

AGENDA

CVTA TECHNICAL ADVISORY COMMITTEE

Monday, January 11, 2021
1:00 p.m.

Zoom Meeting

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.

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

WELCOME AND INTRODUCTIONS

(Eure)

STATEMENT REGARDING VIRTUAL MEETINGS

(Parsons) page 1

ROLL CALL & CERTIFICATION OF A QUORUM

(Parsons)

1. Consideration of Amendments to the Action Meeting Agenda

(Eure)

2. Approval of December 2, 2020 CVTA TAC Action Meeting Minutes

(Eure) page 2
Action Requested

3. Approval of December 7, 2020 CVTA TAC Action Meeting Minutes

(Eure) page 5
Action Requested

4. Public Comment Period – Open

(Eure/5 minutes).....

5. CVTA TAC Chairman’s Report

(Eure/5 minutes).....

6. CVTA TAC Staff Update

(Parsons/10 minutes)

- a. Finance Committee Summary from 12/9/2020

- 7. Certification Reporting**
(Parsons/30 minutes).....
 - a. Legal Requirements
 - b. Project Data
 - c. Agreement Format

- 8. Regional Public Transportation Plan – Progress Report**
(Torres/15 minutes).....

- 9. Transit Service Governance Report – Progress Report**
(Parsons/10 minutes).....

- 10. CVTA TAC Member Comments**
(Eure/5 minutes).....

- 11. Next Meeting: February 8, 2021**
(Eure).....

- 12. Adjournment**
(Eure).....

CAP/nm
Attachments

Opening Statement for Electronic Meetings

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

While we meet in a remote/virtual format, we remain committed to public accessibility and opportunity to participate. Staff provided notice of this meeting to members and the public on January 4, 2021 through electronic posting on the PlanRVA website and email distribution of notice to members, alternates, and known interested parties, including the media.

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

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

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

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

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

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

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

**MINUTES OF ACTION MEETING
Zoom Meeting
December 2, 2020**

Members and Alternates Present:

Town of Ashland		Charles City County		Chesterfield County	
Nora Amos		Rhonda Russell	x	Barbara K. Smith	x
				Chessa D. Walker (A)	x
Goochland County		Hanover County		Henrico County	
Thomas M. Coleman	x	Joseph E. Vidunas	x	Todd Eure, FY21 Chair	
Todd Kilduff (A)		J. Michael Flagg (A)	x	Sharon Smidler (A)	x
New Kent County		Powhatan County		City of Richmond	
Kelli Le Duc	x	Andrew Pompei	x	Dironna Moore Clarke, FY21 Vice Chair	x
		Bret Schardein (A)	x	Travis A. Bridewell (A)	x
VDRPT*		VDOT*		GRTC Transit System*	
Jennifer B. DeBruhl	x	R. Shane Mann	x	Adrienne Torres	x
Tiffany T. Dubinsky (A)		Mark Riblett (A)	x	Emily E. DelRoss (A)	x
RMTA*		PlanRVA/RRTP*			
Joi Taylor Dean	x	Chet Parsons	x		

*Non-voting members

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

CALL TO ORDER

In the absence of the Central Virginia Transportation Authority (CVTA) Technical Advisory Committee (TAC) Chairman Mr. Todd Eure, Ms. Dironna Moore Clarke presided and called the December 2, 2020 CVTA Technical Advisory Committee (TAC) action meeting to order at 11:00 a.m.

ATTENDANCE ROLL CALL & CERTIFICATION OF MEETING QUORUM

Nicole Mueller, Program Coordinator, took attendance by roll call and certified that a quorum was present.

1. Consideration of Amendments to the Action Meeting Agenda

There were no requested changes to the meeting agenda. Seeing and hearing no objections the December 2, 2020 agenda was approved by acclamation as presented.

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

The committee reviewed the changes made to the draft SPA since the last CVTA TAC meeting on November 20, 2020. The document was prepared by an ad hoc working group comprised of Commissioner Stephen Brich, Michael Westermann, Laura Farmer, Shane Mann, Barbara Smith, Jeffrey Mincks, Eric Gregory, and Chet Parsons.

On motion of Barbara K. Smith, seconded by Joseph E. Vidunas, the Central Virginia Transportation Authority (CVTA) Technical Advisory Committee unanimously approved the following resolution (see Appendix A):

RESOLVED, that the Central Virginia Transportation Authority (CVTA) Technical Advisory Committee recommends approval of the full Memorandum of Agreement between the Virginia Department of Transportation and the Central Virginia Transportation Authority including all exhibits as presented.

Next CVTA TAC Meeting:

The next regular meeting of the CVTA TAC will be held on December 7, 2020 beginning at 1:00 p.m. in Richmond, Virginia.

Adjournment:

Ms. Dironna Moore Clarke adjourned the meeting at 11:25 a.m. on December 2, 2020.

CAP/nm

APPENDIX A

CVTA Technical Advisory Committee (TAC) – Voting Record Tables

Item 4. Action on the Agreement for Revenue Transfers with the Virginia Department of Transportation - Standard Project Agreement for Funding and Administration Draft

Jurisdiction/Agency	Member/Alternate (A)	Aye	Nay	Abstain	Absent
Town of Ashland	Nora Amos				X
Charles City County	Rhonda Russell	X			
Chesterfield County	Barbara K. Smith	X			
Goochland County	Thomas M Coleman	X			
Hanover County	Joseph E. Vidunas	X			
Henrico County	Sharon Smidler (A)	X			
New Kent County	Kelli Le Duc	X			
Powhatan County	Andrew Pompei	X			
City of Richmond	Dironna Moore Clarke	X			
TOTAL		8			1

A quorum shall consist of five (5) of the voting Committee members. Approval of recommendations or actions shall require an affirmative vote of a majority of the Members present. Either Committee members or alternates will be considered in determining meeting quorums and voting on actions of the Committee.

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

**MINUTES OF ACTION MEETING
Zoom Meeting
December 7, 2020**

Members and Alternates Present:

Town of Ashland		Charles City County		Chesterfield County	
Nora Amos	x	Rhonda Russell	x	Barbara K. Smith	x
				Chessa D. Walker (A)	x
Goochland County		Hanover County		Henrico County	
Thomas M. Coleman	x	Joseph E. Vidunas		Todd Eure, FY21 Chair	x
Todd Kilduff (A)		J. Michael Flagg (A)	x	Sharon Smidler (A)	x
New Kent County		Powhatan County		City of Richmond	
Kelli Le Duc	x	Andrew Pompei	x	Dironna Moore Clarke, FY21 Vice Chair	x
		Bret Schardein (A)		Travis A. Bridewell (A)	x
VDRPT*		VDOT*		GRTC Transit System*	
Jennifer B. DeBruhl		R. Shane Mann	x	Adrienne Torres	x
Tiffany T. Dubinsky (A)	x	Mark Riblett (A)	x	Emily E. DelRoss (A)	x
RMTA*		PlanRVA/RRTP0*			
Joi Taylor Dean	x	Chet Parsons	x		

*Non-voting members

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

CALL TO ORDER

The Central Virginia Transportation Authority (CVTA) Technical Advisory Committee (TAC) Chairman, Mr. Todd Eure, presided and called the December 7, 2020 CVTA Technical Advisory Committee (TAC) special meeting to order at 1:00 p.m.

ATTENDANCE ROLL CALL & CERTIFICATION OF MEETING QUORUM

Nicole Mueller, Program Coordinator, took attendance by roll call and certified that a quorum was present.

1. Consideration of Amendments to the Action Meeting Agenda

There were no requested changes to the meeting agenda. Seeing and hearing no objections the December 7, 2020 agenda was approved by acclamation as presented.

2. Approval of November 9, 2020 CVTA TAC Action Meeting Minutes

On motion of Barbara K. Smith, seconded by Nora Amos, the CVTA TAC unanimously approved the minutes of the November 9, 2020 action meeting as presented (voice vote).

3. Approval of November 20, 2020 CVTA TAC Action Meeting Minutes

On motion of Barbara K. Smith, seconded by Nora Amos, the CVTA TAC unanimously approved the minutes of the November 20, 2020 action meeting as presented (voice vote).

7. Task Authority Matrix

Chet Parsons provided a draft informational guide on workflow processes in order to clarify the operations and detail the responsibilities of the Authority (CVTA) and its committees.

- CVTA:
Board of Directors are established through the Code of Virginia.
- CVTA Technical Advisory Committee (TAC):
Staff of membership is tasked with consideration of planning and engineering tasks.
- CVTA Finance Committee:
Subcommittee of CVTA members are tasked with financial recommendations to the full body.
- Finance Work Group:
Advisory group of finance directors from member agencies advise the CVTA Finance Committee.
- Council of Counsels:
Legal counsel from member agencies advise CVTA and subcommittee.

Financial Tasks (budget, contracts, expenditures, audits, bonding activities etc.):

- Driver (e.g. request by the Authority for a task to consider some type of action)
- A financial task goes to the Financial Working Group
 - Advice from Legal Counsels (as needed)
- Finance Committee makes a recommendation to the Authority

Technical Task (annual/six-year/long-range plans and priorities, project planning reports and studies):

- Driver
- Technical Advisory Committee
 - Input from Finance Committee (as needed)
- CVTA TAC makes a recommendation to the Authority

Legal Tasks (agreements, contracts):

- Driver
- Council of Counsels
- Recommendation to the Authority

Example 1: Interchange Modification Report (follows the technical process flow):

- CVTA initiates study
- TAC develops scope of work, solicits fee proposals, makes recommendations
 - Finance Committee considers recommendation impacts on the budget
 - Feedback to the TAC
- CVTA considers recommendation of TAC based on scope and fee

Example 2: CVTA Regional Six-Year Plan (follows a modified financial process flow):

- CVTA requests TAC begin the process
- TAC develops Six-Year Plan and forwards plan to Finance Committee
- Financial Committee makes recommendation to the CVTA for bond program including use of existing locality financial management services
 - Finance Work Group determines the need to issue bonds to finance the regional projects and makes this recommendation
- CVTA authorizes Finance Committee to proceed with bond process and recommendations
 - Staff manages public review period, forwarding project specific comments to TAC for response; comments compiled into report for CVTA review
 - Finance Work Group reviews public comment report with a recommendation to Finance Committee
- CVTA approves bond program

The Task Authority Matrix will be sent out for review and comments to CVTA TAC members. TAC recommended presentation of this information to the Authority at their next meeting in January.

8. Regional Public Transportation Plan – Progress Report

According to Adrienne Torres, Director of Planning & Scheduling at GRTC, the procurement process is moving forward with the GRTC consultant Michael Baker International and Jarett Walker + Associates. The next RRTPO Public Transportation Working Group meeting will be scheduled during the first week in January 2021 to begin work with the consultant on the Regional Public Transportation Plan. The plan is expected to be completed by the end of April 2021.

9. Transit Service Governance Report - Progress Report

At the December 4th Authority meeting, the CVTA approved the scope of work for the Regional Transit Service Governance Report and authorized staff to solicit proposals for service. A draft solicitation was shared with DRPT, and staff has been preparing the Transit Service Governance RFP for release. Proposals for the evaluation of the governance structure of transit service in the Richmond region and the establishment of a transportation district will be received until December 16th. The CVTA Technical Advisory Committee will direct the work of the consultant. For purposes of completing the Transit Service Governance Report, approval of a contract will be on the January Authority meeting agenda. The report development process has multiple phases with deliverables set to ensure that the process is not delayed. Currently, phases 1-3 have earlier deadlines than January 29th; TAC determined that some of the dates in the original scope of work need to

be updated. These dates have to be pushed back to reflect the delay in executing a consultant agreement until the next CVTA meeting on January 29, 2021.

The CVTA Technical Advisory Committee (TAC) established a transit governance subcommittee to review any proposals that will be submitted and prepare a recommendation to TAC for presentation to the Authority on January 29th. The consultant review team consists of the following jurisdictions and agencies including GRTC Transit System, the City of Richmond, Chesterfield County, Henrico County, as well as DRPT and PlanRVA staff. This team will work with the consultant on submittal dates for the draft report and guide the process.

11. Next CVTA TAC Meeting: January 11, 2021

Chairman Eure noted the next regular meeting of the CVTA TAC will be held on January 11, 2021 beginning at 1:00 p.m. in Richmond, Virginia.

Adjournment:

Chairman Eure adjourned the meeting at 1:47 p.m. on December 7, 2020.

CAP/nm

**CENTRAL VIRGINIA TRANSPORTATION AUTHORITY
TECHNICAL ADVISORY COMMITTEE (TAC)
TRANSIT GOVERNANCE SUBCOMMITTEE**

**MINUTES Summary
Zoom Meeting
January 8, 2021**

Members and Alternates Present:

Chesterfield County		Henrico County		City of Richmond	
Barbara K. Smith	x	Todd Eure, FY21 Chair	x	Dironna Moore Clarke, FY21 Vice Chair	x
VDRPT*		GRTC Transit System*		PlanRVA/RTPO*	
Tiffany T. Dubinsky (A)	x	Adrienne Torres	x	Chet Parsons	x

*Non-voting members

The Central Virginia Transportation Authority (CVTA) Transit Governance Subcommittee meeting was held by electronic communication means as set forth by the April 22, 2020 actions of the General Assembly in response to the continued spread of novel coronavirus, or COVID-19. The technology used for this meeting was a web-hosted service created by Zoom.

CALL TO ORDER

The Central Virginia Transportation Authority (CVTA) Transit Governance Subcommittee Chairman, Mr. Todd Eure, presided and called the January 8, 2021 CVTA Technical Advisory Committee (TAC) special meeting to order at 2:05 p.m.

ATTENDANCE ROLL CALL

Nicole Mueller, Program Coordinator, took attendance by roll call.

Transit Service Governance Report – Consultant Review

At the December 4th Authority meeting, the CVTA approved the scope of work for the Regional Transit Service Governance Report and authorized staff to solicit proposals for service. The CVTA received two proposals to the CVTA solicitation which now needed reviewing by the subcommittee in order to prepare a recommendation to the CVTA Technical Advisory Committee (TAC) for presentation to the CVTA on January 29th. The CVTA TAC will direct the work of the consultant.

The CVTA Technical Advisory Committee (TAC) established a transit governance subcommittee to review the proposals. This team will work with the consultant on submittal dates for the draft report and guide the process.

The consultant review team considered and reviewed the following documents:

1. The scope of work
2. Consultant solicitation
3. Scored Review forms – spreadsheet
4. Two consultant responses – each one includes a cover letter, proposal, and fee
 - a. AECOM
 - i. Unbiased perspective

- ii. Timeframe seems a bit condensed for the front end and gives more time to the draft report, which may be aggressive considering all of the Task 1 and Task 2 work
 - iii. Project team with subconsultant of Eno Center provides good experience and more policy-based analysis
 - iv. Discussed direct issue of governance better than Kimley-Horn
 - v. Has more relevant experience in policy analysis
 - vi. Eno Center, non-profit charitable foundation, provides industry leaders with timely research and an independent voice on policy issues, transportation-oriented, based out of Washington DC; <https://www.enotrans.org/>
 - vii. Needs attention:
 - 1. Flexibility on due dates; need to revise language for due dates of submittals
 - 2. Include individual interviews instead of a workshop
- b. Kimley-Horn
- i. Presently working with many local staffs
 - ii. Local knowledge of the community
 - iii. Needs to be clear that the client is CVTA, not GRTC
 - iv. Interview questions should be reviewed by CVTA TAC or CVTA Program Manager
 - v. More familiarity with GRTC, the region and localities
 - vi. Planning-oriented rather than policy

The subcommittee unanimously decided to recommend to the CVTA TAC the proposal by AECOM with the assumption that the two items under 4.a.vii would be addressed.

Next steps: Pass along a recommendation from the subcommittee to the CVTA TAC to select AECOM. If CVTA TAC approves the subcommittee action, the full Authority would receive the recommendation to approve the AECOM proposal at the January 29th meeting.

Next CVTA TAC Meeting: January 11, 2020

The next regular meeting of the CVTA TAC will be held on January 11, 2021 beginning at 1:00 p.m. in Richmond, Virginia.

Adjournment:

The meeting adjourned at 2:35 p.m. on January 8, 2021.

CAP/nm

CVTA TAC AGENDA 1/14/21; ITEM 9.

Transit Service Governance Report – Consultant Selection

Central Virginia Transportation Authority Technical Advisory Committee

REQUESTED ACTION: Recommendation to the Central Virginia Transportation Authority (CVTA) for approval of the contract for services to develop the Regional Transit Service Governance Report.

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

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

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

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

STUDY PURPOSE AND OBJECTIVES

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

The objectives of this study are to:

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

At the December 4th Authority meeting, the CVTA approved the scope of work for the Regional Transit Service Governance Report and authorized staff to solicit proposals

for service. The CVTA received two proposals to the CVTA solicitation and both were qualified to complete the work. The CVTA TAC will direct the work of the consultant.

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

CVTA TAC TRANSIT GOVERNANCE SUBCOMMITTEE RECOMMENDATION: The CVTA TAC transit governance subcommittee recommends AECOM/Eno Center as the Transit Service Governance consultant for approval at the January 29, 2021 CVTA meeting.

STAFF RECOMMENDATION: Staff concurs with the CVTA TAC transit governance subcommittee recommendation.

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

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