

# AGENDA

## CENTRAL VIRGINIA TRANSPORTATION AUTHORITY

Friday, October 30, 2020

8:30 a.m.

### Training Center – Henrico County

7701 East Parham Road, Henrico, VA 23228

The entrance to this facility is located on Shrader Road.

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.

<b>CALL TO ORDER</b> (Thornton) .....	
<b>PLEDGE OF ALLEGIANCE</b> (Thornton) .....	
<b>WELCOME AND INTRODUCTIONS</b> (Thornton) .....	
<b>STATEMENT REGARDING VIRTUAL MEETINGS</b> (Parsons) .....	1
<b>ROLL CALL &amp; CERTIFICATION OF A QUORUM</b> (Parsons) .....	
<b>A. ADMINISTRATION</b>	
<b>1. Approval of CVTA Meeting Agenda</b> (Thornton).....	
<b>ACTION REQUESTED</b>	
<b>2. Approval of August 27, 2020 CVTA Action Meeting Minutes</b> (Thornton).....	2-20
<b>ACTION REQUESTED</b>	
<b>3. Public Comment Period – October 30, 2020 Agenda</b> (Thornton/5 minutes).....	
<b>4. CVTA Chairman’s Report</b> (Thornton/5 minutes).....	
a. CVTA Technical Advisory Committee (TAC) Election of Officers FY21 Chair: Mr. E. Todd Eure, Henrico County FY21 Vice Chair: Ms. Dironna Moore Clarke, City of Richmond	
<b>5. CVTA Staff Report</b> (Parsons/5 minutes).....	
a. CVTA Technical Advisory Committee Update	
b. CVTA Finance Committee Update	
c. Virtual Meeting Platforms	

**B. NEW BUSINESS**

- 1. Draft Agreement for Revenue Transfers with the Virginia Department of Transportation**  
(Parsons, Gregory/10 minutes).....  
**ACTION REQUESTED**
  
- 2. Insurance Services**  
(Heeter/10 minutes) ..... 21-30  
**ACTION REQUESTED**
  
- 3. FY21 Administrative and Operating Expense Budget Draft**  
(Heeter/10 minutes) ..... 31-32  
**ACTION REQUESTED**

**C. OTHER BUSINESS**

- 1. Adoption of Schedule for Regular Authority Meeting Dates**  
(Thornton/5 minutes)..... 33-35  
**ACTION REQUESTED**
  
- 2. Public Comment Period - Open**  
(Thornton/5 minutes).....
  
- 3. CVTA Member Comments**  
(Thornton/5 minutes).....
  
- 4. Next Meeting: December 4, 2020**  
(Thornton).....

**D. 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 Richmond Regional Planning District Commissions have transitioned to 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 October 20, 2020 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](mailto: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.

Does anyone have any questions regarding the process for assuring effective facilitation of this meeting or for how members of the public may participate?

By reading 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.

Now, 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.

<Pause for Roll Call>

## **Agenda Item A.2.**

*Minutes of the August 27, 2020 Central Virginia  
Transportation Authority (CVTA) Action Meeting*

1

### **REQUESTED ACTION**

*The CVTA is requested to approve the Minutes of  
the August 27, 2020 CVTA action meeting as  
presented.*

**CENTRAL VIRGINIA TRANSPORTATION AUTHORITY**

**MINUTES OF ACTION MEETING  
Greater Richmond Convention Center & GoToMeeting Virtual Meeting  
August 27, 2020  
11:00 a.m.**

**Members Present:**

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

**Non-Voting Ex-Officio**

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

The Central Virginia Transportation Authority meeting was held in-person at the Greater Richmond Convention Center and 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 GoToMeeting and was open and accessible for participation by members of the public. Voting record tables are included in Appendix A. A recording of this meeting is available on the [Plan RVA YouTube Channel](#).

## **CALL TO ORDER**

The Richmond Regional Transportation Planning Organization (RRTPO) Secretary, Chet Parsons, presided and called the August 27, 2020 Central Virginia Transportation Authority action meeting to order at 11:00 a.m.

## **ATTENDANCE ROLL CALL & CERTIFICATION OF MEETING QUORUM**

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

## **Approval of CVTA Board Meeting Agenda**

On motion of Frank J. Thornton, seconded by John H. Hodges, the CVTA Board unanimously approved the August 27, 2020 meeting agenda as presented (see Appendix A).

## **A. ADMINISTRATION**

### **1. Approval of CVTA Governance Documents**

On motion of David T. Williams, seconded by W. Canova Peterson IV, the CVTA unanimously approved the following resolution as amended (see Appendix A):

**RESOLVED**, that the Central Virginia Transportation Authority (CVTA) appoints the two (2) additional members of the CVTA Finance Committee as amended in the Bylaws Article V Section B.2.

On motion of David T. Williams, seconded by Kevin P. Carroll, the CVTA unanimously approved the following resolution as amended (see Appendix A):

**RESOLVED**, that the Central Virginia Transportation Authority (CVTA) Finance Committee elects the Chair and the Vice Chair of the CVTA Finance Committee as amended in the Bylaws Article V Section B.3.

On motion of Patricia A. Paige, seconded by David T. Williams, the CVTA unanimously approved the following resolution as amended (see Appendix A):

**RESOLVED**, that the Central Virginia Transportation Authority (CVTA) Chair shall recommend a nominating committee subject to the approval of the Authority as amended in the Bylaws Article III Section C.

The motion by W. Canova Peterson IV, seconded by David T. Williams, that the CVTA Chair and Vice Chair shall be elected from the voting members of the jurisdictions failed (see Appendix A).

On motion of Kevin P. Carroll, seconded by Neil Spoonhower, the CVTA unanimously approved the following resolution as amended (see Appendix A):

**RESOLVED**, that the Central Virginia Transportation Authority (CVTA) approves the Bylaws as amended.

Recess: The Authority took a 15-minute break. The Authority reconvened at approximately 1:30 p.m.

The motion by Neil Spoonhower, seconded by W. Canova Peterson IV, that the bylaws be reconsidered, after the proposed amendment to Article III Section A. was defeated, failed (see Appendix A).

On motion of Carlos M. Brown, seconded by John H. Hodges, the CVTA unanimously approved the following resolution as amended (see Appendix A):

**RESOLVED**, that the Central Virginia Transportation Authority (CVTA) approves the Guidance Documents as presented.

## **2. Election of CVTA Officers**

On motion of Kevin P. Carroll, seconded by David T. Williams, the CVTA unanimously approved the following resolution (see Appendix A):

**RESOLVED**, that the Central Virginia Transportation Authority (CVTA) elects Mr. Frank J. Thornton as FY21 Chair.

The motion by Carlos M. Brown that the CVTA elects Mayor Levar M. Stoney as FY21 Vice Chair failed.

The motion by David T. Williams that the CVTA elects Kevin P. Carroll as FY21 Vice Chair failed.

Recess: On motion of Carlos M. Brown the Authority took a 15-minute break. The Authority reconvened at approximately 2:15 p.m.

On motion of Mayor Levar M. Stoney, the CVTA approved the following resolution (see Appendix A):

**RESOLVED**, that the Central Virginia Transportation Authority (CVTA) elects Mr. Kevin P. Carroll as FY21 Vice Chair.

## **3. Action on Establishment of CVTA Committees**

### **a. CVTA Finance Committee**

The Chair of the Authority, Mr. Frank J. Thornton, appointed Mayor Levar Stoney, Mr. Kevin Carroll, and Mr. Frank Thornton as members of the CVTA Finance Committee according to Article V Section B.2. of the CVTA Bylaws.

On motion of Kevin P. Carroll and Mayor Levar M. Stoney the Central Virginia Transportation Authority (CVTA) unanimously approved the following resolution (see Appendix A):

**RESOLVED**, that the Central Virginia Transportation Authority (CVTA) appoints W. Canova Peterson IV and Carlos M. Brown as additional members of the CVTA Finance Committee.

Recess: The Authority took a 5-minute recess to allow the CVTA Finance Committee to be brought to order and conduct their elections of the CVTA

Finance Committee Chair and Vice Chair. The Authority reconvened at approximately 2:25 p.m.

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

**RESOLVED**, that the Central Virginia Transportation Authority (CVTA) authorizes the CVTA Finance Committee to undertake the following priorities at a minimum:

- a. Review and recommend a Draft FY21 Operating Budget for Authority approval
- b. Initiate a Request for Proposals for certain services required by the Authority (Banking, Insurance, Financial Services)
- c. Review and recommend a Draft Agreement for Revenue Transfers with the Virginia Department of Transportation

**B. NEW BUSINESS**

**2. Action on Plan RVA Organizational Support Services**

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

**RESOLVED**, that the Central Virginia Transportation Authority (CVTA) accepts the offer of support services from Plan RVA and to direct the Finance Committee to initiate an agreement.

**C. OTHER BUSINESS**

**4. Next CVTA Board Meeting: TBD**

A suggested schedule for the continuation of CVTA meetings throughout the rest of the year will be provided at the next meeting.

**D. ADJOURNMENT:**

Chairman Thornton adjourned the meeting at 3:15 p.m. on August 27, 2020.

CAP/nm



Motion as presented: Finance committee additional appointments are elected by the committee  
 First: Williams  
 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		0	0
CTB Member		1	1				Ok		1	0
<b>*Jul. 1, 2015 Weldon Cooper</b>	<b>1,054,636</b>	<b>26</b>	<b>11</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>12</b>	<b>1,054,636</b>	<b>25</b>	<b>0</b>

OVERALL VOTE = PASS

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

Motion as presented: Finance Committee Chair and Vice Chair are elected by the committee  
 First: Williams  
 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	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		0	0
CTB Member		1	1				Ok		1	0
*Jul. 1, 2015 Weldon Cooper	1,054,636	26	11	0	0	1	12	1,054,636	25	0

OVERALL VOTE = PASS

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

Motion as presented: Chair shall recommend a nominating committee subject to approval of the Authority  
 First: Paige  
 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		0	0
CTB Member		1	1				Ok		1	0
<b>*Jul. 1, 2015 Weldon Cooper</b>	<b>1,054,636</b>	<b>26</b>	<b>11</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>12</b>	<b>1,054,636</b>	<b>25</b>	<b>0</b>

OVERALL VOTE = PASS

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

Motion as presented: Chair shall be elected from the voting members of jurisdictions  
 First: Peterson  
 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	-	0	4
Delegate		1		1			Ok		0	1
Senator		1				1	Ok		0	0
CTB Member		1		1			Ok		0	1
<b>*Jul. 1, 2015 Weldon Cooper</b>	<b>1,054,636</b>	<b>26</b>	<b>8</b>	<b>3</b>	<b>0</b>	<b>1</b>	<b>12</b>	<b>836,698</b>	<b>19</b>	<b>6</b>

OVERALL VOTE = FAIL

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

Motion as presented: Approve the bylaws as amended  
 First: Carroll  
 Second: Spoonhower

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		0	0
CTB Member		1	1				Ok		1	0
<b>*Jul. 1, 2015 Weldon Cooper</b>	<b>1,054,636</b>	<b>26</b>	<b>11</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>12</b>	<b>1,054,636</b>	<b>25</b>	<b>0</b>

OVERALL VOTE = PASS

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

Motion as presented: Revisit the bylaws after Article 3A failed  
 First: Spoonhower  
 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	-	0	1
Charles City	7,331	1				1	Ok	-	0	0
Chesterfield	333,450	4		1			Ok	-	0	4
Goochland	22,277	2	1				Ok	22,277	2	0
Hanover	96,460	3		1			Ok	-	0	3
Henrico	320,717	4	1				Ok	320,717	4	0
New Kent	20,468	2		1			Ok	-	0	2
Powhatan	28,442	2		1			Ok	-	0	2
Richmond	217,938	4		1			Ok	-	0	4
Delegate		1		1			Ok		0	1
Senator		1				1	Ok		0	0
CTB Member		1		1			Ok		0	1
<b>*Jul. 1, 2015 Weldon Cooper</b>	<b>1,054,636</b>	<b>26</b>	<b>2</b>	<b>8</b>	<b>0</b>	<b>2</b>	<b>12</b>	<b>342,994</b>	<b>6</b>	<b>18</b>

OVERALL VOTE = FAIL

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

Motion as presented: Approve Guidance Documents as presented  
 First: Brown  
 Second: Hodges

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		0	0
CTB Member		1	1				Ok		1	0
*Jul. 1, 2015 Weldon Cooper	1,054,636	26	11	0	0	1	12	1,054,636	25	0

OVERALL VOTE = PASS

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

Motion as presented: **Nominate Frank Thornton as Chair**  
 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	-	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
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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		0	0
CTB Member		1	1				Ok		1	0
<b>*Jul. 1, 2015 Weldon Cooper</b>	<b>1,054,636</b>	<b>26</b>	<b>10</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>12</b>	<b>1,047,305</b>	<b>24</b>	<b>0</b>

OVERALL VOTE = **PASS**

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



Motion as presented: **Nominate Levar Stoney as Vice Chair**  
 First: **Brown**  
 Second: **N/A**

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				7,553	1	0	
Charles City	7,331	1				1	-	0	0	
Chesterfield	333,450	4		1			-	0	4	
Goochland	22,277	2		1			-	0	2	
Hanover	96,460	3		1			-	0	3	
Henrico	320,717	4	1				320,717	4	0	
New Kent	20,468	2	1				20,468	2	0	
Powhatan	28,442	2		1			-	0	2	
Richmond	217,938	4	1				217,938	4	0	
Delegate		1	1					1	0	
Senator		1				1		0	0	
CTB Member		1	1					1	0	
<b>*Jul. 1, 2015 Weldon Cooper</b>	<b>1,054,636</b>	<b>26</b>	<b>6</b>	<b>4</b>	<b>0</b>	<b>2</b>	<b>12</b>	<b>13</b>	<b>11</b>	

OVERALL VOTE = **FAIL**

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

Motion as presented: **Nominate Kevin Carroll as Vice Chair**  
 First: **Williams**  
 Second: **N/A**

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	-	0	2
Powhatan	28,442	2	1				Ok	28,442	2	0
Richmond	217,938	4		1			Ok	-	0	4
Delegate		1		1			Ok		0	1
Senator		1				1	Ok		0	0
CTB Member		1		1			Ok		0	1
<b>*Jul. 1, 2015 Weldon Cooper</b>	<b>1,054,636</b>	<b>26</b>	<b>6</b>	<b>4</b>	<b>0</b>	<b>2</b>	<b>12</b>	<b>808,899</b>	<b>16</b>	<b>8</b>

OVERALL VOTE = **FAIL**

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

Motion as presented: **Nominate Kevin Carroll as Vice Chair**  
 First: **Stoney**  
 Second: **N/A**

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				7,553	1	0	
Charles City	7,331	1				1	-	0	0	
Chesterfield	333,450	4	1				333,450	4	0	
Goochland	22,277	2	1				22,277	2	0	
Hanover	96,460	3	1				96,460	3	0	
Henrico	320,717	4	1				320,717	4	0	
New Kent	20,468	2	1				20,468	2	0	
Powhatan	28,442	2	1				28,442	2	0	
Richmond	217,938	4	1				217,938	4	0	
Delegate		1				1		0	0	
Senator		1				1		0	0	
CTB Member		1	1					1	0	
<b>*Jul. 1, 2015 Weldon Cooper</b>	<b>1,054,636</b>	<b>26</b>	<b>9</b>	<b>0</b>	<b>0</b>	<b>3</b>	<b>12</b>	<b>23</b>	<b>0</b>	

OVERALL VOTE = **PASS**

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

Motion as presented: **Nominate Canova Peterson and Carlos Brown**  
 First: **Carroll and Stoney**  
 Second: **N/A**

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	Ok		0	0
Senator						1	Ok		0	0
CTB Member		1	1				Ok		1	0
<b>*Jul. 1, 2015 Weldon Cooper</b>	<b>1,054,636</b>	<b>24</b>	<b>9</b>	<b>0</b>	<b>0</b>	<b>3</b>	<b>12</b>	<b>1,047,305</b>	<b>23</b>	<b>0</b>

OVERALL VOTE = **PASS**

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

Motion as presented: Approve the recommended priorities of the finance committee  
 First: Stoney  
 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		0	0
Senator		1				1	Ok		0	0
CTB Member		1	1				Ok		1	0
<b>*Jul. 1, 2015 Weldon Cooper</b>	<b>1,054,636</b>	<b>26</b>	<b>9</b>	<b>0</b>	<b>0</b>	<b>3</b>	<b>12</b>	<b>1,047,305</b>	<b>23</b>	<b>0</b>

OVERALL VOTE = PASS

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

Motion as presented: Accept PlanRVA support services  
 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	-	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		0	0
Senator		1				1	Ok		0	0
CTB Member		1	1				Ok		1	0
<b>*Jul. 1, 2015 Weldon Cooper</b>	<b>1,054,636</b>	<b>26</b>	<b>9</b>	<b>0</b>	<b>0</b>	<b>3</b>	<b>12</b>	<b>1,047,305</b>	<b>23</b>	<b>0</b>

OVERALL VOTE = PASS

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

## **Agenda Item B.2.**

*Insurance Services*

2

### **REQUESTED ACTION**

*The CVTA is requested to authorize release of the Request for Proposals for Insurance Coverage.*

*The CVTA Finance Committee reviewed the draft RFP and made recommendations for changes which have been incorporated.*

**Request for Proposals  
RFP# 21-01**

Insurance Coverage for a Public Authority of the Commonwealth of  
Virginia

<b>Activity</b>	<b>Date By</b>
RFP Issued	November 2, 2020
Deadline for Prospective Offeror to Submit Questions	November 12, 2020
Answers to Submitted Questions Posted on PlanRVA website	November 13, 2020
Proposal Submission Deadline	November 20, 2020
CVTA Finance Committee Review	December 9, 2020
CVTA Selects Preferred Vendor	January 29, 2021
Coverage Start Date	TBD

**Purpose:**

The purpose and intent of this Request for Proposal (RFP) is to solicit proposals from prospective vendor(s) to provide recommendations and proposals for insurance coverage to include public officials' liability, general liability, auto liability hired non-owned, and crime. This Request for Proposals is open to all potential vendors. The CVTA has as a priority to be as inclusive as possible in solicitation and selection of its vendors.

**Questions and Submissions:**

Any Changes and/or Addenda to this RFP will be posted on the PlanRVA website at <https://planrva.org/home/about-the-commission/purchasing-and-bids/>. Respondents are responsible for checking this website prior to submission for any updates or changes. *Failure to acknowledge all addenda may result in rejection of your proposal as non-responsive.*

Any questions regarding this RFP must be submitted in writing directly to the staff at PlanRVA via email at [CVTA@PlanRVA.org](mailto:CVTA@PlanRVA.org) no later than 5:00 p.m. on October 23, 2020. All questions from prospective responders and answers regarding this proposal will be posted on the PlanRVA website at <https://planrva.org/home/about-the-commission/purchasing-and-bids/>. Prospective responders will also find links to background information about the Central Virginia Transportation Authority at [www.CVTava.org](http://www.CVTava.org).

Proposals will be received at the Regional Commission by electronic mail ONLY and should be submitted to [CVTA@PlanRVA.org](mailto:CVTA@PlanRVA.org). (Proposals that are not submitted electronically via email will not be considered). All information received in response to this request marked Proprietary will be handled accordingly. Responses to the Request will not be returned. Full submission requirements and instructions are detailed herein.



Insurance Coverage for a Public Authority of the Commonwealth of Virginia

**1 Request for Proposal (RFP)**

The purpose and intent of this Request for Proposal (RFP) is to solicit proposals from prospective vendors to provide recommendations and proposals for insurance coverage to include public officials' liability, general liability, auto liability hired non-owned, and crime.

The coverage should extend to June 30, 2020 with the option for annual renewal in accordance with the Authority's fiscal year (July-June). Should the award be made with an existing association group that is maintained for the purpose of promoting the interest and welfare of public bodies, the Central Virginia Transportation Authority may choose to continue to renew the contract beyond the renewal set forth in this paragraph (Code of Virginia 2.2-4345).

**2 Introduction to the Central Virginia Transportation Authority**

The Central Virginia Transportation Authority is a newly-created authority in Central Virginia that provides new funding opportunities for priority transportation investments across the region. This Authority was established by the 2020 General Assembly of Virginia and comprises the counties and city located within Planning District 15. The Authority will administer transportation funding generated through the imposition of an additional regional \$0.07 sales and use tax (revenue collection began October 1, 2020) and a wholesale gas tax of \$0.076 per gallon of gasoline and \$0.077 per gallon of diesel fuel (revenue collection began July 1, 2020). The Authority is responsible for stewardship of the revenue generated through the additional taxes and meeting regional transportation priorities.

PlanRVA, the Regional Commission (Planning District 15/ Richmond Regional Planning District Commission) is providing staff support to the Authority as it forms and will continue to provide administrative support services through June 30, 2021. The Central Virginia Transportation Authority will make all decisions regarding vendor selection.

**3 Selection Criteria**

Proposals shall be evaluated using the following criteria as related to the requirements.

<b><i>Evaluation Criteria</i></b>	<b><i>Points</i></b>
<b><i>Experience and Qualifications of the Offeror</i></b>	<b><i>25</i></b>
<b><i>Cost of Providing Services</i></b>	<b><i>40</i></b>
<b><i>Financial Ratings</i></b>	<b><i>20</i></b>
<b><i>References</i></b>	<b><i>10</i></b>
<b><i>Completeness and Clarity of Proposal</i></b>	<b><i>5</i></b>

Offerors who appear most capable of providing coverages that can best satisfy the needs of the Authority, based on the scoring described above, will be selected as finalists for further evaluation. There is no specified number of finalists that may be selected. Finalists may be required to attend an interview session to discuss their proposal.

Selection shall be made among offerors deemed to be fully qualified and best suited among those submitting proposals. Priorities will be recommended on the basis of the evaluation factors included in the Request for Proposals, including price. Negotiations shall be conducted among the offerors so selected as necessary. While price shall be considered, that need not be the sole

## Insurance Coverage for a Public Authority of the Commonwealth of Virginia

determining factor. After negotiations have been conducted with each offeror so selected, the Authority shall select the offeror which, in its opinion, has made the best proposal and shall award the contract to that offeror. The award document will be a contract incorporating by reference all the requirements, terms, and conditions of the RFP and the offeror's proposal as negotiated. The Authority may cancel this Request for Proposals or reject proposals at any time prior to an award and is not required to furnish a statement of the reasons why a particular proposal was not deemed to be the most advantageous (Code of Virginia, § 2.2-4359D).

The Authority may participate in, sponsor, conduct, or administer a cooperative procurement agreement on behalf of or in conjunction with one or more other public bodies, or public agencies or institutions, or localities of the several states of the United States or its territories, or the District of Columbia, for the purpose of combining requirements to increase efficiency or reduce administrative expenses in any acquisition of goods or services. Except for contracts for professional services, a public body may purchase from another public body's contract even if it did not participate in the request for proposal (RFP) or invitation for bid (IFB), if the RFP or IFB specified that the procurement was being conducted on behalf of other public bodies. Nothing herein shall prohibit the assessment or payment by direct or indirect means of any administrative fee that will allow for participation in such an arrangement.

#### **4 Response Contents and Format**

Please complete all sections of the RFP. If additional material is required for one or more questions, please label attachments clearly and reference them in your response. Your response to this RFP will serve as the basis for the consideration of your potential as a provider of the requested services.

#### **5 Proposal Requirements**

Each proposal must include the detailed information described, in the order listed below, in order to be considered:

- 5.1. Provide a letter of introduction that includes the name and location of the company, a statement of interest, and the ability to provide the required services. The letter of introduction shall be signed by an individual authorized to conduct business for the firm with the name of the individual typed below the signature. Relevant contact information (telephone, business address, email) must be included in the letter of introduction.
- 5.2. Provide description of risk management and loss control services and claims handling procedures. Provide examples of reports including claims summary, claim expense, and experience reports.
- 5.3. Outline capability to accept additions/deletions of autos/property, etc., as well as claims reports electronically.
- 5.4. Complete Offeror Data Sheet (Submittal A) listing three references that have utilized services/coverage proposed, preferably for like public entities or local governments. The Authority may contact references to inquire about their satisfaction with services provided.
- 5.5. Provide information and pricing for associated risk management programs or other products the Authority might consider upon recommendation (Cyber Risk and Liability coverages, etc).

Insurance Coverage for a Public Authority of the Commonwealth of Virginia

5.6. Itemize the cost of providing each type of coverage.

5.7. Provide company financial ratings (Submittal B).

**6. PROPOSAL PREPARATION AND SUBMISSION REQUIREMENTS:**

**6.1. GENERAL REQUIREMENTS**

- 6.1.1. Offerors must submit one complete digital copy to [CVTA@PlanRVA.org](mailto:CVTA@PlanRVA.org) with the RFP referenced in the Subject Line. No other form or distribution of the proposal shall be made by the Offeror.
- 6.1.2. Proposals shall be signed by an authorized representative of the Offeror. All information requested must be submitted. Failure to submit all information requested may result in requiring prompt submission of missing information and/or giving a lower evaluation of the proposal. Mandatory requirements are those required by law or regulation or are such that they cannot be waived and are not subject to negotiation.
- 6.1.3. Proposals should be prepared simply and economically, providing a straightforward, concise description of capabilities to satisfy the requirements of the RFP. Emphasis should be on completeness and clarity of content. Elaborate artwork, expensive or irregular paper, bindings, visual, and other presentation aids are not required.
- 6.1.4. Digital copies of the proposal should be formatted to print on 8-1/2" x 11" paper. All documentation submitted with the proposal should be contained in a single file.
- 6.1.5. Ownership of all data, materials, and documentation originated and prepared pursuant to the RFP shall belong exclusively to the Authority and be subject to inspection in accordance with the Virginia Freedom of Information Act. Trade secrets or proprietary information submitted by an Offeror shall not be subject to public disclosure under the Virginia Freedom of Information Act; however, the Offeror must invoke the protection of Section 2.2-4342 of the Virginia Public Procurement Act prior to or upon submission of the data or other materials to be protected and state the reasons why protection is necessary.

**6.2 SUBMITTAL REQUIRED ELEMENTS**

The following must be included in order to consider a Proposal complete and eligible for consideration:

- 6.2.1 Signature pages of this RFP signed and completed as required.
- 6.2.2 Offeror's complete Proposal, as described under Proposal Requirement Section.
- 6.2.3 Completed Offeror Data Sheet, Submittal A.
- 6.2.4 Completed Cost Proposal, Submittal B.

**Request for Proposals  
RFP# 21-01**

Insurance Coverage for a Public Authority of the Commonwealth of Virginia

**7 TIME FRAME/SCHEDULE OF EVENTS**

The following is the expected timeline of activities associated with this RFP. Failure to comply with any key dates will render the submission ineligible for consideration.

<b>Activity</b>	<b>Date By</b>
RFP Issued	November 2, 2020
Deadline for Prospective Offeror to Submit Questions	November 12, 2020
Answers to Submitted Questions Posted on PlanRVA website	November 13, 2020
Proposal Submission Deadline	November 20, 2020
CVTA Finance Committee Review	December 9, 2020
CVTA Selects Preferred Vendor	January 29, 2021
Coverage Start Date	TBD

**8 Communications and Response**

Martha Heeter, PlanRVA's Executive Director, is the designated representative for this initiative. For any information relative to this RFP, please direct inquiries to the designated representative only. All inquiries and requests should be submitted in writing via email to:

[mheeter@PlanRVA.org](mailto:mheeter@PlanRVA.org) or [CVTA@PlanRVA.org](mailto:CVTA@PlanRVA.org) with attn: CVTA Insurance RFP in the Subject Line

**9 Clarification Questions**

Any questions regarding the RFP should be submitted in writing no later than 5:00 p.m. on November 12, 2020. Answers will be provided to all prospective respondents at <https://planrva.org/home/about-the-commission/purchasing-and-bids/> by 5:00 p.m., November 13, 2020.

**10 Response Delivery Instructions**

Please submit an electronic copy of your proposal to the email address indicated in the *Communications and Response* section above. All responses must be received on or before close of business (5:00 p.m.) on November 20, 2020 as indicated in the Time Frame/ Schedule of Activities table (Section 7).

**11 Vendor Presentations**

The Authority may elect to hold interviews and/or contract negotiations with one or more firms should additional information be required to make a final decision for contract award or to facilitate negotiations. On behalf of the Authority, PlanRVA will try to provide the affected firms with as much advance notice as possible.

Insurance Coverage for a Public Authority of the Commonwealth of Virginia

**12 No Obligation**

The submission of a proposal shall not in any manner oblige the Authority to enter a contract or to be responsible for the costs incurred by the Offeror's organization in responding to this request.

**13 Agreement of Non-Disclosure**

This document is proprietary and shall not be disclosed to any other party. It is designed, developed, and submitted to potential partners of the Authority solely for its benefit. The Central Virginia Transportation Authority will have complete ownership of the final product delivered by the vendor selected through this RFP. Any and all information deemed proprietary should be marked as such with expectation of agreement reached among both parties with regard to publication.

**14 No Guarantee**

The Authority and PlanRVA make no guarantee of future commitments and offers information regarding fiscal year renewals for directional purposes only, to assist vendors with proposal preparation.

**Request for Proposals  
RFP# 21-01**

Insurance Coverage for a Public Authority of the Commonwealth of Virginia

Submittal A

**OFFEROR DATA SHEET**

1. QUALIFICATIONS: The Offeror shall have the capability and the capacity in all respects to fully satisfying all the requirements indicated in this RFP.
  
2. YEARS IN BUSINESS: Indicate the length of time the Bidder has been in business providing the goods/services in this solicitation:  
  
 \_\_\_\_\_Years\_\_\_\_\_Months.
  
3. REFERENCES: Offerors shall provide three (3) references for which the company has provided specified goods/services of the same or greater scope within the last three (3) years.

1.	Customer Name:	Contact Name:	Contact Title:
	Address:		Phone No.
			Email adr

2.	Customer Name:	Contact Name:	Contact Title:
	Address:		Phone No.
			Email adr

3.	Customer Name:	Contact Name:	Contact Title:
	Address:		Phone No.
			Email adr

**OFFEROR DATA SHEET**

1. QUALIFICATIONS: The Offeror shall have the capability and the capacity in all respects to fully satisfying all the requirements indicated in this RFP.
  
2. YEARS IN BUSINESS: Indicate the length of time the Bidder has been in business providing the goods/services in this solicitation:  
  
 \_\_\_\_\_Years\_\_\_\_\_Months.
  
3. REFERENCES: Offerors shall provide three (3) references for which the company has provided specified goods/services of the same or greater scope within the last three (3) years.

1.	Customer Name:	Contact Name:	Contact Title:
	Address:		Phone No.
			Email adr

2.	Customer Name:	Contact Name:	Contact Title:
	Address:		Phone No.
			Email adr

3.	Customer Name:	Contact Name:	Contact Title:
	Address:		Phone No.
			Email adr

**PROPOSAL WORKSHEET**

In compliance with this Request For Proposals (RFP) and all conditions imposed in this RFP, the undersigned firm hereby offers and agrees to furnish all goods and services in accordance with the attached signed proposal or as mutually agreed upon by subsequent negotiation, and the undersigned firm hereby certifies that all information provided below and in any schedule attached hereto is true, correct, and complete.

<b>SIGNATURE PAGE</b>	
<b>Name of Agency Submitting</b>	
Address:	
Phone Number:	
Fax Number:	
Contact Person:	
Title:	
Email Address:	
Company Representative Signature:	
Date:	



# **Agenda Item B.3.**

*FY21 Administrative and Operating Expense Budget  
Draft*

**REQUESTED ACTION**

*The CVTA is requested to schedule a public hearing for December 4, 2020 and to authorize PlanRVA to incur expenses associated with advertisement of the public hearing and public review of the proposed administrative and operating budget.*

3

**FY2021 CVTA Administrative and Operating Expense Budget Draft**  
**14-Oct-20**

<b>Category</b>	<b>Total</b>	<b>Notes</b>
<b>Personnel</b>		
Administration & Staffing	\$210,000.00	PlanRVA Staff support (1 FTE supported by 7 staff members); includes 10% Admin Fee
Member Compensation	\$10,500.00	Based on CTB Compensation Policy; 16 members/~210 Finance & Authority Meetings
<b>Professional Services</b>		
Audit	\$0.00	Estimate 15,000 for FY2022
Bank Fees & Investment Services	\$0.00	To be confirmed with selected bank(s) following RFP
General Legal Counsel*	\$36,000.00	\$3k/month; Invoiced through MOU with PlanRVA
Financial Advisors	\$0.00	To be confirmed at a later date (Other Expenses)
Insurance	\$5,000.00	Based on PlanRVA costs
Recruitment	\$15,000.00	Pending Future Staffing Plan
Special Bond Counsel	\$0.00	To be confirmed at a later date (Other Expenses)
<b>Technology &amp; Communications</b>		
Technology Services & Support*	\$2,500.00	Software, Technology Services, Special Equipment over MOU with PlanRVA
Telecommunications*	\$0.00	Add'l expenses over MOU with PlanRVA
<b>Administrative</b>		
Meetings Expenses	\$20,000.00	meals, AV, site prep/support incl kickoff meeting (\$14k) and future meetings (\$6k)
Memberships/Subscriptions/Licenses	\$3,000.00	
Office Expenses & Supplies*	\$1,500.00	Add'l expenses over MOU with PlanRVA
Office Space/Leasing*	\$0.00	Included in MOU with PlanRVA
Postage*	\$500.00	Add'l expenses over MOU with PlanRVA
Printing, Copying & Production*	\$2,500.00	Add'l expenses over MOU with PlanRVA
Professional Development & Training	\$5,000.00	
Public Engagement*	\$20,000.00	Website Improvements, Public Notice Advertisements (FY21/22 Budgets)
Travel*	\$1,500.00	Authority Member/ Staff Travel for Meetings
<b>Reserves for Contingency</b>	<u>\$167,000.00</u>	Reserve for other expenses
<b>Total</b>	<u><u>\$500,000.00</u></u>	
	\$0.00	verify

\*Expenses may be reimbursable to PlanRVA

## **Agenda Item C.1.**

*Adoption of Schedule for Regular Authority Meeting Dates*

### **REQUESTED ACTION**

*The CVTA is requested to adopt the schedule for regular Authority meeting dates as well as the meeting dates for the CVTA Technical Advisory Committee (TAC) and the CVTA Finance Committee as presented.*

# MEMORANDUM

**To:** Central Virginia Transportation Authority (CVTA)  
**From:** Chet Parsons, RRTPO Director of Transportation  
**Date:** October 30, 2020  
**Subj:** Proposal of Regular Meeting Dates of the CVTA Authority, CVTA Finance Committee, and CVTA Technical Advisory Committee

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Through careful consideration and consultation with each individual committee chair, your staff and schedulers, PlanRVA would like to propose the following dates for meetings of the CVTA Authority, CVTA Finance Committee, and CVTA TAC. There is intentionality in the arrangement, developed through a request from the TAC to attempt a TAC/Finance/Authority progression.

Our approach for Authority and Finance meetings is to focus on getting through the organizational business by the end of the calendar year and re-assessing meeting dates for 2021.

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

Friday, October 30 @8:30-noon

Friday, December 4 @8:30am-noon

Friday, January 29 @8:30am-noon

## **CVTA TAC (virtual)**

Tuesday, October 13 @1pm

Monday, November 9 @1pm

Monday, December 7 @1pm

Monday, January 11 @1pm

Monday, February 8 @1pm

Monday, March 8 @1pm

Monday, April 12 @1pm

Monday, May 10 @1pm

Monday, June 14 @1pm

**CVTA Finance (in-person at PlanRVA)**

Wednesday, October 14 @8:30am - noon

Monday, November 9 @8:30am-noon

Wednesday, December 9 @8:30am-noon

Wednesday, January 6 @8:30am-noon

CAP/nm