

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

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

**Members and Alternates Present:**

<b>Town of Ashland</b>		<b>Charles City County</b>		<b>Chesterfield County</b>	
Nora Amos	x	Rhonda Russell	x	Barbara K. Smith	x
				Chessa D. Walker (A)	x
<b>Goochland County</b>		<b>Hanover County</b>		<b>Henrico County</b>	
Thomas M. Coleman	x	Joseph E. Vidunas		Todd Eure, FY21 Chair	x
Todd Kilduff (A)		J. Michael Flagg (A)	x	Sharon Smidler (A)	x
<b>New Kent County</b>		<b>Powhatan County</b>		<b>City of Richmond</b>	
Kelli Le Duc	x	Andrew Pompei	x	Dironna Moore Clarke, FY21 Vice Chair	x
		Bret Schardein (A)		Travis A. Bridewell (A)	x
<b>VDRPT*</b>		<b>VDOT*</b>		<b>GRTC Transit System*</b>	
Jennifer B. DeBruhl		R. Shane Mann	x	Adrienne Torres	x
Tiffany T. Dubinsky (A)	x	Mark Riblett (A)	x	Emily E. DelRoss (A)	x
<b>RMTA*</b>		<b>PlanRVA/RRTP0*</b>			
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 4<sup>th</sup> 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 16<sup>th</sup>. 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 29<sup>th</sup>; 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 29<sup>th</sup>. 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