenance of fixed route service levels will continue in FY2026. GRTC aims to prioritize performance monitoring of the entire network following the extensive changes completed in FY2025 and years prior. Table 2 below shows a list of service priorities for FY2026.

There was discussion about how the percentages are categorized and presented to the Authority. The intent of the Authority is to ensure there are funds available for capital needs. The City of Richmond has taken on the responsibility for the large capital projects and is asking for additional regional

funds to be added to the capital matches category. There was further discussion about maintaining a desired amount in the reserves and whether a change can be made to the plan now that the RRTPO TAC and Policy Board have taken action to approve the plan. There was concern expressed for requesting a change at this point in the process.

On motion by Sheri Adams, seconded by Dironna Moore Clarke, the members of the CVTA Technical Advisory Committee voted unanimously to recommend approval of GRTC Regional Public Transportation Plan as shown (with the understanding that an amendment to the plan could be proposed at a later date (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	
Josh Gillespie	Aye	William Hardman	Aye	Sharon Smidler	Aye
New Kent County		Powhatan		City of Richmond	
Amy Inman	Aye	Absent		Dironna Moore Clarke	Aye

8. Wayfinding Standard Project Agreements – Hanover County & Henrico County

Chet Parsons, Executive Director, presented this matter and reported 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.

Two localities have prepared draft SPAs for their segments of the Fall Line Trail and they are presented for review and recommendation. Hanover and Henrico Counties are prepared to move forward with implementation and have requested CVTA action on the agreements.

There were questions about contracts for signage and the requesting localities clarified that it has not been put out to bid yet, but they are open to exploring options for a potential rider that could be used by the other localities.

On motion by Sharon Smidler, seconded by William Hardman, the members of the CVTA Technical Advisory Committee voted unanimously to recommend approval of the two Standard Project Agreements as presented (voice vote).

9. Working Capital Reserve Interest Earnings Candidate Projects – Regional Project Funding

Mr. Parsons presented this matter and explained that CVTA action in September 2024 pledged to set aside \$5.05 million from FY24 interest earnings for regional project development. The following recommendations are provided by staff following ongoing discussion with the Technical Advisory Committee.

1. Supplement regional project balance entry pool to support project cost increases due to inflation, material costs, and other factors
2. Supplement existing regional projects with an outstanding fund balance that also were candidates for Smart Scale Round 6 funding (sorted by Smart Scale scores).
 - a. CVTA 0060: US 60 / VA 13 Intersection Improvement – Remaining need \$5,190,338 – SS Rank 34
 - b. CVTA 0029: W Broad St Intersection Improvements at Parham Rd – Remaining need \$11,027,868 – SS Rank 39
 - c. CVTA 0059: Rt 1 and Ashcake Intersection – Remaining need \$6,158,329 – SS Rank 67
 - d. CVTA 0042: Route 360 Woodlake to Otterdale – Remaining need \$11,697,475 – SS Rank 94
 - e. All other projects that were both Regional CVTA awards and Smart Scale 6 candidates were \$17 million and above
3. Allocate funding to new regional projects (\$5 million or less) that applied for funding previously but were not final candidates. The following projects were in the Round 3 Regional Funding applicant pool, but the requests noted below will not deliver the project through construction.
 - a. E. Parham Road Improvements – \$2,500,000
 - b. Parham Road Improvements Holly Hill to Three Chopt Rd – \$2,500,000
 - c. I-95 and Parham Rd Interchange – \$4,062,500
 - d. Bellwood Connector - PE Only – \$3,000,000

Committee members had questions, and it was clarified that the first option above just moves funds to a balance entry. Option 2 above are projects that went to SmartScale that were not selected. There was discussion about how the projects were ranked by the CVTA.

Barbara Nelson left the meeting at 1:49 p.m.

There was a consensus that a fiscally conservative approach would be to put the funds into balance entry. Allocating some of the funds to the rural localities was suggested.

Mr. Parsons reported that he believes this is a one-time action; he is not sure if it is intended to be an ongoing, annual process. That would need clarification by the Authority

On motion by Sharon Smidler, seconded by Sheri Adams, the members of the CVTA Technical Advisory Committee voted to recommend the Authority set aside \$5.05 million from FY24 interest earnings to the balance entry (voice vote; Amy Inman abstained).

10. Candidate Project Database 2025 Update - Bond Prep

Mr. Parsons presented this matter and noted that the database will need revisions to more clearly identify a list of regional priorities for consideration. His expectation is that clearer direction will be available by the May CVTA TAC meeting. Staff will work with the Finance Directors and will report back to TAC, the Finance Committee and the Authority. Members were asked to review their lists and see if any refinement is needed. Members requested that staff identify the next steps and milestones for localities to help with refining their lists,

11. Quarterly Reporting Requirements

Mr. Parsons presented this matter and reported that The CVTA operates through the collection of tax revenues that are distributed to localities, GRTC, and among regionally significant projects. This responsibility is codified by the VA General Assembly and part of the CVTA's responsibility is to ensure that the distributed revenues are used for valid transportation purposes.

Chessa Walker left the meeting at 2:00 p.m.

Some CVTA requirements are captured in the various reporting requirements among funding recipients.

Regional reporting: Reporting on active regionally funded projects is underway with those projects submitting reimbursement requests through adopted Standard Project Agreements. Not all requirements of the Standard Project Agreements are being followed as outlined in the SPA. The primary area where additional steps need to be taken to satisfy CVTA policies relates to the CVTA-Locality and CVTA-VDOT SPA Section 2.c, which both state the following:

SPA Requirement: Submit quarterly progress and expenditure reports, and invoices with supporting documentation to the CVTA in the form prescribed by the CVTA. The supporting documentation shall include copies of vendor and contractor invoices paid by the LOCALITY/VDOT, an up-to-date Project summary and schedule, and a cash flow summary of all payment requests, payments, and adjustments in a form prescribed by the CVTA.

Local reporting: Regular reporting of uses for local CVTA dollars is part of the requirement for the distribution of tax revenues. Chapter 33.2-3701 E of the Code of Virginia states:

Each locality's share of the revenues returned pursuant to subdivision D 3 shall be the total of the taxes dedicated to the Fund that are generated or attributable to the locality divided by the total of such taxes dedicated to the Fund. Each locality shall create a separate, special fund in which all revenues received pursuant to subdivision D 3 shall be deposited. Each locality shall annually provide to the Authority sufficient documentation, as required by the Authority, showing that the revenues distributed under subdivision D 3 were used for the purposes set forth therein.

Current practice of the CVTA includes locality members submitting quarterly reporting of local CVTA expenditures and annual certification of those expenditures by locality leadership. Issues with quarterly reporting in the past have included inconsistencies across jurisdictional reports. The goal of this new effort is to reduce or even eliminate the errors and provide a uniform method for every locality to report on their spending efforts.

The following improvements are being introduced to streamline locality reporting:

1. Local Reporting: Standardized reporting materials using a formatted spreadsheet that displays year over year of CVTA local spending. Lifetime expenditures through the second quarter of FY 2025 are shown in the updated format in the attached table.
2. Regional Reporting: Use a standardized format for updating project information, including a project summary, project schedule, and a cash flow summary of all payment requests, payments, and adjustments. The attached table shows a proposed template for ease of use updates that can be accessed by localities and VDOT.
3. Local & Regional Reporting: Use of the newly-designed CVTA website to establish an access-restricted document workspace. At this online location, locality members could access standardized documents that retain format and history and support more consistent recordkeeping.

Committee members discussed options and it was suggested that another column be added that could be updated with each quarterly report. There was discussion about changing the milestones in the reports.

Mr. Parsons reported that a password protected members page is being developed. Localities will be able to enter quarterly reporting there.

12. CVTA TAC Member Comments

Nora Amos commented that Ashland is having a ribbon cutting on May 22nd for the northern end of the Fall Line Trail.

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

14. Adjournment

Chair Smith adjourned the meeting at 2:20 p.m.