



COMMONWEALTH of VIRGINIA

Commonwealth Transportation Board

Shannon Valentine
Chairperson

1401 East Broad Street
Richmond, Virginia 23219

(804) 786-2701
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DRAFT MINUTES EMERGENCY MEETING OF THE COMMONWEALTH TRANSPORTATION BOARD ACTION MEETING

April 21 2020
9:00 a.m.

Governor Ralph Northam declared a state of emergency in Virginia on Thursday, March 12, 2020, in response to COVID-19. In light of this action and as an additional precaution, the April 21, 2020, Commonwealth Transportation Board Action Meeting was conducted following emergency electronic meeting procedures of Section 2.2-3708.2[(A)(3)]¹ of the Code of Virginia.

All board members participated remotely. Public Access was unable to be provided at the remote locations, however members of the public were able to witness the meeting (by listening) online via live-streaming at the following internet link: http://www.ctb.virginia.gov/public_meetings/live_stream/default.asp.

In accord with 2.2-3708.2(A)(3) of the Code of Virginia, the online internet public notice for the meeting noted that this meeting would be conducted using an electronic process due to the COVID-19 state of emergency and as a precaution to reduce the risk and spread of the novel coronavirus.. The online meeting public notice also furnished the Agenda and Board materials as well as information regarding the availability of online live-streaming of the meeting at the noted link.

Online viewers were furnished a telephone number to call to notify staff of any interruption of the live streaming of the meeting in accordance with Section 2.2-3708.2 (A)(3) and (D)(2) of the Code of Virginia; and no interruption of the live streaming was noted during the meeting.

The Chair, Shannon Valentine, presided and called the meeting to order at 9:05 a.m.
The roll was taken and the following Board members confirmed their presence.

Present: Secretary Shannon Valentine (ex officio and Chairperson), Messrs. Dodson, Johnsen, Kasproicz, Malbon, Miller, Rucker, Smoot, Stinson, Whitworth, Williams, Yates; Ms. DeTuncq and Ms. Hynes, Mr. Brich, ex officio, Commissioner of Highways and Ms. Mitchell, ex officio, Director of the Department of Rail and Public Transportation.

¹ The original notice/agenda posted for this meeting inadvertently cited Section 2.2-3708.2(D) as the basis for this meeting, however this emergency meeting was conducted pursuant to and in compliance with the requirements set forth in Section 2.2-3708.2(A)(3) for emergency electronic meetings.

Absent: Mr. Brown

The Chair invited Julie Whitlock, from the Office of the Attorney General and counsel to the Board, to address the Board. Ms. Whitlock explained the basis, format, permissible actions and necessary steps/process to be used for this emergency electronic meeting.

Mr. Dixon Whitworth made the following motion:

I move that we adopt this agenda as requiring actions that must be taken immediately and where failure to do so could result in irrevocable public harm. This motion was seconded by Ms. Alison DeTuncq.

A roll call vote was taken with all members
voting in favor of approval of the resolution.
Motion carried, resolution approved, unanimously.

* * *

VIRGINIA DEPARTMENT OF RAIL AND PUBLIC TRANSPORTATION:

Agenda 1. Action on Addition of Public Transportation Projects to the Six-Year Improvement Program for Fiscal Years 2020-2025 for the Allocation of CARES Act Funding (presented by Director Mitchell)

Made By: Mr. Malbon, Seconded By: Ms. DeTuncq
A roll call vote was taken with all members
voting in favor of approval of the resolution.
Motion carried, resolution approved, unanimously.

* * *

VIRGINIA DEPARTMENT OF TRANSPORTATION:

Agenda 2. Action on the Chatham Bridge Rehabilitation Project in the Fredericksburg District, identified as Order B77 and UPC 105535 (presented by Commissioner Brich).

Made By: Mr. Rucker, Seconded By: Mr. Johnsen
A roll call vote was taken with all members
voting in favor of approval of the contract.
Motion carried, unanimously.

* * *

Agenda 3. Action on the 460 Realignment Project in the Salem District, identified as Order B59 and UPC 108907. (Presented by Commissioner Brich)

Made By: Mr. Yates, Seconded By: Mr. Stinson
A roll call vote was taken with all members
voting in favor of approval of the contract.
Motion carried, unanimously.

* * *

ADJOURNMENT:

The meeting adjourned at 9:42 a.m. on April 21, 2020.

Respectfully Submitted:

Carol Mathis,
Assistant Secretary to the Board

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Agenda item # 1

RESOLUTION OF THE COMMONWEALTH TRANSPORTATION BOARD

April 21, 2020

MOTION

Made By: Mr. Malbon, Seconded By: Ms. DeTuncq

Action: Motion Carried, Unanimously

Title: Addition of Public Transportation Projects to the Six-Year Improvement Program for Fiscal Years 2020-2025 for the Allocation of CARES Act Funding

WHEREAS, on March 27, 2020, President Donald J. Trump signed the Coronavirus Aid, Relief, and Economic Security (CARES) Act into law; and,

WHEREAS, the CARES Act provides for \$25 billion in federal transit assistance to support capital, operating, and other expenses to prevent, prepare for and respond to COVID-19; and,

WHEREAS, the CARES Act provides this assistance at a 100% federal share of qualifying expenditures, requiring no state or local matching funds; and

WHEREAS, the Federal Transit Administration apportioned \$47,205,359, to Virginia in CARES Act funding through the Section 5307 Urbanized area formula (small urban apportionment) which is available to the Department of Rail and Public Transportation for allocation to eligible transit agencies; and,

WHEREAS, the Federal Transit Administration apportioned \$51,377,174, to Virginia in CARES Act funding through the Section 5311 Rural formula which is available to the Department of Rail and Public Transportation for sub-allocation to eligible transit agencies; and,

WHEREAS, the Federal Transit Administration apportioned \$1,150,000 to Virginia in CARES Act funding through Appalachian Development Public Transportation Assistance Program (ADTAP) formula which is available to the Department of Rail and Public Transportation for sub-allocation to eligible transit agencies; and

WHEREAS, the Department of Rail and Public Transportation is responsible for determining the distribution of the Section 5307 to small urban transit agencies; and

WHEREAS, the Department of Rail and Public Transportation is responsible for the sub-allocation and management of the Section 5311 and ADTAP funding in compliance with FTA requirements; and

WHEREAS, the Department of Rail and Public Transportation is monitoring the responses of all Virginia transit agencies and the costs and financial impacts of the COVID-19 response are not yet known; and

NOW THEREFORE BE IT RESOLVED, the Board authorizes the allocation of Section 5307 CARES Act funding in the amount of \$47,205,359, to qualifying small urban transit agencies in accordance with the allocation shown on Attachment A.

NOW THEREFORE BE IT RESOLVED, the Board authorizes the allocation of Section 5311 CARES Act funding in the amount of \$25,688,587, or fifty percent of the total Section 5311 CARES Act funding, to qualifying rural transit agencies in accordance with the allocation shown on Attachment B.

NOW THEREFORE BE IT RESOLVED, the Board authorizes the allocation of Section 5311 CARES Act funding up to \$7,706,576, or fifteen percent of the total Section 5311 CARES Act funding, to support the Commonwealth's intercity bus program.

NOW THEREFORE BE IT RESOLVED, the Board authorizes the allocation of \$17,982,011 of Section 5311 CARES Act funding and \$1,150,000 in ADTAP CARES Act funding to be held in reserve. The Director of the Department of Rail and Public Transportation is to award Section 5311 CARES Act funding and ADTAP CARES Act reserve funding based on critical transit agency needs.

BE IT FURTHER RESOLVED, the Director of the Department of Rail and Public Transportation will report to the Commonwealth Transportation Board on allocations made from the reserve funding under the authority provided in this action on a monthly basis.

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CTB Decision Brief

Addition of Public Transportation Projects to the Six-Year Improvement Program for Fiscal Years 2020-2025 for the Allocation of CARES Act Funding

Issue:

On March 27, 2020, President Donald J. Trump signed the Coronavirus Aid, Relief, and Economic Security (CARES) Act in law. The CARES Act provides for \$25 billion in federal transit assistance to support capital, operating, and other expenses to prevent, prepare for and respond to COVID-19. The CARES Act provides this at a 100% federal share of qualifying expenditures, requiring no state or local matching funds.

Facts:

The Federal Transit Administration apportioned a total of \$456,399,069 for public transportation under the CARES Act. The CARES Act provides funding at a 100% federal share, requiring no state or local matching funds. Of this amount, \$47,205,359 was apportioned directly to small urban transit agencies under the Section 5307 formula. The Commonwealth is responsible for approving the distribution of these funds to the small urban transit agencies. Virginia's large urban transit agencies were apportioned \$356,666,536 directly from the Federal Transit Administration and no CTB action is required in order for these agencies to receive the CARES Act funding.

The Section 5307 CARES Act funding of \$47,205,359 was apportioned to the Department of Rail and Public Transportation for allocation to small urban transit agencies. DRPT generally makes these sub-allocations as part of the Six Year Improvement Program process. Following CTB approval of the allocation, these agencies apply directly to the Federal Transit Administration for the funding.

The Section 5311 CARES Act funding of \$51,377,174, as well as the Appalachian Development Public Transportation Assistance (ADTAP) of \$1,150,000, was apportioned to the Department of Rail and Public Transportation for sub-allocation to rural transit agencies and to support intercity bus. DRPT generally makes these sub-allocations as part of the Six Year Improvement Program process.

DRPT recommends the allocation of \$47,205,359, to qualifying small urban transit agencies in accordance with the allocation shown on Attachment A. This allocation is based on the apportionment of funds between agencies by Federal Transit Administration formula. The \$145,892 apportioned by FTA to the Kingsport TN-VA urbanized area has been distributed proportionally to the other urbanized areas of the state, as there are no qualifying transit agencies in the Virginia portion of the urbanized area.

DRPT recommends the allocation of \$25,688,587, or fifty percent of the Section 5311 CARES Act apportionment, to qualifying rural transit agencies in accordance with the allocation shown

on Attachment B. This allocation is based on the Section 5311 operating funding allocation for Fiscal Year 2020.

DRPT recommends the allocation of \$7,706,576, or fifteen percent of the Section 5311 CARES Act apportionment, to support the Commonwealth's intercity bus program as required by federal statute. These funds were apportioned to support the Virginia Breeze intercity bus service and the Smart Way bus operated by Greater Roanoke Transit Company.

DRPT recommends that the balance of the CARES Act funding - \$17,982,011 of Section 5311 CARES Act and \$1,150,000 of ADTAP CARES Act funding – remain held in reserve by DRPT to address critical transit agency needs and administrative support for management of the CARES Act program.

Recommendation: DRPT recommends that the CTB approve the addition of the CARES Act Section 5307, 5311 and Appalachian Development Public Transportation Assistance program funding to the FY20-25 Six Year Improvement Program and the allocation of a total of \$99,732,523 in CARES Act funding as follows:

- \$47,205,359, the available Section 5307 CARES Act apportionment (small urban formula), to provide immediate assistance to Virginia's small urban transit agencies
- \$25,688,587, or 50% of the available Section 5311 CARES Act apportionment, to provide immediate assistance to Virginia's rural transit agencies
- \$7,706,576, or 15% of the available Section 5311 CARES Act apportionment, to provide immediate assistance to Virginia's intercity bus program (Virginia Breeze) and the Smart Way
- \$17,982,011, or 35% of the available Section 5311 CARES Act apportionment, to be held in reserve
- \$1,150,000 in Appalachian Development Public Transportation Program to be held in reserve.

Reserve funds can be programmed at the discretion of the Director of the Department of Rail and Public Transportation based on critical transit agency needs. The Director will report to the Commonwealth Transportation Board on allocations made from the reserve funding on a monthly basis until such funds are fully allocated.

Action Required by CTB: Approve the amendment of the FY20-25 Six Year Improvement Program and allocation of CARES Act funding.

Options: Approve, Deny, or Defer.

Attachment A – Section 5307 CARES Allocation (Small Urban)

Direct Recipient	FY 2020 Section 5307 CARES Funding Allocated
City of Bristol, Virginia	\$847,465
District Three Governmental Cooperative	\$380,746
City of Charlottesville	\$7,143,582
City of Fredericksburg	\$7,559,293
Williamsburg Area Transit Authority	\$5,175,497
Greater Lynchburg Transit Company	\$7,630,020
Town of Blacksburg	\$6,122,038
City of Radford	\$1,627,377
City of Harrisonburg	\$5,445,336
Central Shenandoah PDC	\$2,272,563
City of Winchester	\$3,001,442
Total	\$47,205,359

Attachment B – Section 5311 CARES Act Allocation (Rural Systems)

**50% of CARES Act
5311 Funding**

\$	25,688,587
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#	District	Recipient	CARES Act (Initial Distribution)
1	Bristol	AASC / Four County Transit	\$1,668,406
2	Bristol	District Three Governmental Cooperative	\$1,841,713
3	Bristol	Mountain Empire Older Citizens, Inc.	\$1,653,015
4	Bristol	Town of Bluefield-Graham Transit	\$299,433
5	Culpeper	Greene County Transit, Inc.	\$1,125,571
6	Hampton Roads	Greensville County	\$147,370
7	Hampton Roads	STAR Transit	\$952,591
8	Hampton Roads	Town of Chincoteague	\$78,700
9	Hampton Roads	Williamsburg Area Transit Authority	\$601,613
10	Lynchburg	Danville Transit System	\$2,299,878
11	Lynchburg	Farmville Area Bus	\$689,227
12	Lynchburg	Town of Altavista	\$95,311
13	Salem	Greater Roanoke Transit Company	\$1,147,283
14	Salem	Pulaski Area Transit	\$545,761
15	Staunton	Central Shenandoah Planning District Commission	\$483,127
16	Multi-District	Bay Aging	\$2,855,435
17	Multi-District	Town Of Blackstone/ Blackstone Area Bus System	\$416,049
18	Multi-District	Lake Country Area Agency on Aging	\$147,786
19	Multi-District	JAUNT, Inc.	\$3,761,995
20	Multi-District	RADAR UHSTS	\$1,214,775
21	Multi-District	Virginia Regional Transit	\$3,663,548

Bid Amount: Greater Than 5 Million

CTB BALLOT

Report created on : 4/6/20

Letting Date: 3/25/2020

AWARD

PRIMARY

Order No.	UPC No. Project No.	Location and Work Type	Vendor Name	No Of Bidders	Bid Amount	EE Range
B77	105535, 110822	FROM: 0.256 MILES WEST CITY/COUNTY LINE	JOSEPH B. FAY CO.	4	\$17,887,782.95	Within
	0003-089-686,C501,B614	TO: 0.256 MILES EAST CITY/COUNTY LINE	PITTSBURGH			
	0003-111-293,B603,C501	STAFFORD	PA			
	BR-5111(364),(366)	FREDERICKSBURG DISTRICT				
	Construction Funds	SGR CHATHAM BRIDGE REHAB AND REPLACEMENT				

1 Recommended for AWARD \$17,887,782.95

Order: B77
UPC: 105535,110822
Project Number: 0003-089-686, C501, B614
0003-111-293, C501, B603
District: Fredericksburg
County/City: Stafford, Fredericksburg

BID SUMMARY:

Bid: \$17,887,782.92
Contractor: Joseph B. Fay Co., Pittsburg, PA
Fixed Completion Date: April 21, 2022

DISTRICT SUMMARY:

This project includes the reconstruction of the superstructure of Route 3 over the Rappahannock River Bridge known as the Chatham Bridge.

The superstructure reconstruction will consist of the removal, replacement, and widening of the superstructure to include beam, deck, railing, lighting, and approach roadway replacement. The proposed bridge deck will have four – 10’ wide travel lanes and an 8’ wide share use path that is barrier separated. Construction will also include limited widening of the abutments and pier cap structures; as well as, scour remediation at up to four piers. In-stream work will include installation of a two-phase causeway and cofferdams at the scour repair sites. Furthermore, included in the overall construction is substructure repair and corrosion protection installation.

Work will be completed under closure while the 16,000 vehicles per day utilize a detour.

CONSTRUCTION RECOMMENDATION:

The SGR superstructure reconstruction project on Route 3 over the Rappahannock River, also known as the Chatham Bridge located between the City of Fredericksburg and Stafford County, Fredericksburg District; had four bids submitted, with a low bid within the range of the evaluative estimate. It is our opinion that the low bid represents both market value as well as a good value therefore the project is recommended for award.

ARTERIAL

Order No.	UPC No. Project No.	Location and Work Type	Vendor Name	No Of Bidders	Bid Amount	EE Range
B59	108907	FROM: 0.489 MILES WEST OF RTE. 726	E.C. PACE COMPANY, INC	3	\$11,088,802.18	Within
	(NFO) 0460-009-832, C501	TO: 0.910 MILES EAST OF RTE. 726	ROANOKE,			
	NHPP-009-2 (055)	BEDFORD	VA			
	Construction Funds	SALEM DISTRICT				
		SMART Scale - ROAD REALIGNMENT				

1 Recommended for AWARD \$11,088,802.18

Order: B59
UPC: 108907
Project Number: 0460-009-832, C501
District: Salem
County: Bedford

BID SUMMARY:

Bid: \$11,088,802.18

Contractor: E.C. Pace Company, Inc. Roanoke, VA
Fixed Completion Date: July 11, 2022

DISTRICT SUMMARY:

This project is located approximately 8 miles to the west of the Town of Bedford, and approximately 2.3 miles to the east of Montvale. The purpose of this project is to realign the curvy East Bound Lanes parallel to the relatively straight West Bound Lanes, to improve safety and match the rest of the corridor. Access management improvements will be implemented, to include modifications to four existing crossovers (turn lane improvements, right-in/right-out), the elimination of one crossover, and the addition of one new crossover to facilitate U-turn movements. The portion of Rte. 726 (Wilkerson Mill Rd.) that currently traverses the median will be widened from a one-lane facility to a two-lane. Several hundred feet of jurisdictional stream will be impacted, requiring a stream relocation design which incorporates three stream segments. Some railroad coordination is necessary due to the hydraulic and stream work that takes place on Norfolk Southern Railroad property. No blasting is anticipated.

Traffic will be maintained via an extensive Maintenance of Traffic plan which is split into several phases and includes a detour. During construction, access will be maintained for local businesses and residences.

CONSTRUCTION RECOMMENDATION:

The Smart Scale road realignment project on Route 460 located in Bedford County, Salem District; had three bids submitted, with a low bid within the range of the evaluative estimate. It is our opinion that the low bid represents both market value as well as a good value therefore the project is recommended for award.