

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

**MEETING SUMMARY
Zoom Meeting
May 10, 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		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 May 10, 2021 CVTA Technical Advisory Committee (TAC) regular meeting to order at 1:03 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

Staff submitted the following agenda item for consideration:

- Draft Memorandum of Agreement (MOA) between CVTA and Localities Regarding Financial Distributions v.1 05-03-2021

The informational item was added to the agenda as part of the CVTA TAC Staff Update.

Seeing and hearing no objections, the May 10, 2021 agenda was approved by acclamation as amended (voice vote).

2. Approval of April 12, 2021 CVTA TAC Action Meeting Minutes

There were no comments or corrections to the meeting minutes. The CVTA Technical Advisory Committee unanimously approved the minutes of the April 12, 2021 action meeting by acclamation as presented (voice vote).

3. Public Comment Period

Public comment received was emailed to CVTA TAC members and read into the record during the meeting (see Appendix A).

4. CVTA TAC Chairman's Report

Chair Eure informed the committee of the collaborative conversations that are taking place in the region regarding funding opportunities of regional projects.

5. CVTA TAC Staff Update

a. Finance Committee Summary from 4/14/2021

- i. The CVTA Finance Committee recommended approval of the Draft Memorandum of Agreement (MOA) with GRTC. The Authority approved the MOA at their meeting on April 30th.
- ii. Staff continues working with the Finance Work Group on the following items:
 - FY22 Revenue Projections;
 - Financial strategy for the investment of the 35% Funds (how to approach project financing);
 - Any additional policies and procedures for the CVTA and other issues or needs identified by the group regarding communications and disbursements;

Results from these discussions will be brought back to this committee at the next meeting in May.

- iii. The Finance Committee recommended approval of the Draft FY22 Administrative and Operating Expense Budget. The Authority held a public hearing on Friday April 30, 2021 during its regular meeting; it included a public hearing on the budget. The Authority adopted the FY22 Budget at their meeting on April 30th.
- iv. A draft FY22 Memorandum of Understanding (MOU) for Support Services between the CVTA and PlanRVA was introduced. Finance Committee members were invited to discuss and provide feedback; the MOU will be brought back to this committee at the May meeting with a potential for action requested to forward the draft FY22 MOU to the Authority with a recommendation to approve.

b. CVTA Voting Tool

Staff proposed an update to the CVTA voting tool based on the new population data developed by Weldon Cooper following the latest updates of the 2020 census. According to the [Virginia Code § 33.2-3705](#), "the population of counties

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 by acclamation (voice vote):

RESOLVED, that the Central Virginia Transportation Authority (CVTA) Technical Advisory Committee approves the quarterly update of the CVTA FY21 Spending Plan as presented.

- b. FY21 Annual Reporting Requirements – Certification of Expenditures
CVTA TAC representatives discussed the certification reporting cycle and how annual reporting can be tracked to ensure compliance with legislative requirements. In addition to the quarterly and annual reporting, an annual certification signed by either the Chief Elected Officer or Chief Administrative Officer shall be submitted. The year-end closeout of the Local Allocation Plan is a legal instrument that certifies local CVTA revenues for the preceding year were expended solely for transportation purposes. A draft document for the annual certification of expenditures was presented to the committee.

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

RESOLVED, that the Central Virginia Transportation Authority (CVTA) Technical Advisory Committee approves the annual certification of expenditures document as presented.

- c. CVTA FY22 Spending Plan
TAC members introduced the FY 22 Local Allocation Plan and were encouraged to get projects submitted to staff in advance of the June meeting so that a FY22 plan could be put on the agenda for approval in June.

The Central Virginia Transportation Authority (CVTA) Technical Advisory Committee deferred approval of the CVTA FY22 Spending Plan until the CVTA Technical Advisory Committee (TAC) meets again on June 14, 2021.

8. Draft Regional Public Transportation Plan – GRTC

A detailed summary of the complete development process of the Plan since the first meeting of the RRTPO Public Transportation Work Group on August 24, 2021 was provided by Adrienne Torres, Chief Development officer at GRTC, and Scudder Wagg, Senior Associate at Jarrett Walker & Associates.

A draft of the plan will be brought back to CVTA TAC at the June 14 meeting with a recommendation for approval. The final draft Plan is expected to go to the full Authority on June 25th. No other RRTPO Public Transportation Work Group meetings are currently scheduled.

**A copy of the presentation provided by Adrienne Torres is available [here](#).

9. Transit Service Governance Report – Progress Report

The CVTA Transit Service Governance Subcommittee met on May 7th with AECOM and Eno Center for Transportation to continue work with the consultant team to

develop the report due by the end of June. The consultant has completed stakeholder interviews, peer agency evaluations, and developed a strategic assessment and benchmarking of CVTA compared to NVTA and HRTAC and is preparing options for GRTC governance strategies.

The next subcommittee meeting will be held on Friday, May 21st. The report is slated for review and recommendation by the TAC on June 14th and planned for presentation for approval by the CVTA at its June 25th meeting.

10. CVTA TAC Member Comments

No other comments or business was brought forward.

11. Next CVTA Technical Advisory Committee Meeting

Chairman Eure noted the next regular meeting of the CVTA TAC will be held on June 14, 2021 beginning at 1:00 p.m. in Richmond, Virginia.

12. Adjournment

Chairman Eure adjourned the meeting at 2:18 p.m. on May 10, 2021.

CAP/nm