

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

**MINUTES OF ACTION MEETING
Zoom Meeting
January 11, 2021**

Members and Alternates Present:

Town of Ashland		Charles City County		Chesterfield County	
Nora Amos	x	Rhonda Russell		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	x
Todd Kilduff (A)	x	J. Michael Flagg (A)		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)	
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. 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 Central Virginia Transportation Authority (CVTA) Technical Advisory Committee (TAC) Chairman, Mr. Todd Eure, presided and called the January 11, 2021 CVTA Technical Advisory Committee (TAC) special meeting to order at 1:01 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 January 11, 2021 agenda was approved by acclamation as presented.

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

On motion of Barbara K. Smith, seconded by Nora Amos, the CVTA TAC unanimously approved the minutes of the December 2, 2020 action meeting as presented (voice vote).

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

On motion of Joseph E. Vidunas, seconded by Barbara K. Smith, the CVTA TAC unanimously approved the minutes of the December 7, 2020 action meeting as presented (voice vote).

7. Certification Reporting

The following resources have been extracted from the Central Virginia Transportation Authority (CVTA) Bylaws and the founding legislation. These sections reference certification requirements for the expenditure of funds, including local, GRTC, and regional disbursements.

The draft package presented by Chet Parsons included the (a) Project Certification Reference document, a (b) Project Information Template (spreadsheet to track project data) and a (c) Signature Page Template for use by the sponsor agency.

It was recommended that each locality shall submit an expenditure plan to the CVTA 60 days in advance of the planned expenditure of collected revenues, and that this plan shall include a project page using the template provided and a signed certification of the intent of the project sponsor to expend CVTA revenues on the referenced project(s).

A discussion took place concerning the submittal of an expenditure plan by the localities, the expenditure of funds on personnel expenses, the review and approval process of projects, the layout of the project information template, and the budget cycles. The project certification package will undergo a revision and will be circulated back to TAC members for review and comment before it will be sent to the CVTA Finance Committee on February 10.

8. Regional Public Transportation Plan – Progress Report

According to the Virginia Code § 33.2-3701. Sec. D.2., “fifteen percent of revenues in the CVTA fund shall be distributed to the Greater Richmond Transit Company (GRTC) to provide transit and mobility services in Planning District 15”. GRTC is currently in the process of developing a plan in collaboration with the Richmond Regional Transportation Planning Organization (RRTPO) for regional public transportation in the Richmond Region. The work with the consultant team has begun and the work group will be utilized as a steering committee for the development of the plan.

The RRTPO Public Transportation Work Group met Tuesday, January 5, 2021 in a virtual meeting to begin work with the GRTC consultant Michael Baker Intl. on the Regional Public Transportation Plan. The work group will participate in a design studio workshop with Jarrett Walker + Associates during the week of January 18th,

2021 to work through the details of the plan. The plan is expected to be completed by the end of March 2021.

9. Transit Service Governance Report – Consultant Review and Approval

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. The 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.”

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 Technical Advisory Committee (TAC) established a transit governance subcommittee to review the proposals. This team worked 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.

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

RESOLVED, that the Central Virginia Transportation Authority (CVTA) Technical Advisory Committee recommends to the Central Virginia Transportation Authority (CVTA) to approve contracted services with AECOM / Eno Center for Transportation to develop the Regional Transit Service Governance Report.

11. Next CVTA TAC Meeting: February 8, 2021

Chairman Eure noted the next regular meeting of the CVTA TAC will be held on February 8, 2021 beginning at 1:00 p.m. in Richmond, Virginia.

Adjournment:

Chairman Eure adjourned the meeting at 2:04 p.m. on January 11, 2021.

CAP/nm