

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

**ZOOM MEETING SUMMARY  
 December 13, 2021**

**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	X	Todd Eure, FY22 Chair	X
		J. Michael Flagg (A)		Sharon Smidler (A)	X
<b>New Kent County</b>		<b>Powhatan County</b>		<b>City of Richmond</b>	
Justin M. Stauder		Bret Schardein		Dironna Moore Clarke FY22 Vice Chair	X
Kelli Le Duc (A)		Vacant (A)		Travis A. Bridewell (A)	
<b>VDRPT*</b>		<b>VDOT*</b>		<b>Virginia Port Authority</b>	
Jennifer B. DeBruhl	X	R. Shane Mann	X	Barbara Nelson	X
Tiffany T. Dubinsky (A)	X	Mark Riblett (A)			
		Liz McAdory (A)	X		
<b>GRTC Transit System*</b>					
Adrienne Torres		<b>RMTA*</b>		<b>PlanRVA/RRTPO*</b>	
Patricia Robinson (A)	X	Joi Taylor Dean		Chet Parsons	X

\*Non-voting members

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, WELCOME AND INTRODUCTIONS**

The Central Virginia Transportation Authority (CVTA) Technical Advisory Committee (TAC) Chair, Mr. Todd Eure, presided and called the December 13, 2021, CVTA Technical Advisory Committee (TAC) regular meeting to order at 1:00 p.m.

**ROLL CALL & CERTIFICATION OF A QUORUM**

Janice Firestone, Transportation 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 November 8, 2021, agenda was approved by acclamation as presented.

## **2. Approval of November 8, 2021, CVTA TAC Action Meeting Minutes**

On motion of Thomas M. Coleman, seconded by Nora Amos, the CVTA TAC unanimously approved the minutes of the November 8, 2021, action meeting by acclamation as presented (voice vote).

## **3. Open Public Comment Period**

There were no requests to address the CVTA Technical Advisory Committee.

## **4. CVTA Technical Advisory Committee Chairman's Report**

There was no report from the Chairman.

## **5. CVTA TAC Staff Update**

### **a. Finance Committee Update**

Chet Parsons, Director of Transportation, reported that the Finance Committee met on November 10, 2021. The committee as well as the full Authority, decided to postpone selecting a Financial Services Advisory firm until the Finance Committee identifies recommended debt policies for the Authority to ensure the selected firm has debt policies that are in line with the Authority.

## **6. Regional Project Prioritization**

### **a. FY23-26 project application preliminary overview**

Mr. Parsons provided this overview. No project applications have been submitted at this point. The deadline is Friday, December 17, 2021. Staff will first complete the eligibility review. The model runs, scoring and ranking and the third party estimate reviews will be done by March 1, 2022.

### **b. Schedule refinement – additional detail**

Chair Eure opened the discussion about opportunities to adjust and refine the schedule after the initial submission. There is a time lag between the initial CVTA regional project application submissions and the Smart Scale application process. There was discussion about a set date to adjust project submission. Staff would like to wait and see what applications are received and then see what flexibility there is on setting a date for submitting revisions to leveraging amounts.

### **c. Next Steps**

- 1) Eligibility review
- 2) Model runs for new projects
- 3) Score and rank
- 4) Third party estimate review

Mr. Parsons detailed the timeframe for the next steps. Staff will need guidance on the third party estimate review. There was discussion about reviewing the public procurement process and either having CVTA enter into agreements with the localities to use the localities contracts or the possibility, if the dollar amount was low enough, of just receiving quotes and moving forward from there. The CVTA has not yet developed formal

procurement policies and procedures. Whether or not CVTA can “piggyback” off the bench contracts for DRPT or VDOT needs to be determined.

## **7. Fall Line Working Group - update from initial group meeting**

- a. Phasing** - Group members agreed that a letter like what was sent to Governor Northam should be sent to Governor-elect Younkin and his transition team.
- b. Administration - modified Standard Project Agreement** – The draft agreement between CVTA and VDOT was reviewed as a model for what will be drafted for Fall Line projects.

## **8. CVTA TAC Member Comments**

Barb Smith asked if something is in place to determine how to deal with shortfalls on CVTA regional projects. The Finance Committee has not taking any action on this item. There was discussion on making sure the Local Expenditure Plans and the GRTC FY23 and Regional Public Transportation Plan documents are ready in the March-April timeframe. February is likely be too soon for GRTC to have their documents finalized and submitted. May or June may be the soonest they can go to the full authority.

## **9. Next CVTA Technical Advisory Committee Meeting**

Chairman Eure noted the next regular meeting of the CVTA TAC will be held on January 10, 2022, beginning at 1:00 p.m. in Richmond, Virginia.

## **10. Adjournment**

Chairman Eure adjourned the meeting at 2:12 p.m.

CAP/jf