

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

**MEETING SUMMARY
Zoom Meeting
March 8, 2021**

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	x	Todd Eure, FY21 Chair	x
Todd Kilduff (A)		J. Michael Flagg (A)		Sharon Smidler (A)	x
New Kent County		Powhatan County		City of Richmond	
Justin M. Stauder	x	Bret Schardein	x	Dironna Moore Clarke, FY21 Vice Chair	x
Kelli Le Duc (A)		Andrew Pompei (A)		Travis A. Bridewell (A)	
VDRPT*		VDOT*		GRTC Transit System*	
Jennifer B. DeBruhl	x	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) Chair, Mr. Todd Eure, presided and called the March 8, 2021 CVTA Technical Advisory Committee (TAC) regular 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 March 8, 2021 agenda was approved by acclamation as presented.

2. Approval of February 8, 2021 CVTA TAC Action Meeting Minutes

On motion of Dironna Moore Clarke, seconded by Barbara K. Smith, the CVTA TAC unanimously approved the minutes of the February 8, 2021 action meeting by acclamation as presented (voice vote).

3. Public Comment Period

Public comment received was emailed to CVTA TAC members, read into the record and posted on the [CVTA TAC webpage](#).

4. CVTA TAC Chairman's Report

As the Central Virginia Transportation Authority continues to monitor state and national metrics regarding the ongoing COVID-19 pandemic, the decision has been made in coordination with Chair Thornton to transition the March 26, 2021 meeting of the Authority to a virtual format. The April Authority meeting is tentatively scheduled to take place at [Henrico County's Training Center](#), and the May meeting is tentatively scheduled to take place at the [VDOT Richmond District Offices](#) in Colonial Heights, Virginia.

5. CVTA TAC Staff Update

a. Finance Committee Summary from 2/10/2021

The CVTA Finance Committee recommended approval of the following:

- i. Financial Policies and Procedures for the CVTA
- ii. Draft Memorandum of Understanding (MOU) between the Authority and the City of Richmond
- iii. Payments for quarter 1 and quarter 2 invoices (PlanRVA Support Services and Insurance Premiums)

On February 26th, all items listed were approved by the full Authority.

b. Draft Memorandum of Agreement (MOA) with GRTC

The draft GRTC MOA will go before the CVTA Finance Committee for review and discussion on March 10th. It was also shared with each jurisdiction's legal counsel as this draft MOA may serve as an initial draft of the MOA's that will be presented to the respective local governments for consideration and recommended execution in the near term. The MOA governs financial distributions, the roles and responsibilities between two parties, and includes accountability and reporting mechanisms. Customized MOA's for each respective jurisdiction will be sent out for comments and requested revisions.

6. Regional Project Prioritization Update

Chessa D. Walker, CVTA Regional Priorities Subcommittee Chair, provided a brief summary on the February 18th and March 5th subcommittee meetings.

The Central Virginia Transportation Authority (CVTA) Technical Advisory Committee (TAC) established a subcommittee for the purpose of supporting the regional prioritization process. According to the Virginia Code § 33.2-3701. Subdivision D.1., "thirty-five percent shall be retained by the Authority to be used for transportation-related purposes benefiting the localities comprising Planning District 15." Additionally, § 33.2-3701. Subdivision H. states, "the Authority shall

develop a prioritization process based on an objective and quantifiable analysis that considers the benefits of projects relative to their cost.

The subcommittee focused on defining regional eligibility for this funding source based on available funding. Constraining regional eligibility criteria would allow for prioritization of limited funding while meeting the needs of the region. Proposed eligibility criteria for the following project types were discussed: highway/bridge projects, bike/ped projects, rail projects, intermodal projects, and transit projects.

The next meeting will be held on March 19, 2021 beginning at 1:30 p.m. on refining regional eligibility and prioritization measures. The deadline for completion of the CVTA project prioritization process and delivery to the CVTA TAC is set for the beginning of May.

7. Certification Reporting – FY 2022

a. Discussion on Updates to Spending Plan Reporting

At the February 26th meeting, the Authority accepted the FY 2021 Member Locality Spending Plans and authorized the CVTA Technical Advisory Committee (TAC) to develop the format for FY 2022 spending plans. Staff would like to have the FY22 spending plans finalized by May so it can be in place for the new fiscal year. The plan will be circulated to each jurisdiction for completion.

b. Optional Quarterly Updates – Continuing Eligibility “Checks”

A recommendation to update the nonbinding plan at regular intervals was provided. The committee agreed to allow for an update to the FY21 Spending Plan during the month of May.

c. Annual Reporting Requirements – [Funding Plan](#)

A brief overview of the multi-step process for the annual reporting requirements was provided, starting with the spending plan, updates to the spending plan, and quarterly reports for review and approval by the CVTA. The end of the year reports incorporate the previously mentioned information into the annual certification signed by a Chief Elected Officer or Chief Administrative Officer.

8. Regional Public Transportation Plan – Progress Report

GRTC implemented its [public engagement efforts](#) with an online survey for public input (open until 3/12/21) and an online public meeting on concept alternatives (ridership concept/coverage concept) on March 4th. After public input has been received, another core design retreat is planned for March 15th through the 17th. The next RRTPO Public Transportation Work Group meeting will take place on March 23rd. The draft plan is expected to be completed in April, and the final Regional Public Transportation Plan is planned for completion in May 2021.

9. Transit Service Governance Report – Progress Report

On February 19th, the CVTA Transit Service Governance Subcommittee kickoff meeting was held with AECOM and Eno Center for Transportation to develop the Regional Transit Governance Report. Stakeholder interviews are currently ongoing. A copy of the presentation provided by Stephanie Moaning-Yankson, AECOM, on February 19th is available at: [Evaluation of the Governance Structure of](#)