

AGENDA

CENTRAL VIRGINIA TRANSPORTATION AUTHORITY

Friday, January 29, 2021

8:30 a.m.

Zoom Virtual Meeting

Members

- Town of Ashland
- Charles City County
- Chesterfield County
- Goochland County
- Hanover County
- Henrico County
- New Kent County
- Powhatan County
- City of Richmond
- VA House of Delegates
- Senate of VA
- Commonwealth Transportation Board
- VDRPT
- VDOT
- GRTC
- RMTA

Members of the public may observe the meeting via YouTube Live Streaming on the [PlanRVA YouTube Channel](#). Opportunities for sharing comments are described in the [Public Participation](#) guide.

CALL TO ORDER (Thornton)

WELCOME AND INTRODUCTIONS (Thornton)

PLEDGE OF ALLEGIANCE (Thornton)

STATEMENT REGARDING VIRTUAL MEETINGS (Parsons) page 1

ROLL CALL & CERTIFICATION OF A QUORUM (Thornton)

A. ADMINISTRATIVE ITEMS

1. Consideration of Amendments to the Action Meeting Agenda
(Thornton).....

2. Approval of December 4, 2020 CVTA Action Meeting Minutes
(Thornton)..... page 2
Action Requested

3. Open Public Comment Period
(Thornton/5 minutes).....

4. CVTA Chairman’s Report
(Thornton/5 minutes).....

5. Staff Report
(Parsons/10 minutes) page 15

a. Task Authority Matrix

b. HB 1926

B. COMMITTEE REPORTS

- 6. **CVTA Finance Committee Update**
(Stoney) page 17
 - a. **Fiscal Agent Agreements & Financial Policies and Procedures**..... page 18
 - b. **Support Services Memorandum of Understanding (MOU)**.....page 29
Action Requested: Motion to approve the Support Services MOU with PlanRVA for FY2021 and authorize the Chairman to execute.
 - c. **Transit Service Governance Report–Appropriation of Funds** ... page 36
Action Requested: Motion to transfer \$80,000 from the Contingency Line Item to “Contracted Services- Other” with authorization of the Chair to execute the task order.
- 7. **CVTA Technical Advisory Committee Update**
(Eure/5 minutes)..... page 37
 - a. **Transit Service Governance Report - Consultant Selection**
Action Requested: Motion to approve the contract and services as proposed by AECOM/Eno Center for Transportation for development of a Regional Transit Service Governance Report for delivery to the Governor and General Assembly of Virginia.

C. NEW BUSINESS

- 8. **Adoption of 2021 Schedule for Regular Authority Meeting Dates**
(Thornton/5 minutes)..... page 40
Requested Action

D. OTHER BUSINESS

- 9. **CVTA Member Comments**
(Thornton/5 minutes).....
- 10. **Next Meeting: February 26, 2021 (proposed date)**
(Thornton).....

E. ADJOURNMENT

CAP/nm
Attachments

Opening Statement for Electronic Meetings

Due to the 2020 COVID-19 virus and current guidance regarding physical distancing to reduce the potential for spread, meetings of the Central Virginia Transportation Authority are accessible in a virtual format in accordance with provisions of Virginia Code § 2.2-3708.2 and related legislation approved by the General Assembly of Virginia during the period of the Governor's State of Emergency Declaration for COVID-19.

While we meet in a remote/virtual format, we remain committed to public accessibility and opportunity to participate. Staff provided notice of this meeting to members and the public on January 19, 2021 through electronic posting on the PlanRVA website and email distribution of notice to members, alternates, and known interested parties, including the media.

This meeting will be recorded. Audio and visual recordings of the meeting and materials will be posted on the PlanRVA website within 48 hours of this meeting.

Any member of the public participating as an observer during the meeting today may submit comments or questions at any time prior to or during the meeting via email at CVTA@PlanRVA.org. All comments and questions submitted at this time will be reviewed following the meeting and to the extent practical, responses will be provided or posted on the PlanRVA website.

We ask that members identify themselves first when speaking so we can more accurately record the activities of the meeting. All lines should be muted to minimize additional noise and feedback. You may unmute your line at any time to request acknowledgement from the Chair.

Please let us know if you have any questions regarding the process for assuring effective facilitation of this meeting or for how members of the public may participate.

By providing this statement, staff certifies that we have followed the approved procedures for appropriate notice of this meeting and the means by which we are convening.

Please indicate your presence by saying "HERE" when your name is called during a roll call. Anyone who wishes to identify themselves following the roll call of members will be invited to do so.

Agenda Item A.2.

*Minutes of the December 4, 2020 Central Virginia
Transportation Authority (CVTA) Action Meeting*

1

REQUESTED ACTION

*The CVTA is requested to approve the Minutes of
the December 4, 2020 CVTA action meeting as
presented.*

CENTRAL VIRGINIA TRANSPORTATION AUTHORITY

**MINUTES OF ACTION MEETING
 Zoom Video Webinar & PlanRVA YouTube
 December 4, 2020
 8:30 a.m.**

Members Present:

Jurisdiction/Agency	Member	Present	Absent
Town of Ashland	John H. Hodges	x	
Charles City County	William G. Coad	x	
Chesterfield County	Kevin P. Carroll, Vice Chair	x	
Goochland County	Neil Spoonhower	x	
Hanover County	W. Canova Peterson	x	
Henrico County	Frank J. Thornton, Chair	x	
New Kent County	Patricia A. Paige	x	
Powhatan County	David T. Williams	x	
City of Richmond	Mayor Levar M. Stoney	x	
VA House of Delegates	Delegate Delores McQuinn	x	
Senate of Virginia	Senator Jennifer L. McClellan	x	
Commonwealth Transportation Board	Carlos M. Brown	x	

Non-Voting Ex-Officio

Agency	Member	Present
VDRPT	Jennifer Mitchell	x
VDOT	Commissioner Stephen C. Brich	x
GRTC Transit System	Julie Timm	x
RMTA	Joi Taylor Dean	x

The Central Virginia Transportation Authority meeting was held by electronic communication means as set forth by the April 22, 2020 actions of the General Assembly in response to the continued spread of novel coronavirus, or COVID-19. The technology used for this meeting was a web-hosted service created by Zoom Video Webinar and YouTube Live Streaming and was open and accessible for participation by members of the public. Voting record tables are attached to the action meeting minutes in Appendix A. A recording of this meeting is available on the [Plan RVA YouTube Channel](#).

CALL TO ORDER

The Central Virginia Transportation Authority (CVTA) Chairman, Frank J. Thornton, presided and called the December 4, 2020 Central Virginia Transportation Authority action meeting to order at 8:30 a.m.

ATTENDANCE ROLL CALL & CERTIFICATION OF MEETING QUORUM

Nicole Mueller, Program Coordinator for the RRTPO at PlanRVA, took attendance by roll call and certified that a quorum was present.

A. ADMINISTRATION

1. Consideration of Amendments to the Action Meeting Agenda

There were no requested changes to the meeting agenda. Seeing and hearing no objections the December 4, 2020 agenda was approved by acclamation as presented.

2. Approval of October 30, 2020 CVTA Action Meeting Minutes

On motion of John H. Hodges, seconded by Kevin P. Carroll, the CVTA unanimously approved the minutes of the October 30, 2020 action meeting as presented.

3. Open Public Comment Period

Public comment received by email was provided to Authority members and read into the record (see Appendix B).

B. NEW BUSINESS

1. Action on the FY21 Administrative and Operating Expense Budget – Public Hearing

On motion of W. Canova Peterson, seconded by Kevin P. Carroll, the Central Virginia Transportation Authority (CVTA) unanimously approved the following resolution:

RESOLVED, that the Central Virginia Transportation Authority (CVTA) adopts the FY21 Administrative and Operating Expense Budget as presented.

2. Action on Agreement for Revenue Transfers with the Virginia Department of Transportation –

On motion of Mayor Levar M. Stoney, seconded by Kevin P. Carroll, the Central Virginia Transportation Authority (CVTA) unanimously approved the following resolution:

RESOLVED, that the Central Virginia Transportation Authority (CVTA) approves the full Memorandum of Agreement for Revenue Transfers between the Virginia Department of Transportation and the Central Virginia Transportation Authority including all exhibits as presented and recommends approval by the Commonwealth Transportation Board at its December meeting.

3. Action on Insurance Services

On motion of Kevin P. Carroll, seconded by Delegate McQuinn, the Central Virginia Transportation Authority (CVTA) unanimously approved the following resolution:

RESOLVED, that the Central Virginia Transportation Authority (CVTA) authorizes the CVTA Finance Committee to select a qualified offeror and negotiate purchase of insurance coverage for the Authority.

4. Action on Transit Service Governance Report – Scope of Work

On motion of Kevin P. Carroll, seconded by W. Canova Peterson, the Central Virginia Transportation Authority (CVTA) unanimously approved the following resolution:

RESOLVED, that the Central Virginia Transportation Authority (CVTA) approves the scope of work for the Regional Transit Service Governance Report as presented and authorize staff to work with DRPT to solicit proposals for service.

5. Action on CVTA Financial Administration and Management

Vice Chair Carroll moved “to authorize the CVTA Finance Committee to develop financial policies and procedures and implement a strategy for locality management of key financial management functions on the Authority’s behalf through negotiation of one or more fiscal agent agreements” which was then amended by Mr. Brown.

On motion of Kevin P. Carroll, seconded by David T. Williams, the Central Virginia Transportation Authority (CVTA) unanimously approved the following resolution:

RESOLVED, that the Central Virginia Transportation Authority (CVTA) amends the original motion offered by Mr. Carroll, as follows: the Central Virginia Transportation Authority (CVTA) authorizes the CVTA Finance Committee to take such actions as are necessary and appropriate to establish banking, advisory and audit services for the Authority and to develop such financial policies and procedures as are deemed necessary and appropriate for consideration of the CVTA at its next scheduled meeting.

On motion of Carlos M. Brown, seconded by David T. Williams, the Central Virginia Transportation Authority (CVTA) unanimously approved the following resolution:

RESOLVED, that the Central Virginia Transportation Authority (CVTA) authorizes the CVTA Finance Committee to take such actions as are necessary and appropriate to establish banking, advisory and audit services for the Authority and to develop such financial policies and procedures as are deemed necessary and appropriate for consideration of the CVTA at its next scheduled meeting.

C. OTHER BUSINESS

2. Next CVTA Authority Meeting: January 29, 2021

The next action meeting will be held on January 29, 2021, beginning at 8:30 a.m.

D. ADJOURNMENT:

Chairman Thornton adjourned the meeting at approximately 10:15 a.m. on December 4, 2020.

CAP/nm

Appendix A

Motion as presented: Motion to approve the minutes of the October 30, 2020 CVTA action meeting minutes as presented. (A.2.)
 First: Hodges
 Second: Carroll

Select location of proposed service/facility = N/A

Members	Population*	Weighted Votes	UNWEIGHTED				Voting Check	Population "Yays"	WEIGHTED	
			"Yay"	"Nay"	Abstain	Absent			"Yay"	"Nay"
Ashland	7,553	1	1				Ok	7,553	1	0
Charles City	7,331	1				1	Ok	-	0	0
Chesterfield	333,450	4	1				Ok	333,450	4	0
Goochland	22,277	2	1				Ok	22,277	2	0
Hanover	96,460	3	1				Ok	96,460	3	0
Henrico	320,717	4	1				Ok	320,717	4	0
New Kent	20,468	2	1				Ok	20,468	2	0
Powhatan	28,442	2				1	Ok	-	0	0
Richmond	217,938	4	1				Ok	217,938	4	0
Delegate		1	1				Ok		1	0
Senator		1	1				Ok		1	0
CTB Member		1	1				Ok		1	0
*Jul. 1, 2015 Weldon Cooper	1,054,636	26	10	0	0	2	12	1,018,863	23	0

OVERALL VOTE = PASS

Voting Check	VALID
Quorum Present	YES
Weighted Vote Simple Majority	PASS
4/5 Population in Affirmative	PASS

Appendix A

Motion as presented: Motion to adopt the FY21 Administrative and Operating Expense Budget as presented. (B.1.)
 First: Peterson
 Second: Carroll

Select location of proposed service/facility = N/A

Members	Population*	Weighted Votes	UNWEIGHTED				Voting Check	Population "Yays"	WEIGHTED	
			"Yay"	"Nay"	Abstain	Absent			"Yay"	"Nay"
Ashland	7,553	1	1				Ok	7,553	1	0
Charles City	7,331	1				1	Ok	-	0	0
Chesterfield	333,450	4	1				Ok	333,450	4	0
Goochland	22,277	2	1				Ok	22,277	2	0
Hanover	96,460	3	1				Ok	96,460	3	0
Henrico	320,717	4	1				Ok	320,717	4	0
New Kent	20,468	2	1				Ok	20,468	2	0
Powhatan	28,442	2	1				Ok	28,442	2	0
Richmond	217,938	4	1				Ok	217,938	4	0
Delegate		1	1				Ok		1	0
Senator		1	1				Ok		1	0
CTB Member		1	1				Ok		1	0
*Jul. 1, 2015 Weldon Cooper	1,054,636	26	11	0	0	1	12	1,047,305	25	0

OVERALL VOTE = PASS

Voting Check	VALID
Quorum Present	YES
Weighted Vote Simple Majority	PASS
4/5 Population in Affirmative	PASS

Appendix A

Motion as presented: Motion to approve full MOA between VDOT and CVTA incl. all exhibits as presented and recommend approval by the CTB at its December meeting. (B.2.)
 First: Stoney
 Second: Carroll

Select location of proposed service/facility = N/A

Members	Population*	Weighted Votes	UNWEIGHTED				Voting Check	Population "Yays"
			"Yay"	"Nay"	Abstain	Absent		
Ashland	7,553	1	1				Ok	7,553
Charles City	7,331	1	1				Ok	7,331
Chesterfield	333,450	4	1				Ok	333,450
Goochland	22,277	2	1				Ok	22,277
Hanover	96,460	3	1				Ok	96,460
Henrico	320,717	4	1				Ok	320,717
New Kent	20,468	2	1				Ok	20,468
Powhatan	28,442	2	1				Ok	28,442
Richmond	217,938	4	1				Ok	217,938
Delegate		1	1				Ok	
Senator		1	1				Ok	
CTB Member		1	1				Ok	
*Jul. 1, 2015 Weldon Cooper	1,054,636	26	12	0	0	0	12	1,054,636

WEIGHTED	
"Yay"	"Nay"
1	0
1	0
4	0
2	0
3	0
4	0
2	0
2	0
4	0
1	0
1	0
1	0
26	0

OVERALL VOTE = PASS

Voting Check	VALID
Quorum Present	YES
Weighted Vote Simple Majority	PASS
4/5 Population in Affirmative	PASS

Appendix A

Motion as presented: Motion to authorize the CVTA Finance Committee to select a qualified offeror and negotiate purchase of insurance coverage for the Authority (B.3.)

First: Carroll

Second: McQuinn

Select location of proposed service/facility = N/A

Members	Population*	Weighted Votes	UNWEIGHTED				Voting Check	Population "Yays"
			"Yay"	"Nay"	Abstain	Absent		
Ashland	7,553	1	1				Ok	7,553
Charles City	7,331	1	1				Ok	7,331
Chesterfield	333,450	4	1				Ok	333,450
Goochland	22,277	2	1				Ok	22,277
Hanover	96,460	3	1				Ok	96,460
Henrico	320,717	4	1				Ok	320,717
New Kent	20,468	2	1				Ok	20,468
Powhatan	28,442	2	1				Ok	28,442
Richmond	217,938	4	1				Ok	217,938
Delegate		1	1				Ok	
Senator		1	1				Ok	
CTB Member		1	1				Ok	
*Jul. 1, 2015 Weldon Cooper	1,054,636	26	12	0	0	0	12	1,054,636

WEIGHTED	
"Yay"	"Nay"
1	0
1	0
4	0
2	0
3	0
4	0
2	0
2	0
4	0
1	0
1	0
1	0
26	0

OVERALL VOTE = PASS

Voting Check	VALID
Quorum Present	YES
Weighted Vote Simple Majority	PASS
4/5 Population in Affirmative	PASS

Appendix A

Motion as presented: Motion to approve the scope of work for Regional Transit Serv. Governance report and authorize staff to work with DRPT to solicit proposals for service. (B.4.)
 First: Carroll
 Second: Peterson

Select location of proposed service/facility = N/A

Members	Population*	Weighted Votes	UNWEIGHTED				Voting Check	Population "Yays"	WEIGHTED	
			"Yay"	"Nay"	Abstain	Absent			"Yay"	"Nay"
Ashland	7,553	1	1				Ok	7,553	1	0
Charles City	7,331	1	1				Ok	7,331	1	0
Chesterfield	333,450	4	1				Ok	333,450	4	0
Goochland	22,277	2	1				Ok	22,277	2	0
Hanover	96,460	3	1				Ok	96,460	3	0
Henrico	320,717	4	1				Ok	320,717	4	0
New Kent	20,468	2	1				Ok	20,468	2	0
Powhatan	28,442	2	1				Ok	28,442	2	0
Richmond	217,938	4	1				Ok	217,938	4	0
Delegate		1	1				Ok		1	0
Senator		1	1				Ok		1	0
CTB Member		1	1				Ok		1	0
*Jul. 1, 2015 Weldon Cooper	1,054,636	26	12	0	0	0	12	1,054,636	26	0

OVERALL VOTE = PASS

Voting Check	VALID
Quorum Present	YES
Weighted Vote Simple Majority	PASS
4/5 Population in Affirmative	PASS

Appendix A

Motion as presented: Motion to amend motion offered by Mr. Carroll as presented in agenda item B.5. by Mr. Brown.
 First: Carroll
 Second: Williams

Select location of proposed service/facility = N/A

Members	Population*	Weighted Votes	UNWEIGHTED				Voting Check	Population "Yays"	WEIGHTED	
			"Yay"	"Nay"	Abstain	Absent			"Yay"	"Nay"
Ashland	7,553	1	1				Ok	7,553	1	0
Charles City	7,331	1	1				Ok	7,331	1	0
Chesterfield	333,450	4	1				Ok	333,450	4	0
Goochland	22,277	2	1				Ok	22,277	2	0
Hanover	96,460	3	1				Ok	96,460	3	0
Henrico	320,717	4	1				Ok	320,717	4	0
New Kent	20,468	2	1				Ok	20,468	2	0
Powhatan	28,442	2	1				Ok	28,442	2	0
Richmond	217,938	4	1				Ok	217,938	4	0
Delegate		1	1				Ok		1	0
Senator		1	1				Ok		1	0
CTB Member		1	1				Ok		1	0
*Jul. 1, 2015 Weldon Cooper	1,054,636	26	12	0	0	0	12	1,054,636	26	0

OVERALL VOTE = PASS

Voting Check	VALID
Quorum Present	YES
Weighted Vote Simple Majority	PASS
4/5 Population in Affirmative	PASS

Appendix A

Motion as presented: Motion to authorize Fin. Comm to establish banking, advisory and audit services for the Authority and to develop financial policies and procedures.

First: Brown

Second: Williams

Item B.5. PLEASE SEE ACTION MEETING MINUTES FOR COMPLETE MOTION.

Select location of proposed service/facility = **N/A**

Members	Population*	Weighted Votes	UNWEIGHTED				Voting Check	Population "Yays"
			"Yay"	"Nay"	Abstain	Absent		
Ashland	7,553	1	1				Ok	7,553
Charles City	7,331	1	1				Ok	7,331
Chesterfield	333,450	4	1				Ok	333,450
Goochland	22,277	2	1				Ok	22,277
Hanover	96,460	3	1				Ok	96,460
Henrico	320,717	4	1				Ok	320,717
New Kent	20,468	2	1				Ok	20,468
Powhatan	28,442	2	1				Ok	28,442
Richmond	217,938	4	1				Ok	217,938
Delegate		1	1				Ok	
Senator		1	1				Ok	
CTB Member		1	1				Ok	
*Jul. 1, 2015 Weldon Cooper	1,054,636	26	12	0	0	0	12	1,054,636

WEIGHTED	
"Yay"	"Nay"
1	0
1	0
4	0
2	0
3	0
4	0
2	0
2	0
4	0
1	0
1	0
1	0
26	0

OVERALL VOTE = **PASS**

Voting Check	VALID
Quorum Present	YES
Weighted Vote Simple Majority	PASS
4/5 Population in Affirmative	PASS

Appendix B: Public Comment

Central Virginia Transportation Authority (CVTA)

Meeting on December 4, 2020

Good morning CVTA members,

My name is Nelson Reveley. I am a resident of Henrico County and the Director of Operations for RVA Rapid Transit. As many know, RVA Rapid Transit is an organization dedicated to education and advocacy for a regional public transit system and the ways robust transit helps people to lead healthier, more productive, and more interconnected lives.

The full vision for frequent, far-reaching public transit is captured in PlanRVA's "Greater RVA Transit Vision Plan." We are very thankful for the progress that has been made to date on this front and for growing bus service in the City, Henrico, and Chesterfield. We are very grateful as well for the establishment of the CVTA and the work that you and staff have poured into getting it up and running.

To bring the regional vision to reality, it is of course key to continue growing investments in public transit. The returns on these investments are immense, and they include:

- residents getting to jobs and education, earning income and charting career paths for themselves and their families;
- residents having reduced health care costs as they are able to more readily reach routine doctors appointments, access nutritious food in grocery stores, enjoy cleaner air, and additionally weave walking into everyday life;
- residents being able to access key activity centers, resources, and amenities of our region *even and especially if* they are not able to drive or own a personal vehicle (seniors, youth, people with disabilities, people who can't afford the high cost of a car);
- visitors being able to easily navigate our region when arriving by bus, train, or plane.

Ultimately, a comprehensive, effective regional public transit system will make our region a more inclusive and prosperous place to live, work, play, and visit. And we continue to encourage your work towards this end. Thank you again very deeply.

Grace and Peace,

Nelson Reveley
Director of Operations, RVA Rapid Transit

From: Carl Schwendeman <schwendemaca@vcu.edu>

Sent: Wednesday, December 2, 2020 11:24 AM

To: CVTA <CVTA@planrva.org>

Subject: Adding sidewalks to Huguenot Road and extending the Powhatan Village Sidewalks East

Good day my name is Carl Schwendeman and I would like to ask could the Central Virginia Transportation Authority at least fund the construction of extending the Powhatan Courthouse Village Sidewalks 1,200 feet east from Intersection of Old Buckingham Road and General Scott Blvd for 2021. I heard a project like this could cost between \$ 200,000 to \$720,000?

My dream would be to extend the Powhatan Village Sidewalks 2 miles east from the Courthouse down Old Buckingham Road to the intersection of Academy Road and US Route 60.

Powhatan County had a Smart Scale project to extend the Powhatan Village sidewalks West 0.7th of a mile from the end of sidewalk at Mann Road and Old Buckingham Road down Old Buckingham Road. The Sidewalk project got canceled due to the road projects benefiting US Route 60 getting on to smart scale Is it possible that the Central Virginia Authority could fund this sidewalk project instead of Smart Scale? Or could it be possible for Central Virginia to fund a sidewalk project that would extend the Powhatan Village sidewalks east from Buckingham Road and Man Road for 1.3 miles west down Old Buckingham Road and Emanuel Church Rd to the Intersection of US Route 522 and US Route 60?

Also could they fund the construction of new sidewalks from the Intersection of Old Otterdale Road and US Route 60 across the double highway railroad overpasses which need repairs and could have the sidewalks run 0.4th of a mile to the Intersection of North Otterdale Road?

Huguenot Road between Robous Road and Huguenot Road and US Route 60 has a lot of missing hundred foot wide gaps in the sidewalks that need to be funded to fill in the missing gaps in the sidewalk system along with some pedestrian crossings. It's not uncommon to see people walking around along these roads at [4.AM](#) in the morning.

Thank you

Agenda Item A.5.

Staff Report

2

a. *Task Authority Matrix*.....PPT
(PowerPoint Presentation)

b. *HB 1926*.....page 16

21102105D

HOUSE BILL NO. 1926

Offered January 13, 2021

Prefiled January 10, 2021

A *BILL to amend and reenact § 33.2-3703 of the Code of Virginia, relating to Central Virginia Transportation Authority; membership.*

Patron—McQuinn

Committee Referral Pending

Be it enacted by the General Assembly of Virginia:

1. That § 33.2-3703 of the Code of Virginia is amended and reenacted as follows:

§ 33.2-3703. Composition of Authority.

The Authority shall consist of ~~16~~ 17 members as follows:

1. The chief elected officer, or his designee, of the governing body of each of the counties embraced by the Authority;

2. The chief elected officer, or his designee, of the City of Richmond and the Town of Ashland;

3. One member of the House of Delegates who resides in a county or city embraced by the Authority, appointed by the Speaker of the House, and one member of the Senate who resides in a county or city embraced by the Authority, appointed by the Senate Committee on Rules;

4. A member of the Commonwealth Transportation Board who resides in a locality embraced by the Authority and is appointed by the Governor; and

5. The following ~~four~~ five persons serving ex officio as nonvoting members of the Authority: the Director of the Department of Rail and Public Transportation, or his designee; the Commissioner of Highways, or his designee; *the Executive Director of the Virginia Port Authority, or his designee*; the Chief Executive Officer of the Greater Richmond Transit Company (GRTC); and the Chief Executive Officer of the Richmond Metropolitan Transportation Authority.

All members of the Authority shall serve terms coincident with their terms of office. Vacancies shall be filled in the same manner as the original appointment. If a member of the Authority who represents a locality as provided in subdivision 1 or 2 is unable to attend a meeting of the Authority, he may designate another current elected official of such governing body to attend such meeting of the Authority. Such designation shall be for the purposes of one meeting and shall be submitted in writing or electronically to the Chairman of the Authority at least 48 hours prior to the affected meeting.

The Authority shall elect a chairman and vice-chairman from among its voting membership.

The Auditor of Public Accounts, or his legally authorized representatives, shall annually audit the financial accounts of the Authority, and the cost of such audit shall be borne by the Authority.

INTRODUCED

HB1926

1/11/21 10:31

Agenda Item B.6.

CVTA Finance Committee Update

a. *Fiscal Agent Agreements*..... page 18
Financial Policies and Procedurespage 22
No Action Requested

b. *Support Services Memorandum of Understanding (MOU)*..... page 29
Action Requested: Motion to approve the Support Services MOU with PlanRVA for FY2021 and authorize the Chairman to execute.

c. *Transit Service Governance Report – Appropriation of Funds* page 36
Action Requested: Motion to transfer \$80,000 from the Contingency Line Item to “Contracted Services-Other” with authorization of the Chair to execute the task order.

3

AGREEMENT TO PROVIDE FISCAL SERVICES

This Agreement (“Agreement”) is entered into between the CENTRAL VIRGINIA TRANSPORTATION AUTHORITY (hereinafter referred to as “the Authority”) and ___Chesterfield County_____, VIRGINIA (hereinafter referred to as “the County or the City”) this __11th_____, day of __January, 2021_____.

Whereas, the Authority was created pursuant to Chapter 42 of Title 15.2, Code of Virginia; and

Now therefore, it is agreed by the parties as follows:

- I. Fiscal Agent Services: The County agrees to serve as Fiscal Agent for the Authority starting __December 10_____, 2021____, and specifically agrees to provide the following services in that capacity:
 - a. Receive, manage and distribute revenues transferred to the Authority. The Treasurer of the County will invest any funds not disbursed to the localities in an account or accounts separate from County funds in accordance with Authority policies and procedures. Interest earnings will be accounted for separately and reported out on at least an annual basis. All approvals for disbursement of locality specific funds or funds held in the separately established regional account shall be in accordance with the Authority’s approved financial policies and procedures. The associated accounts described herein will be provided through the County’s banking services contract.
 - b. Provide financial advisory services to the Authority on an as needed basis via the County’s contract for advisory services.
- II. This agreement shall remain in force and effect until the Authority or the County gives written notice to the other of its desire to terminate the Agreement. Such notice shall be given at least 60 days prior to the date of termination, unless otherwise agreed.

3. This Agreement is made in, and shall be construed in accordance with and governed by the laws of the Commonwealth of Virginia and any dispute between the parties shall be resolved in the Circuit Court of Chesterfield County and in no other forum.
4. The County shall not be required to appropriate any County funds for the purpose of performing this Agreement. The cost of services provided via this Agreement will be billed directly to the Authority and not to the County, and should be limited to the cost of contractual services accessed through the Agreement.

Wherefore, the parties, by signing this Agreement below, evidence their intent to be bound thereby.

CENTRAL VIRGINIA TRANSPORTATION AUTHORITY

By: Frank J. Shorten

COUNTY/CITY, VIRGINIA

By: 

AGREEMENT TO PROVIDE FISCAL SERVICES

This Agreement (“Agreement”) is entered into between the CENTRAL VIRGINIA TRANSPORTATION AUTHORITY (hereinafter referred to as “the Authority”) and _____, VIRGINIA (hereinafter referred to as “the County or the City”) this _____ day of _____.

Whereas, the Authority was created pursuant to Chapter 42 of Title 15.2, Code of Virginia; and

Now therefore, it is agreed by the parties as follows:

1. Fiscal Agent Services: The City agrees to serve as Fiscal Agent for the Authority starting _____, 20____, and specifically agrees to provide the following services in that capacity:
 - a. Maintain accounting records for the Authority in accordance with generally accepted accounting principles to reflect the Authority’s assets, liabilities, equity, revenue, expenses, estimated revenues, budgeted expenses and commitments as appropriate.
 - b. Procure financial audit services to the Authority through the City’s audit contract. This section includes the City providing information to the auditor retained by the Authority, preparing and meeting with the auditor to review the preliminary audit report and publishing audited financial statements for the Authority. The City will be responsible for ensuring compliance with generally accepted accounting principles and all state and federal guidelines.
2. This agreement shall remain in force and effect until the Authority or the City gives written notice to the other of its desire to terminate the Agreement. Such notice shall be given at least 60 days prior to the date of termination, unless otherwise agreed.

3. This Agreement is made in, and shall be construed in accordance with and governed by the laws of the Commonwealth of Virginia and any dispute between the parties shall be resolved in the Richmond Circuit Court and in no other forum.
4. The City shall not be required to appropriate any City funds for the purpose of performing this Agreement. The cost of services provided via this Agreement will be billed directly to the Authority and not to the City, and should be limited to the cost of contractual services accessed through the Agreement.

Wherefore, the parties, by signing this Agreement below, evidence their intent to be bound thereby.

CENTRAL VIRGINIA TRANSPORTATION AUTHORITY

By: _____

CITY/CITY, VIRGINIA

By: _____

CENTRAL VIRGINIA TRANSPORTATION AUTHORITY

Financial Policies and Procedures

December 9, 2020

This policy document establishes policies and procedures for the financial management of the Central Virginia Transportation Authority (Authority). The objectives of these policies include:

- Achieve strong internal controls and adequate design over financial accounts and processes
- Proper review and approval of financial transactions
- Operational efficiency, standardization and compliance with accounting and reporting best practices

Roles and Responsibilities

- I. Authority.** The Authority is responsible for administering the Central Virginia Transportation Fund, established by § 33.2-3701 of the *Code of Virginia* (“Fund”), providing broad financial guidance and oversight of the Funds, to include approval of Fund distributions, budget parameters, annual program plans, and the annual budget.
- II. Finance Committee.** The Finance Committee shall be responsible for advising the Authority on all financial matters and overseeing financial activities undertaken by professional staff, including:
 - A.** Reviewing, commenting on, and recommending the annual revenue projections, budget, and any budget amendments.
 - B.** Overseeing the Authority’s financial policies (e.g. bond, investment, procurement) and making appropriate recommendations.
 - C.** Monitoring contracts for services.
 - D.** Monitoring expenditures for compliance with policies and guidance of the Authority.
 - E.** Approving the audit work plan supporting the annual preparation of financial statements, including meeting with the auditor before the audit begins and when it has concluded.
 - F.** Reviews and approves all financial reports.
 - G.** Reviews and approves all issued checks and/or check signing procedures
 - H.** Reviews and approves all non-budgeted expenditures.
 - I.** Assisting with other financial activities as may be directed by the Authority.
- III. Chief Financial Staff** (*as identified by the Authority*)
 - A.** Manage the Authority’s finances on a day-to-day basis.
 - B.** Execute the Authority-approved budget(s).
 - C.** Develop financial mechanisms/procedures to ensure financial accountability and transparency.
 - D.** Ensure that there are written procedures (financial operation policies) for the fiscal operation of the Authority.

E. Provide monthly financial management reports.

IV. Fiscal Agent(s)

A. Assist CVTA Chief Financial Staff with all responsibilities, as needed.

B. Provide agreed upon supports described in the Fiscal Agent Agreement (s), which is incorporated by reference and attached hereto.

Financial Management and Operations

I. Purpose. This policy establishes general guidance for the financial management of the CVTA. The objectives of these policies include:

A. Establishing a framework for strong internal controls and processes.

B. Ensuring proper management, review, and approval of financial transactions.

C. Achieving operational efficiencies through standardization of practices.

II. General Guidelines. Financial planning and budgeting shall comply with the following guidelines:

A. Consistency with Authority policies, strategic plan, project plans, and expressed priorities.

B. Clarity with respect to any assumptions used in budget development.

C. Manage cash flow of tax revenues appropriated by the Commonwealth of Virginia.

D. Allocating funds consistent with the Code of Virginia and CVTA bylaws.

E. The CVTA administrative and operating budget funds are to be allocated from the Fund prior to allocations to Fund recipients, per § 33.2-3701(D) of the *Code of Virginia*.

F. Planning and budgeting process that provides for Authority approval of an annual budget by May 15th.

G. The financial condition of the Authority shall be reviewed by the Finance Committee on a quarterly basis and the Authority annually, or as necessary.

H. Annually the Finance Committee and the Authority will review the annual audited Financial Statements.

I. Expenditures shall be consistent with the approved budget. The Chief Financial Staff may make minor operating budget adjustments (\$10,000 or less) between program areas at his/her discretion; however, major adjustments (>\$10,000) shall have the advance approval by the Finance Committee.

III. Banking and Accounts

1. The designated representative of the CVTA Fiscal Agent for banking services, upon authorization from the Authority, and with the assistance of the CVTA Administrator, opens and closes all bank and other financial accounts.

2. The CVTA Chair, and Vice Chair and the Finance Committee Chair and Vice Chair shall have signature authority on all accounts. A designated staff representative of the CVTA may also be authorized to sign checks and make disbursements up to \$5,000 for expenditures that are explicitly included in the annual administrative and operating expense budget. Checks/disbursements over \$5,000 must be countersigned by the Chair or Vice Chair of the Authority or the Finance Committee. In all cases, expenditures must be consistent with the approved budget or a separate approval by the Authority. Additional procedures must be followed when making disbursements of regional project funds or GRTC funds, as further described herein.
3. No petty cash or other ‘Cash on Hand’ will be permitted.

IV. Financial Advisory Services

The designated representative of the CVTA Fiscal Agent, in conjunction with the financial advisory firm as provided via the fiscal agent agreement for advisory services, will make necessary recommendations to the finance committee on a range of topics including but not limited to: investments, reserve levels, and the consideration of any future debt issuances.

V. Investments

- 1) **General.** This statement of investment policy establishes policies for the safeguarding and efficient management of Authority funds and for the purchase, sale, and custody of investment instruments. The goal is to minimize risk and to ensure the availability of cash to meet Authority expenditures, while generating revenue from the use of funds, which might otherwise remain idle.
- 2) **Objectives.**
 - a. The primary objectives of the Authority’s investment activities, in priority order, are safety, liquidity, and yield.
 - b. The investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles. This objective shall take into account constraints as to acceptable risk, the characteristics of the Authority’s cash flows, and the funding expectations of approved projects.
 - c. The Authority shall utilize a third-party investment service as provided by the fiscal agent for financial advisory services to accomplish objectives a and b, in conjunction with the Investment Agent, as provided for through the Fiscal Agent Agreement.
 - d. The Investment Agent, as provided for through the Fiscal Agent Agreement, shall, annually provide an investment strategy and plan to the Finance Committee.

VI. Annual Audit

The designated representative of the CVTA Fiscal Agent will, in conjunction with a certified 'Vendor', provide advice and consultation, review of financial records and perform the annual audit for the Authority.

1. **Audit Requirements.** The *Code of Virginia* § 30-140, requires that all authorities, boards and commissions having financial transactions in excess of \$25,000 shall file an audit report within 90 days after the close of the fiscal year with the Auditor of Public Accounts.
 - a) An audit by an independent certified public accountant shall be conducted at least annually. Such audits will, at a minimum, obtain an opinion as to the accuracy of the annual financial statements. Additional audit activity may be obtained by the Finance Committee as it deems prudent. Access to audit services will be provided by the fiscal agent.
2. **Public Notice.** The *Code of Virginia* § 30-140, requires the CVTA to publish a summary statement of financial condition in a newspaper of general circulation based on its locality. The minimum statement should include total assets, liabilities, and fund balances; total revenues, expenditures, and other sources or uses; and, the resulting net change in fund balances.
3. **Auditing Standards.** The audit must be conducted in accordance with generally accepted auditing standards and Government Auditing Standards.
4. **Financial Reporting Requirements.** The Auditor of Public Accounts requires the CVTA's financial statements be prepared in accordance with the provisions of the Governmental Accounting Standards Board (GASB).
5. **Audit Vendor.** The locality serving as the fiscal agent for audit services for the Authority shall be responsible for procuring audit services, as needed. The Authority is responsible for all costs related to the annual audit of CVTA financial records.

Local Distribution (50% Funds)

I. General.

- A. The Authority, through the fiscal agent for banking services, will segregate funds received from the Commonwealth of Virginia between 50% Local Distribution Funds, 15% GRTC Funds, and 35% Regional Revenue Funds as soon as practicable.
- B. The Authority, through the fiscal agent for banking services, will segregate and distribute Local Funds to jurisdictions based on the proportionate share of each jurisdiction's sales and gas tax each month.

- C. Localities will be required to certify and accept the transfer amounts before funds are disbursed and confirm receipt.
- D. Each jurisdiction shall deposit its Local Funds received from the CVTA into a separate, special fund.
- E. Local Funds must be spent in compliance with the Central Virginia Transportation Authority Act and the CVTA bylaws.
- F. Each jurisdiction is required to provide the Finance Committee a quarterly report on expenditures and must provide CVTA an annual report on expenditures by August 1 each year in the format required by the CVTA. If the annual report is not received by August 1, transfers of the current fiscal year will cease until the certification is submitted in good form.

Regional Revenue (35% Funds)

I. General.

A. Regional Funds shall be used to:

- a) Fund or maintain a Working Capital Reserve in an amount determined by CVTA Finance Committee.
- b) Fund cost of issuance and other debt-related fees and services, and debt service payments undertaken by the CVTA.
- c) To fund “pay-as-you-go” (Pay-Go) projects or studies approved by CVTA.

Each project financed by Regional Funds must meet the planning and scoring criteria established by CVTA and must be approved as a regional project through appropriate prioritizing procedures as recommended by the Technical Advisory Committee and approved by the Authority. The planning criteria must be based on an objective and quantifiable analysis that considers the benefits of projects relative to their cost.

- B.** The Standard Project Agreement (SPA) incorporated within the Memorandum of Agreement Between the VDOT and the CVTA establishes the roles and responsibilities of each party for projects funded by Regional Revenue Funds.

II. Responsibilities.

A. CVTA Administrator.

- 1. Written requests for supplemental project funding shall be submitted to the CVTA Administrator for review. The CVTA Administrator will present a recommendation to the Finance Committee for consideration. The Finance Committee may make a recommendation on any such request to the Authority for final determination.
- 2. The CVTA Administrator will advise the recipient in writing of questionable uses of any funding which comes to the Authority’s attention.

The CVTA Administrator will provide a report of the incident and make recommendations for resolution to the Finance Committee. The Finance Committee will forward the issue and possible resolution to the Authority. Additional funding may be withheld until final resolution of the matter.

3. The CVTA Administrator will provide the Finance Committee with quarterly reports on the status of funding for regional projects and will report the same to the Authority at least annually or as otherwise needed.

B. CVTA Fiscal Agent, in coordination with the CVTA Administrator.

1. The Lead staff of the Fiscal Agent for audit services has primary responsibility to ensure Regional Revenue Funds are properly safeguarded and managed.
2. The Lead staff of the Fiscal Agent for audit services will manage the requisition process in coordination with the CVTA Administrator, as outlined in the Standard Project Agreement, for cash flow purposes to facilitate reimbursement to the recipient within 45 days of receiving a completed and approved requisition request.
3. The Lead staff of the Fiscal Agent for audit services will manage the Authority's cash position to ensure availability of funds to meet programmed reimbursement requests.
4. The Lead staff of the Fiscal Agent for audit services will coordinate with the CVTA Administrator to provide the Finance Committee with quarterly reports on the status of funding for regional projects and will report the same to the Authority at least annually or as otherwise needed.

C. Recipients.

1. Each recipient is responsible to ensure work is performed in accordance with all applicable federal, state, and local laws and regulations, and the SPA.
2. A recipient must acknowledge that the Authority will not be responsible for operating or maintaining the project upon completion.
3. A recipient must comply with will federal and state requirements for other funding sources which may be used to fund the project and certify that it has adhered to all applicable laws and regulations, as well as the requirements of the agreement.

D. Other

1. All payments made from regional funds must be first approved or otherwise certified by the chair and vice-chair of the Finance Committee, or their designees, as well as the host locality for the project or VDOT, whomever is serving as project manager.

GRTC Revenue (15% Funds)

- A.** The Authority will segregate and distribute GRTC funding according to the methodology described in the state code.
- B.** No locality embraced by the Authority shall reduce its local funding for public transit by more than 50 percent of what it appropriated for public transit as of July 1, 2019.
- C.** GRTC is required to provide the Finance Committee a quarterly report on expenditures and must provide CVTA an annual report on expenditures by August 1 each year in the format required by the CVTA. If the annual report is not received by August 1, transfers of the current fiscal year will cease until the certification is submitted in good form.
- D.** All payments made to GRTC must be first approved or otherwise certified by the localities of the chair and vice-chair of the Finance Committee.

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

This Memorandum of Understanding (MOU) is executed as of July 1, 2020 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 may continue to engage PlanRVA for these services.

WHEREAS, PlanRVA is the Planning District Commission for Planning District 15, comprising the City of Richmond, the Counties of Charles City, Chesterfield, Goochland, Hanover, Henrico, New Kent, Powhatan, and the Town of Ashland, established pursuant to the Regional Cooperation Act (Title 15.2, Chapter 42, Sections 15.2-4200, *et seq.* of the *Code of Virginia*, as amended); and,

WHEREAS, PlanRVA provides support services to the Richmond Regional Transportation 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 carrying out the approved annual work program, including administration of Federal and State transportation planning grant funds for the MPO; and,

WHEREAS, the Authority was created by the General Assembly of Virginia as a body politic and as a political subdivision of the Commonwealth, embracing each county, city, and town located in Planning District 15, with authority to administer the distribution of funds from the Central Virginia Transportation Fund for transportation purposes benefitting the localities comprising Planning District 15 and administrative and operating expenses of the Authority, pursuant to § 33.2-3700, *et seq.* of the *Code of Virginia*, as amended; and,

WHEREAS, the Commissioners of PlanRVA authorized an offer of support services to the Authority by approval of Resolution 2021-01 during their August 13, 2020 regular meeting; and

WHEREAS, the Authority accepted this offer of support services during their organizational meeting on August 27, 2020 and directed the members of the Finance Committee to negotiate this MOU via the adoption of Resolution 2021-01; and

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

A. Term, Renewal, and Termination

1. The initial period of support services shall be through June 30, 2021, and shall renew annually on July 1st, subject to review by the Authority and PlanRVA.

2. The Authority or PlanRVA may terminate this MOU at any time with at least ninety (90) days' notice to the other party prior to the start of the new fiscal year with obligation of PlanRVA to turn over all records, property or other materials necessary for the effective transition of support staffing and services to the Authority.
3. This MOU may be amended only by further written agreement of the Authority and PlanRVA. If any provision of this MOU shall be found to be unlawful or incapable of performance or enforcement, the remaining provisions shall remain in effect and this MOU shall be construed so as to carry out the intent of the Authority and PlanRVA as expressed in this MOU, to the extent practicable.

B. Compensation and Approved Expenses

4. The Authority and PlanRVA will agree to a compensation schedule as part of the annual budget process that is informed by review of a general scope of services or work plan for the fiscal year. In Fiscal Year 2021, the total compensation to PlanRVA shall not exceed \$200,000 for general staffing support.
5. Additional operating expenditures of the Authority may be reimbursed to PlanRVA and shall be in accordance with the FY2021 annual budget and approved in recognition of the need for initial expenditure prior to the establishment of Authority accounts. These include, but are not limited to:
 - a. Technology Services, Telecommunications, and Support
 - b. General Legal Counsel
 - c. Special Bond Counsel
 - d. Bank Fees and Investment Services
 - e. Auditing Services
 - f. Financial Advisor Services
 - g. Insurance
 - h. Office Expenses, Supplies, and Postage
 - i. Printing, Copying and Production
 - j. Public Engagement
 - k. Travel
6. The annual amount agreed upon by the Authority and PlanRVA for each fiscal year shall be billed to the Authority by PlanRVA on a quarterly basis for actual support services provided during the period. Each quarterly invoice shall also include the cost of any additional administrative or operating services or materials which are approved by the CVTA and provided by PlanRVA during the period. Invoices should include reasonable description of expenditures and information supporting costs billed.

C. Support Services Available

7. PlanRVA will provide administrative and support services to the Authority including, but not limited to:
 - a. Oversight of all start up activities described in Exhibit 1
 - b. Planning, facilitation, logistics coordination, public notice and record keeping for all regular and special meetings of the Authority and Committees established through the Bylaws and at the direction of the Chair;
 - c. Other administrative responsibilities related to compliance with Virginia Code and operation of a public body;
 - d. Financial management and record keeping, including revenue and expense management, reconciliation of Authority accounts, financial reporting, and support to the annual audit of internal controls and financial statements;
 - e. Completion of programmatic tasks related to the mission and function of the Authority, including but not limited to:
 - i. Regional project prioritization process development and implementation [\(See page 5, footnote 1, below\)](#);
 - ii. Regional Transit Service Governance Structure and Transportation District Evaluation Report;
 - f. Annual reporting, as required or requested, to the General Assembly, Auditor of Public Accounts, Department of Transportation, member jurisdictions.

8. PlanRVA may provide additional technical assistance, planning, outreach or other support services to the Authority 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 Authority through the annual budget process.

D. Accountability and Reporting

9. PlanRVA will provide a quarterly work status report summarizing the major activities undertaken and accomplished during the period including assessment of compliance with key performance indicators identified in Exhibit 2.

10. 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.

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.

Central Virginia Transportation Authority

By: _____

Date: _____

Frank J. Thornton, Chair

Richmond Regional Planning District Commission (PlanRVA)

By: _____

Date: _____

Martha Heeter, Executive Director

Exhibit 1: Deliverables Associated with Startup

The following are a list of expected deliverables for FY2021 and should be completed no later than June 30, 2021 for consideration of satisfactory performance under this agreement unless further direction limits that capability or new priorities are established to supersede these deliverables.

- A. Arrange for general legal counsel support services for the Authority
- B. Arrange for and provide necessary staff resources to the Authority
- C. Convene inaugural meeting of the Authority resulting in established leadership and governance framework including adoption of Bylaws, election of officers, and establishment of standing committees
- D. Establish schedule for meetings of the Technical Advisory Committee, Finance Committee and Authority for the fiscal year
- E. Facilitate negotiation of revenue transfer agreement(s) between the Authority and the Virginia Department of Transportation
- F. Develop revenue validation process with participating localities and process for transfer of funds
- G. Manage process for solicitation of proposals for banking and investments
- H. Establish banking and investment account(s) as directed by the Authority
- I. Develop Financial Management Procedures and internal controls
- J. Manage process for solicitation of proposals for insurance coverage
- K. Coordinate with the Auditor of Public Accounts for arrangement of the FY2021 Annual Financial Audit
- L. Facilitate development of Regional Project Prioritization Process, based upon an objective and quantifiable analysis, in coordination with the CVTA TAC¹
- M. Assure compliance with the enabling legislation to establish the Regional Public Transportation Plan²
- N. Assure compliance with the enabling legislation to develop the Transit Service Governance Report for submission no later than December 1, 2020³
- O. Develop web presence for the CVTA and online access site for meeting materials, public information and resources

¹ PlanRVA will require additional funding to support development of a regional prioritization mechanism if it is not aligned with the priorities of the Richmond Regional Transportation Planning Organization, invoking Section 8 of this MOU; Funding for such activities may be provided through the 35% allocation for Regional Projects

² PlanRVA will coordinate with the Greater Richmond Transit Company who is responsible for developing the Plan in collaboration with the Richmond Regional transportation Planning Organization in conformance with guidelines required by §33.2-286. Funding provided by the Authority to support consultant work on this activity shall be provided through the 15% Transit allocation. PlanRVA costs to support this work shall be funded through the RRTPO.

³ PlanRVA will manage a consultant led project to facilitate the completion of the Report which will be funded through the 15% Transit allocation. PlanRVA costs to support this work will be in addition to the costs outlined in this agreement and funded at the direction of the Authority through the 35% allocation for Regional Projects or the 15% allocation for Transit.

Exhibit 2: Key Performance Indicators

PlanRVA will indicate performance related to the indicators listed below⁴:

Effective Project Management:

- Completion of deliverables identified in Exhibit 1 in timely manner, as established by the Authority for each item
 - o Subject to direction on each item
- Support Services described in this MOU fall within the approved budget and contract amount
 - o All variances addressed and approved prior to commitment of funds

Effective Financial Management:

- Compliance with financial management procedures and internal controls
 - o Achieve a financial audit with no findings or concerns
 - o Timely submission of the FY2021 Annual Audit to the APA
- Delivery of financial activity reports summarizing activity of the total revenues and the operating expenses of the Authority
 - o Submitted on a quarterly basis following close of the quarter
 - o Target of 20% variance of actual expenses to budget
- Submission of quarterly invoices and work status reports in time for inclusion in the Authority meeting materials
 - o October⁵, January, April, and June⁶
- Timely payment of invoices due to vendors
 - o Net 30-day payments
- Timely and accurate transfer of revenues to localities
 - o Target of less than 0.05% error rate
 - o Within 45 days of receipt

Effective Communications with Authority Members, Committee Members, Locality Representatives and the Public

- Timely distribution of complete meeting materials for meetings of the Authority and Committees
 - o Minimum 5 days' notice to members and the public
- Coordination and communication with local government representatives including local legal counsel, financial experts and administrators
 - o Regular communications and coordination of staff resources as needed

⁴ May be further defined or revised by a standing committee or the Authority

⁵ The first quarterly invoice will be submitted at the next meeting following execution of this MOU.

⁶ The fourth quarterly invoice will be submitted to estimate costs through June 30th to follow the meeting deadline.

- Delivery of relevant and useful information regarding the activities of the CVTA to the public and the media through digital and print material
 - o All inquiries treated as FOIA requests and addressed according to the relevant requirements

CVTA Administrative and Operating Budget- Approved 12/04/20

Category	Original Total	Proposed Transfer	Proposed Total	Notes
Personnel				
Administration & Staffing	\$210,000.00	\$0.00	\$210,000.00	PlanRVA Staff support
Member Compensation	\$10,500.00	\$0.00	\$10,500.00	Subject to Authority Member Discussion
Professional Services				
Audit	\$0.00	\$0.00	\$0.00	Estimate 15,000 for FY2022
Bank Fees & Investment Services	\$0.00	\$0.00	\$0.00	To be confirmed with selected bank(s)
General Legal Counsel*	\$36,000.00	\$0.00	\$36,000.00	Included as part of MOU with PlanRVA
Financial Advisors	\$0.00	\$0.00	\$0.00	
Insurance	\$5,000.00	\$0.00	\$5,000.00	
Recruitment	\$15,000.00	\$0.00	\$15,000.00	
Special Bond Counsel	\$0.00	\$0.00	\$0.00	
Contracted Services	\$0.00	\$80,000.00	\$80,000.00	Transfer to allow for Transit Governance Report
Technology & Communications				
Technology Services & Support*	\$2,500.00	\$0.00	\$2,500.00	Software, Technology Services
Telecommunications*	\$0.00	\$0.00	\$0.00	Included as part of MOU with PlanRVA
Administrative				
Meetings Expenses	\$20,000.00	\$0.00	\$20,000.00	meals, AV, site prep/support
Memberships/Subscriptions/Licenses	\$3,000.00	\$0.00	\$3,000.00	
Office Expenses & Supplies*	\$1,500.00	\$0.00	\$1,500.00	
Office Space/Leasing*	\$0.00	\$0.00	\$0.00	Included as part of MOU with PlanRVA
Postage*	\$500.00	\$0.00	\$500.00	
Printing, Copying & Production*	\$2,500.00	\$0.00	\$2,500.00	
Professional Development & Training	\$5,000.00	\$0.00	\$5,000.00	
Public Engagement*	\$20,000.00	\$0.00	\$20,000.00	Web Development, Public Notices
Travel*	\$1,500.00	\$0.00	\$1,500.00	
Reserves for Contingency	\$167,000.00	-\$80,000.00	\$87,000.00	Reserve for other expenses to be determined in FY
Total	\$500,000.00	\$0.00	\$500,000.00	
	\$0.00		\$0.00	

*Expenses may be reimbursable to PlanRVA

Agenda Item B.7.

Transit Service Governance Report – Consultant Selection

REQUESTED ACTION

The CVTA is requested to approve the contract and services as proposed by AECOM/Eno Center for Transportation to develop a Regional Transit Service Governance Report for delivery to the Governor and General Assembly of Virginia.

RESOLUTION

The following resolution is presented for CVTA consideration:

RESOLVED, that the Central Virginia Transportation Authority (CVTA) approves the contract and services as proposed by AECOM/Eno Center for development of a Regional Transit Service Governance Report for delivery to the Governor and General Assembly of Virginia.

4

CVTA AGENDA 1/29/21; ITEM 7.

Transit Service Governance Report – Consultant Selection

Central Virginia Transportation Authority

REQUESTED ACTION: Approval by the Central Virginia Transportation Authority (CVTA) of the contract and services as proposed by AECOM/Eno Center for Transportation to develop a Regional Transit Service Governance Report for delivery to the Governor and General Assembly of Virginia.

BACKGROUND: During the 2020 session of the Virginia General Assembly, HB 1541 was approved as an amendment to the Virginia State Budget. 58.1-2299.20(c)3 of HB 1541 directs the Central Virginia Transportation Authority (CVTA) to evaluate the governance structure of transit in the Richmond Region and the establishment of a transportation district.

CVTA will engage the services of a professional consultant to conduct the review (the "Study"). The CVTA Technical Advisory Committee will direct the work of the consultant.

The entire text of 58.1-2299.20(c)3 of HB 1541 is as follows:

"That the Central Virginia Transportation Authority, as created by Chapter 37 (33.2-3700 et seq.) of Title 33.2 of the Code of Virginia, as created by this act, shall evaluate the governance structure of transit service in the Richmond region, including the evaluation of establishing a transportation district pursuant to Chapter 19 (33.2-1900 et seq.) of Title 33.2 of the Code of Virginia, and report the results of such evaluation to the Governor and the General Assembly no later than December 1, 2020."

STUDY PURPOSE AND OBJECTIVES

The purpose of this study is to determine if there are policies and processes in place to ensure accountability for the proper spending of CVTA regional transit funds and to identify options to guarantee accountability, if needed.

The objectives of this study are to:

1. To evaluate the governance structure of the Greater Richmond Transit Company (GRTC);
2. To evaluate the establishment of a transportation district in the Richmond Region;
3. Provide options related to GRTC governance and/or the establishment of a transportation district; and
4. To report the progress of such evaluation to the Governor and the General Assembly as soon as possible with a firm completion date of June 30, 2021.

At the December 4th Authority meeting, the CVTA approved the scope of work for the Regional Transit Service Governance Report and authorized staff to solicit proposals for service. The CVTA received two proposals to the CVTA solicitation and both were qualified to complete the work. The CVTA TAC will direct the work of the consultant.

The CVTA Technical Advisory Committee (TAC) established a transit governance subcommittee to review the proposals. This team will work with the consultant on submittal dates for the draft report and guide the process. The subcommittee met on Friday, January 8, 2021 and selected the proposal from AECOM and Eno Center for Transportation as its recommended consultant to complete the report. CVTA TAC met Monday, January 11, 2021 and concurred with the subcommittee's recommendation.

CVTA TAC RECOMMENDATION: The CVTA TAC recommends AECOM/Eno Center for Transportation as the Transit Service Governance consultant for approval by the Central Virginia Transportation Authority.

STAFF RECOMMENDATION: Staff concurs with the CVTA TAC recommendation. The scope of work satisfies the CVTA solicitation and the fee proposal is \$49,991.

ACTION REQUESTED: CVTA TAC recommends the following resolution for CVTA approval:

RESOLVED, that the Central Virginia Transportation Authority (CVTA) approves the contract and services as proposed by AECOM/Eno Center for development of a Regional Transit Service Governance Report for delivery to the Governor and General Assembly of Virginia.

Agenda Item C.8.

Adoption of 2021 Schedule for Regular Authority Meeting Dates

REQUESTED ACTION

The CVTA is requested to adopt the 2021 Schedule for Regular Authority Meeting Dates.

MEMORANDUM

To: Central Virginia Transportation Authority (CVTA)
From: Chet Parsons, Acting Executive Director, CVTA
Date: January 29, 2021
Subj: Proposal of 2021 Regular Meeting Dates of the CVTA Authority and CVTA Finance Committee

PlanRVA would like to propose the following dates for meetings of the CVTA Authority and CVTA Finance Committee.

Our approach for Authority and Finance Committee meetings was to focus on getting through the organizational business by the end of the 2020 calendar year and re-assessing meeting dates for 2021. The schedule for regular 2021 meeting dates of the CVTA Technical Advisory Committee (TAC) was approved at the October 30, 2020 CVTA meeting.

CVTA (in-person pending identification of a venue, virtual as back-up)

Friday, January 29 @ 8:30

Friday, February 26 @ 8:30am

Friday, March 26 @ 8:30am

Friday, April 30 @ 8:30

Friday, May 28 @ 8:30am

Friday, June 25 @ 8:30am

CVTA Finance (in-person at PlanRVA, virtual as back-up)

Wednesday, January 6 @ 8:30am

Monday, February 10 @ 8:30am

Wednesday, March 10 @ 8:30am

Wednesday, April 14 @ 8:30am

Wednesday, May 12 @ 8:30am

Wednesday, June 9 @ 8:30am