

# AGENDA

## CENTRAL VIRGINIA TRANSPORTATION AUTHORITY

Friday, December 4, 2020

8:30 a.m.

Zoom Video Webinar

### 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** (Parsons) .....

**A. ADMINISTRATION**

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

**2. Approval of October 30, 2020 CVTA Action Meeting Minutes**  
*(Thornton)*..... page 2  
**Action Requested**

**3. Open Public Comment Period – General Input**  
*(Thornton/5 minutes)*.....  
Speakers may address the Authority for up to three (3) minutes on any matters relevant to the body. Speakers are requested to give their name, locality in which they reside and if appropriate, the organization they represent. Members of the public may also submit comments through the chat function.

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

**5. CVTA Staff Report**

- a. CVTA Technical Advisory Committee Update  
(Eure/10 minutes).....
- b. CVTA Finance Committee Update  
(Stoney/10 minutes) .....

**B. NEW BUSINESS**

**1. FY21 Administrative and Operating Expense Budget – Public Hearing**

(Heeter/10 minutes)..... page 14

**Action Requested:** Motion to adopt the FY21 Administrative and Operating Expense Budget.

During the public hearing, comments may be submitted via email at [CVTA@PlanRVA.org](mailto:CVTA@PlanRVA.org) or by joining the Zoom Video Webinar and submitting questions via the Q&A dialog box. The [link to the Zoom Video Webinar](#) will be available on the PlanRVA website ahead of the meeting.

**2. Agreement for Revenue Transfers with the Virginia Department of Transportation – Standard Project Agreement for Funding and Administration**

(Parsons/Gregory/15 minutes) .....

**3. Insurance Services**

(Heeter/10 minutes).....

**Action Requested:** Motion to authorize the CVTA Finance Committee to select a qualified offeror and negotiate purchase of insurance coverage for the Authority.

**4. Transit Service Governance Report – Scope of Work**

(Parsons/10 minutes)..... page 18

**Action Requested:** Motion to approve the scope of work for the Regional Transit Governance Report as presented and authorize staff to work with DRPT to solicit proposals for service.

**5. CVTA Financial Administration and Management**

(Coates/Harris/10 minutes).....

**Action Requested:** Motion 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.

**C. OTHER BUSINESS**

**1. CVTA Member Comments**

*(Thornton/5 minutes)* .....

**2. Next Meeting: January 29, 2021**

*(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 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 November 24, 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.

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 October 30, 2020 Central Virginia  
Transportation Authority (CVTA) Action Meeting*

1

### **REQUESTED ACTION**

*The CVTA is requested to approve the Minutes of  
the October 30, 2020 CVTA action meeting as  
presented.*

**CENTRAL VIRGINIA TRANSPORTATION AUTHORITY**

**MINUTES OF ACTION MEETING  
Training Center – Henrico County & Zoom  
October 30, 2020  
8:30 a.m.**

**Members Present:**

<b>Jurisdiction/Agency</b>	<b>Member</b>	<b>Present</b>	<b>Absent</b>
<b>Town of Ashland</b>	John H. Hodges	x	
<b>Charles City County</b>	William G. Coad (virtual)	x	
<b>Chesterfield County</b>	Kevin P. Carroll, Vice Chair	x	
<b>Goochland County</b>	Neil Spoonhower (virtual)	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 (virtual)	x	
<b>Senate of Virginia</b>	Sen. Jennifer L. McClellan (virtual)	x	
<b>Commonwealth Transportation Board</b>	Carlos M. Brown (virtual)	x	

**Non-Voting Ex-Officio**

<b>Agency</b>	<b>Member</b>	<b>Present</b>
<b>VDRPT</b>	Jennifer Mitchell (virtual)	x
<b>VDOT</b>	Shane Mann (Designee)	x
<b>GRTC Transit System</b>	Julie Timm	x
<b>RMTA</b>	Joi Taylor Dean (virtual)	x

The Central Virginia Transportation Authority meeting was held in-person at the Henrico County Training 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 Zoom 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. 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 October 30, 2020 Central Virginia Transportation Authority action meeting to order at 8:40 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.

### **A. ADMINISTRATION**

#### **1. Approval of CVTA Meeting Agenda**

Upon determination made by the Authority present at the meeting the following action item was added to the agenda: B.4. GRTC Regional Public Transportation Plan.

On motion of David T. Williams, seconded by Kevin P. Carroll, the CVTA unanimously approved the October 30, 2020 meeting agenda as amended.

#### **2. Approval of August 27, 2020 CVTA Action Meeting Minutes**

On motion of David T. Williams, seconded by W. Canova Peterson, the CVTA unanimously approved the minutes of the August 27, 2020 action meeting as presented.

### **B. NEW BUSINESS**

#### **1. Action on the Draft Agreement for Revenue Transfers with the Virginia Department of Transportation**

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

**RESOLVED**, that the Central Virginia Transportation Authority (CVTA) approves the Memorandum of Agreement Between the Virginia Department of Transportation and the Central Virginia Transportation Authority as presented.

#### **2. Action on Insurance Services**

On motion of David T. Williams, seconded by Patricia A. Paige, the Central Virginia Transportation Authority (CVTA) unanimously approved the following resolution:

**RESOLVED**, that the Central Virginia Transportation Authority (CVTA) authorizes release of the Request for Proposals RFP# 21-01 for insurance coverage as presented.

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) creates an advertisement budget in the amount of \$5,000.

- 3. Action on the FY21 Administrative and Operating Expense Budget Draft**  
On motion of W. Canova Peterson, seconded by Delegate Delores McQuinn, the Central Virginia Transportation Authority (CVTA) unanimously approved the following resolution:

**RESOLVED**, that the Central Virginia Transportation Authority (CVTA) schedules a public hearing for December 4, 2020 and authorizes PlanRVA to incur expenses associated with advertisement of the public hearing and public review of the proposed administrative and operating budget.

- 4. Action on the GRTC Regional Public Transportation Plan**  
On motion of Mayor Levar M. Stoney, seconded by Neil Spoonhower, the Central Virginia Transportation Authority (CVTA) unanimously approved the following resolution:

**RESOLVED**, that the Central Virginia Transportation Authority (CVTA) approves the use of CVTA transit funds not to exceed \$200,000 for consulting services and public outreach support in development of the FY22 Regional Public Transportation Plan based on the requirements of the CVTA legislation.

**C. OTHER BUSINESS**

- 1. Action on the Adoption of the Schedule for Regular Authority Meeting Dates**

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 schedule for regular Authority meeting dates as well as the meeting dates for the CVTA Technical Advisory Committee (CVTA TAC) and the CVTA Finance Committee as presented.

- 2. Public Comment Period – Open**

Public comment was given in-person during the meeting and submitted via email. A compilation of comments received was provided to Authority members on October 30, 2020 and was included in the record.

- 4. Next CVTA Authority Meeting: December 4, 2020**

The next action meeting will be held on December 4, 2020, beginning at 8:30 a.m.

**D. ADJOURNMENT:**

Chairman Thornton adjourned the meeting at approximately 9:55 a.m. on October 30, 2020.



Motion as presented: Motion to approve the agenda of the October 30, 2020 CVTA meeting as amended.  
 First: Williams  
 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	-
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	<b>1,054,636</b>	<b>26</b>	<b>11</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>12</b>	<b>1,034,168</b>

WEIGHTED	
"Yay"	"Nay"
1	0
1	0
4	0
2	0
3	0
4	0
0	0
2	0
4	0
1	0
1	0
1	0
<b>24</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: Motion to approve the minutes of the August 27, 2020 CVTA action meeting minutes as presented.  
 First: Williams  
 Second: Peterson

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	-
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	<b>1,054,636</b>	<b>26</b>	<b>11</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>12</b>	<b>1,034,168</b>

WEIGHTED	
"Yay"	"Nay"
1	0
1	0
4	0
2	0
3	0
4	0
0	0
2	0
4	0
1	0
1	0
1	0
<b>24</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: Motion to recommend approval of the MOA between VDOT and the CVTA as presented.  
 First: Carroll  
 Second: Stoney

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	<b>1,054,636</b>	<b>26</b>	<b>12</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>12</b>	<b>1,054,636</b>	<b>26</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: Motion to authorize release of the Request for Proposals for insurance coverage.  
 First: Williams  
 Second: Paige

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	<b>1,054,636</b>	<b>26</b>	<b>12</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>12</b>	<b>1,054,636</b>	<b>26</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: Motion to create an advertisement budget in the amount of \$5,000.  
 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	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	<b>1,054,636</b>	<b>26</b>	<b>12</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>12</b>	<b>1,054,636</b>	<b>26</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:** Motion to schedule a public hearing and to authorize PlanRVA to incur expenses associated with advertisement of the public hearing and public review of the proposed administrative and operating budget.  
**First:** Peterson  
**Second:** McQuinn

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	<b>1,054,636</b>	<b>26</b>	<b>12</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>12</b>	<b>1,054,636</b>	<b>26</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:** Motion to approve the use of CVTA transit funds not to exceed \$200,000 for consulting services and public outreach support in development of the FY22 Regional Public Transportation Plan based on the requirements of the CVTA legislation.  
**First:** Stoney  
**Second:** Spoonhowe

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	<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: Motion to to adopt the schedule for regular Authority meeting dates and subcommittee mtg dates as presented.  
 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	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	<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



## **Agenda Item B.1.**

*FY21 Administrative and Operating Expense Budget -  
Public Hearing*

2

### **REQUESTED ACTION**

*The CVTA is requested to adopt the FY21 Administrative  
and Operating Expense Budget.*

## CVTA AGENDA 12/4/20; ITEM B.1.

### FY21 Administrative and Operating Expense Budget

#### Central Virginia Transportation Authority

**REQUESTED ACTION:** Adoption of the Central Virginia Transportation Authority FY21 Administrative and Operating Expense Budget.

**BACKGROUND:** According to the Code of Virginia, Title 33.2, Chapter 37, the following requirements are made of the CVTA:

*A. The Authority shall adopt an annual budget and develop a funding plan to be supported by the revenues allocated under subdivision D 1 of § 33.2-3701 and shall provide for such development and adoption in its bylaws. The funding plan shall provide for the expenditure of funds for transportation purposes over a four-to-six-year period and shall align with the Statewide Transportation Plan established pursuant to § 33.2-353, the long-range transportation plan of Planning District 15, or the long-range transportation plans of participating localities as much as possible. The Authority shall solicit public comment on its budget and funding plan by posting a summary of such budget and funding plan on its website and holding a public hearing. Such public hearing shall be advertised on the Authority's website and in a newspaper of general circulation in Planning District 15.*

*B. The administrative and operating expenses of the Authority shall be provided in an annual budget adopted by the Authority and to the extent funds for such expenses are not provided from other sources shall be paid from the Fund. Such budget shall be limited solely to the administrative and operating expenses of the Authority and shall not include any funds for construction or acquisition of transportation facilities or the maintenance or performance of any transportation service.*

The CVTA will address Item A after initial revenue disbursements are completed and there is a more complete picture of expected annual revenues.

The CVTA Finance Committee, working with staff, oversaw Item B, the Administrative and Operating Budget development and review process. The CVTA reviewed the draft budget at its October 30, 2020 regular meeting and approved moving the budget forward for public review from November 9 to November 23, 2020.

**CVTA FINANCE COMMITTEE RECOMMENDATION:** The CVTA Finance Committee recommends adoption of the FY21 Administrative and Operating Expense Budget.

**STAFF RECOMMENDATION:** Staff concurs with the CVTA Finance Committee recommendation.

**ACTION REQUESTED:** The following resolution is presented for CVTA approval:

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

**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 B.4.**

*Transit Service Governance Report – Scope of Work*

- a. Staff Report .....pages 19-20*
- b. Draft Scope of Services ..... pages 21-28*
- c. Draft Letter to the Governor of Virginia  
and Virginia General Assembly ..... page 29-30*

### **REQUESTED ACTION**

*The CVTA is requested to approve 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.*

*Therefore, the CVTA Technical Advisory Committee, in consultation with the CVTA Finance Committee, has the authority to select and engage a qualified consultant from submitted proposals to ensure timely completion of the report.*

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## CVTA AGENDA 12/4/20; ITEM B.4.

### Transit Service Governance Report – Scope of Work

#### Central Virginia Transportation Authority

**REQUESTED ACTION:** Approval of the scope of work for the Regional Transit Service Governance Report as presented and authorization of staff to solicit proposals for service.

**BACKGROUND:** The Central Virginia Transportation Authority has a responsibility under the Code of Virginia to assess the current form of transit governance of services in the region. The specific language in the Code 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.

The RRTPO has a public transportation work group that has considered language for a scope of work and provided feedback to CVTA staff. After multiple drafts, the scope of work as presented is considered complete by both the public transportation work group and CVTA staff.

The impacts of the COVID-19 virus on the transportation industry has prompted VDOT to allow a delay in reporting so that CVTA can report back to the Governor and General Assembly before June 30, 2021. The scope of work requires the transit service governance report to be complete in that timeframe.

Staff will coordinate with DRPT to utilize its consultant bench and get the project underway as soon as possible.

**CVTA TAC RECOMMENDATION:** The CVTA Technical Advisory Committee recommends approval of the scope of work for the Regional Transit Service Governance Report and authorization of staff to work with DRPT to solicit proposals for service.

**STAFF RECOMMENDATION:** Staff concurs with the CVTA Technical Advisory Committee recommendation.

**ACTION REQUESTED:** The following resolution is presented for CVTA approval:

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

**THEREFORE, BE IT ALSO RESOLVED**, that the CVTA Technical Advisory Committee, in consultation with the CVTA Finance Committee, has the authority to select and engage a qualified consultant from submitted proposals to ensure timely completion of the report.

## Scope of Services

### EVALUATION OF THE GOVERNANCE STRUCTURE OF TRANSIT SERVICE IN THE RICHMOND REGION AND THE ESTABLISHMENT OF A TRANSPORTATION DISTRICT

#### 1. STUDY BACKGROUND

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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."

This scope of work is intended to inform and support compliance with legislative directives for transit in the Richmond Region.

#### 2. STUDY PURPOSE AND OBJECTIVES

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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:

- a. To evaluate the governance structure of the Greater Richmond Transit Company (GRTC);
- b. To evaluate the establishment of a transportation district in the Richmond Region;
- c. Provide options related to GRTC governance and/or the establishment of a transportation district; and
- d. To report the progress of such evaluation to the Governor and the General Assembly by December 1, 2020 with a firm completion date of March 31, 2021.



### 3. STUDY ADMINISTRATION

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CVTA will manage this study with the technical assistance of a qualified consulting firm (herein after referred to as the "CONSULTANT"). The review will be conducted using a two-pronged approach, with work occurring simultaneously at both a technical level and a policy level. A consultant with significant experience in evaluating large transit organizations will be secured to support this assessment and development of recommendations. The review approach will also engage an independent reviewer with significant policy experience to provide credibility to the review process, and facilitate policy discussions among member jurisdictions.

Both CVTA and the CONSULTANT will designate Project Managers through which all formal communications related to the Study will be exchanged.

### 4. CONSULTANT ENGAGEMENT AND STUDY SCHEDULE

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CONSULTANT support services are needed through June 30, 2021. CONSULTANT will produce a detailed progress report, formatted as a General Assembly report, that is due no later than December 1, 2020 and a final report that is due no later than March 31, 2021.

The Study will be conducted in five phases as described below.

Phase 1 – Strategic Assessment of the Governance Structure of GRTC (~~November~~December 30, 2020)

Phase 2 – Evaluation of Transportation District vs. CVTA Powers and Authority, in relation to transit funding (December 30, 2020)

Phase 3 - Options for Potential Transit Governance Strategies (December 30, 2020)

Phase 4 – Draft Final Report (January 29, 2021)

Phase 5 – Final Report (March 31, 2021)

Each Phase of the Study will include specific Tasks and Deliverables described in Section 6 below.

The CONSULTANT is expected to make at least two (2) and as many as six (6) public presentations on the Study to various entities. Presentations and Deliverables shall be reviewed and approved by the CVTA TAC before being presented in public meetings.

## 5. STUDY BUDGET

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The contract between CVTA and CONSULTANT is a Cost-plus Fixed Fee contract. Total cost of the contracted work shall not exceed \$50,000. A monthly invoice will be submitted by the CONSULTANT to CVTA, along with a monthly progress report. The invoice and monthly progress report will provide a percent complete per task item and a detailed description of the activities performed for each task and subtask item. The percent complete should be tied to the dollar value that is placed on each task item, with the invoice amount reflecting the percent complete of each task.

## 6. SCOPE OF SERVICES: STUDY PHASES, TASKS & DELIVERABLES

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The Study will be conducted in five phases. Each Study phase will include specific tasks to be completed during the phase. Individual Study phases and tasks may require the production of deliverables at the end of the phase or task or at other scheduled milestones described below.

In addition to the five phases of the Study described below, the CONSULTANT will provide bi-monthly updates to the CVTA throughout the course of the Study. The CONSULTANT and the CVTA TAC will establish a regular schedule of progress meetings for the Study prior to the start of work by the CONSULTANT. The CONSULTANT will be responsible for preparing meeting agendas and meeting minutes.

The CONSULTANT will also be required to deliver public presentations throughout the course of the Study. The schedule of meetings at which CONSULTANT presentations will be required will be established by CVTA during the course of the Study.

### 6.1. Phase 1 – Strategic Assessment

Phase 1 of the Study will include Strategic Assessments of the governance structure of GRTC and comparable transit agencies throughout the country.

Phase 1 of the Study shall be completed by ~~November~~December 30, 2020.

Phase 1 of the Study shall include the tasks and deliverables described in general below. The CONSULTANT shall determine all work required to complete each task to the satisfaction of CVTA. The CONSULTANT shall present a Task Work Plan and Task Schedule for the completion of each task to CVTA for approval prior to the start of each task.

## Task 1.1: Strategic Assessment of GRTC

The Strategic Assessment of GRTC will focus on the current state of GRTC governance. As part of the Strategic Assessment of GRTC, the CONSULTANT will compile and review all GRTC governing documents and all other strategic assessment reports and reviews of GRTC that have been conducted in the last 10 years.

With the approval of CVTA, the CONSULTANT shall determine the range of and specific organizational conditions to be documented in the Strategic Assessment of GRTC with the following conditions to be included at a minimum:

- Board Governance
  - ✓ Size of the governing board and the role of alternate members
  - ✓ Appointment authority to the governing board
  - ✓ Qualifications of governing board members
  - ✓ Terms of office of governing board members
  - ✓ Selection of governing board leadership (officers) and roles and responsibilities of board officers
  - ✓ Governing board committee structure and roles and responsibilities of committees
  - ✓ Veto authority by governing board members
  - ✓ Fiduciary responsibilities of governing board members
  - ✓ Voting structure
- Organizational Funding Structure
- Governance decisions for local and regional public mass transit network
- Shareholder control over Board decisions and membership
- Decisions and control of local jurisdictions in transit planning and funding
- Federal, state, and local laws, regulations, and ordinances associated with transit operations including labor laws and federal interest in assets and property
- What is involved in changing the GRTC governance structure
- Requirements associated with changes in ownership structure and bylaw changes

*Deliverable 1.1: The results of Task 1.1 will be summarized in a technical memorandum and presentation materials.*

## Task 1.2: Strategic Assessment of GRTC's Peer Transit Agencies

The Strategic Assessment of GRTC's Peer Transit Agencies will document the same organizational conditions as those described in Task 1.1 of a peer group of at least six (6) transit agencies that are similar in size, age,

employment levels, service area size by area, revenue miles, revenue hours, and operating characteristics as GRTC. The CONSULTANT shall choose the peer agency group to be assessed with the approval of CVTA

*Deliverable 1.2: The results of Task 1.2 will be summarized in a technical memorandum and presentation materials.*

### **Task 1.3: Strategic Assessment and Benchmarking**

Assessment and benchmarking of CVTA will be developed relative to 1) NoVA Transportation Authority and 2) Hampton Roads Transportation Accountability Commission and the Hampton Roads Regional Transit Program and Fund

*Deliverable 1.3: The results of Task 1.3 will be summarized in a technical memorandum and presentation materials.*

## **6.2. Phase 2 – Evaluation of Transportation District**

### **Task 2.1: Evaluation of a Transportation District**

This task will include an analysis of the utility of creating a transportation district for the region, and will include, at a minimum,

1. Definition
2. Powers and Authority
3. Existing Transportation Districts in Virginia
4. Comparison to CVTA Powers and Authority

*Deliverable 2.1: The results of Task 2.1 will be summarized in a technical memorandum and presentation materials.*

## **6.3. Phase 3 – Options for Potential Transit Governance Strategies**

Phase 3 of the Study will include evaluation of GRTC's current governance in comparison to the governance models of similar transit agencies. Phase 3 of the Study will result in options related to potential reforms to GRTC's governance and how those options could be implemented. This phase shall be completed by December 30, 2020.

### **Task 3.1: Evaluation of GRTC Governance relative to Peer Transit Agencies,**

The Evaluation of GRTC Governance relative to Peer Transit Agencies will include qualitative and quantitative comparisons of the organizational governance conditions documented in the assessments of GRTC and the peer agency group approved by CVTA as described in Tasks 1.1 and 1.2. The Evaluation of GRTC Governance relative to Peer Transit Agencies will document similarities and differences in the governance practices of GRTC and the peer agency group as well as recognized industry best practices for governance of transit agencies of similar size.

*Deliverable 3.1: The results of Task 3.1 will be summarized in a technical memorandum and presentation materials.*

### **Task 3.2: Options for Potential GRTC Governance Strategies**

The Options for Potential GRTC Governance Strategies will include both a list and discussion of potential reforms to GRTC's Governance Structure to ensure the long-term sustainability of the organization as well as a list and discussion of strategies to bring about the recommended reforms. Development of options should consider the following:

- a. How elected officials involved in the decisions are included in decisions related to the expenditure of CVTA regional transit funding.
- b. Should the GRTC Board be revamped to include elected officials?
- c. Should the GRTC Board include broader representation from the region because of CVTA funding?
- d. Does the Regional Public Transportation Plan adequately inform funding decisions affecting rural jurisdictions?
- e. Should there be representation on the GRTC Board for every jurisdiction with service, adding/subtracting jurisdictions as the system changes?
- f. Should there be representation on the GRTC Board for every jurisdiction regardless of current service?
- g. Should there be at-large members to represent jurisdictions with smaller populations?
- h. Should there be non-voting members (citizens, agencies)?
- i. Should there be weighted voting?

*Deliverable 3.2: The results of Task 3.2 will be summarized in a technical memorandum and presentation materials.*

#### **6.4. Phase 4 – Draft Final Report**

The Draft Final Report will include the compilation into a single draft report document of all analysis, recommendations and deliverables prepared during preceding Phases.

##### **Task 4.1: Draft Final Report**

The CONSULTANT will prepare a reader-friendly report document that will provide narrative description of the Study findings and recommendations. The Final Report is expected to serve a dual purpose of informing technical and elected officials. The Final Report should convey complex information in an easy-to-understand manner using visual aids. The format of the Draft Final Report document will be at the discretion of the CONSULTANT with guidance from CVTA.

The Draft Final Report document shall be delivered to CVTA no later than January 29, 2021. The Draft Final Report document will be delivered both electronically (editable) and in 25 bound, printed copies to the CVTA Project Manager.

*Deliverable 4.1: Draft Final Report document (electronic and 25 bound, printed copies)*

#### **6.5. Phase 5 - Final Report**

Phase 5 of the Study will include edits to the Draft Final Report document recommended by CVTA, the development of an Executive Summary and production of the Final Report document.

Phase 5 of the Study shall include the Tasks and Deliverables described below.

##### **Task 5.1: Final Report**

The Final Report will be produced and delivered to CVTA in substantially the same format as the Draft Final Report and will include edits to the Draft Final Report directed by CVTA. The Final Report will also include a four (4) to eight (8) page Executive Summary of the Study that will focus on key findings and recommendations deemed pertinent by CVTA.

The Final Report document shall be delivered to CVTA no later than March 31, 2021. The Final Report document will be delivered to the CVTA Project Manager as directed in Section 7 of this Scope of Work.

*Deliverable 5.1: Final Report document, including Executive Summary (delivered as directed in Section 7)*

## 7. FINAL DELIVERABLES

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In addition to the Deliverables required to be submitted during the course of the Study, the CONSULTANT will submit the following Deliverables to CVTA at the end of the Study:

1. PowerPoint presentations developed and delivered throughout the Study
2. All Study data and files in editable digital formats

All Final Deliverables listed above will also be submitted to CVTA in electronic formats.

DRAFT

- 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
- RMATA

Governor Ralph Northam  
 P.O. Box 1475  
 Richmond, VA 23218

Senate of Virginia  
 P.O. Box 396  
 Richmond, VA 23218

VA House of Delegates  
 Pocahontas Building  
 900 E. Main St.  
 Richmond, VA 23219

December 4, 2020

Dear Governor Northam, House of Delegates, and Senate of Virginia colleagues,

The purpose of this letter is to provide a status update to the Governor and General Assembly of Virginia concerning the Central Virginia Transportation Authority’s report evaluating the governance structure of transit service in the Richmond region, including the evaluation of establishing a transportation district, pursuant to the second enactment clause of Chapter 1235 of the Virginia Acts of Assembly (approved, April 22, 2020).

The Central Virginia Transportation Authority (CVTA) held its first organizational meeting on August 27, 2020. The ability of the CVTA to meet during the COVID-19 pandemic is a testament to its member jurisdictions’ dedication and commitment to regional transportation. Staff have been in close conversation with the VDOT Secretary of Transportation’s office throughout the pandemic regarding the transit governance report and have a good understanding of the relationship between the CVTA legislation’s reporting requirements and COVID-related impacts to doing business in the Commonwealth in 2020.

The CVTA wishes to illustrate our dedication to fulfilling the requirements and progress made to date. The CVTA has approached all of its work tasks very deliberately and has taken the approach of doing its work with quality and dedication rather than trying to rush decisions without full consideration.

1. The CVTA has developed a scope of work for the governance report and plans to utilize bench consultants approved by the Department of Rail and Public Transit to assist with the evaluation and development of the report. This scope of work was approved at the December 4, 2020 CVTA meeting and the request for proposals will be issued the week of December 6.



2. The scope of work has been developed in consultation with each member government, DRPT, VDOT, and GRTC and will be the responsibility of the CVTA to complete.
3. The report development process has multiple phases with deliverables set to ensure that the process is not delayed. Phases include:
  - Phase 1 – Strategic Assessment of the Governance Structure of GRTC (December 30, 2020)
  - Phase 2 – Evaluation of Transportation District vs. CVTA Powers and Authority, in relation to transit funding (December 30, 2020)
  - Phase 3 - Options for Potential Transit Governance Strategies (December 30, 2020)
  - Phase 4 – Draft Final Report (January 29, 2021)
  - Phase 5 – Final Report Issued (anticipated March 31, 2021)
4. The final report will be delivered to the Governor and General Assembly no later than June 30, 2021.

Thank you very much for the opportunity to provide this update on the Transit Governance Reporting requirement. If you have any further questions, please contact Chet Parsons, acting CVTA Executive Director, at [cparsons@planrva.org](mailto:cparsons@planrva.org).

Sincerely,

Frank Thornton  
Henrico Board of Supervisors  
Chair, Central Virginia Transportation Authority