

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

**ZOOM MEETING MINUTES
September 20, 2023, 9:00 a.m.**

Members and Alternates Present:

Voting Members					
Town of Ashland		Charles City County		Chesterfield County	
Nora Amos		Gary Mitchell	X	Barbara K. Smith, Vice Chair	X
Goochland County		Rhonda Russell (A)		Chessa D. Walker (A)	
Austin Goyne	X	Hanover County		Henrico County	
Thomas M. Coleman (A)		Joseph E. Vidunas	X	Todd Eure	
New Kent County		Powhatan County		Sharon Smidler (A)	X
Amy Inman	X	Mike Ciriello	X	City of Richmond	
Kelli Le Duc (A)		Bret Schardein (A)		Dironna Moore Clarke, Chair	X
Non-Voting Members					
GRTC Transit System		PlanRVA/RRTP		RMTA*	
Adrienne Torres		Chet Parsons	X	Joi Taylor Dean	
VDOT		VDRPT		Virginia Port Authority	
Dale Totten		Tiffany T. Dubinsky		Barbara Nelson	X
Mark Riblett (A)	X	Daniel Wagner (A)			
Liz McAdory (A)					

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](#).

Virtual participation of this meeting by members of the committee is authorized under the City of Richmond Res. No. 2020-R025, - declaration of a local emergency due to the potential spread of COVID-19, adopted March 16, 2020. The resolution is available [here](#).

1. Welcome and Introductions

The Central Virginia Transportation Authority (CVTA) Technical Advisory Committee (TAC) Vice Chair, Barbara Smith, presided and called the August 14, 2023, CVTA Technical Advisory Committee (TAC) regular meeting to order at 9:03 a.m.

2. Roll Call & Certification of a Quorum

Janice Firestone, Program Manager, 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 August 14, 2023, 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; Austin Goyne abstained).

5. Public Comment Period

There were no requests to address the committee.

6. CVTA TAC Chair's Report

Vice Chair Smith did not have a formal report.

7. FY23 Annual Certification/quarterly Reporting and FY24 Expenditure Plans

a. FY23 Annual Certifications

Chet Parsons, Executive Director, presented this item and offered to answer any questions.

On motion by Joseph Vidunas, seconded by Austin Goyne, the members of the CVTA Technical Advisory Committee voted unanimously to recommend CVTA approval of the FY23 Annual Certifications (voice vote).

b. FY24 Local Allocation Plan

Mr. Parsons presented this item and offered to answer any questions.

On motion by Amy Inman, seconded by Austin Goyne, the members of the CVTA Technical Advisory Committee voted unanimously to recommend CVTA approval of the FY24 Local Allocation Plan (voice vote).

Chair Dironna Moore Clarke joined the meeting at approximately 9:10 a.m.

8. VDOT-CVTA Standard Project Agreements (form update)-

Mr. Parsons explained that the form for the standard agreement has been revised to be more standardized. Legal Counsel has been working with VDOT and locality attorneys to streamline the document.

There was discussion about the lack of language to allow more input by the localities at certain points throughout the process. Locality staff will review the proposed changes and provide feedback. There was a consensus to bring a sub-committee together to go over the language. Barbara Smith, Amy Inman, Dironna Moore Clark, Mark Riblett and Sharon Smidler will participate in the sub-committee. The group will meet the first week of October.

Gary Mitchell joined the meeting at approximately 9:30 a.m.

9. CVTA Regional Projects Cycle - updates

a. Round 3 Schedule

Mr. Parsons went over the proposed schedule for round 3.

On motion by Austin Goyne, seconded by Sharon Smidler, the members of the CVTA Technical Advisory Committee voted unanimously to recommend CVTA Regional Projects Cycle (Round 3) for approval by the Authority (voice vote).

Mr. Parsons asked for feedback on the application form and/or the submission process. Members commented on certain fields in the form that are not working properly.

b. Candidate Project Database

Mr. Parsons gave a brief overview of the database and noted that it is a work in progress at this point. It is intended to be a tool to help match up the allocations after the awards are given and to show what the future needs will be for large, regional projects.

Locality staff will submit their list of additional projects they would like to use CVTA funding for prior to the next meeting and it will be on the meeting agenda. There was a suggestion to have Rebecca Longnaker, Chesterfield County, review the cash flow and go over the possible financial scenarios and outcomes with the Finance Committee.

It was suggested that a footnote be added to show the projects that are VDOT administered that are not currently showing on the list.

There was a discussion about exactly what the localities are being asked to submit. There are large, regionally eligible projects that need funding that are not SmartScale eligible. These are the projects that need to be submitted so the Authority has a clearer view of what needs funding. It was noted that the list can be broken down into PE, right-of-way and construction phases, but they don't need to be broken down into fiscal year quarters.

On motion by Dironna Moore Clarke, seconded by Sharon Smidler, the members of the CVTA Technical Advisory Committee voted unanimously to refer the existing projects spend down plans to CVTA Finance Committee for consideration (voice vote).

c. Projected Available Funding Beyond Allocated Projects

Due to time constraints, this information will be sent out to members.

10. CVTA TAC Member Comments

There were no member comments.

11. Next Meeting: Monday, October 16, 2023, at 1:00 p.m.

12. Adjournment

Chair Clarke adjourned the meeting at 10-10 a.m.