

AGENDA

CVTA FINANCE COMMITTEE – SPECIAL MEETING

Friday, July 16, 2021

10 a.m. Or immediately following adjournment of the CVTA meeting

PlanRVA James River Board Room

Members

- Town of Ashland
- Charles City County
- Chesterfield County
- Goochland County
- Hanover County
- Henrico County
- New Kent County
- Powhatan County
- City of Richmond
- VA House of Delegates
- Senate of VA
- Commonwealth Transportation Board
- VDRPT
- VDOT
- VA Port Authority
- GRTC
- RMTA

Members of the public may observe the meeting via YouTube Live Streaming at www.youtube.com/c/PlanRVA. Opportunities for sharing comments are described in the [Public Participation](#) guide on the www.PlanRVA.org website.

WELCOME AND INTRODUCTIONS

(Stoney)

CERTIFICATION OF A QUORUM

(Parsons)

ADMINISTRATION

- 1. Consideration of Amendments to the Action Meeting Agenda**
(Stoney)
- 2. Approval of May 12, 2021 CVTA Finance Committee Action Meeting Minutes**
(Stoney) page 2
Action Requested
- 3. Open Public Comment Period**
(Stoney/5 minutes)
- 4. CVTA Finance Committee Chairman’s Report**
(Stoney/10 minutes)

NEW BUSINESS

- 5. Election of Finance Committee Chair and Vice Chair**
(Stoney/10 minutes)
Action Requested: Motion to elect _____ and _____ as Chair and Vice Chair of the Finance Committee for FY2022.

- 6. **Future Meeting Schedule and Topics**
(Chair/5 minutes) page 5

OTHER BUSINESS

- 7. **CVTA Finance Committee Member Comments**
(Chair/5 minutes)
- 8. **Next Meeting: August 11, 2021**
(Chair)
- 9. **Adjournment**
(Chair)



**CENTRAL VIRGINIA TRANSPORTATION AUTHORITY
FINANCE COMMITTEE**

**MINUTES OF ACTION MEETING
Zoom Meeting
May 12, 2021**

Members Present:

Jurisdiction/Agency	Member	Present	Absent
Chesterfield County	Kevin P. Carroll, (CVTA Vice Chair)	x	
Hanover County	W. Canova Peterson Vice Chair	x	
Henrico County	Frank J. Thornton (CVTA Chair)	x	
City of Richmond	Mayor Levar M. Stoney, Chair	x	
Commonwealth Transportation Board	Carlos M. Brown	x	

Others Present:

Debbie Baicy Chesterfield County
 Matt Harris..... Chesterfield County
 Jimmy Sanderson..... Davenport
 Ty Wellford Davenport
 Eric Gregory Hefty Wiley & Gore
 Todd Eure..... Henrico County
 Martha Heeter PlanRVA
 Chet Parsons..... PlanRVA
 Nicole Mueller PlanRVA

The Central Virginia Transportation Authority (CVTA) Finance Committee meeting was 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 at www.youtube.com/c/PlanRVA.

CALL TO ORDER

The Central Virginia Transportation Authority (CVTA) Finance Committee Chair Mayor Levar M. Stoney presided and called the May 12, 2021 CVTA Finance Committee action meeting to order at 8:30 a.m.

ATTENDANCE ROLL CALL & CERTIFICATION OF MEETING QUORUM

Nicole Mueller, Program Coordinator for the RRTPO at PlanRVA, 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 May 12, 2021 agenda was approved by acclamation as presented.

2. Approval of April 14, 2021 CVTA Finance Committee Action Meeting Minutes

On motion of Frank J. Thornton, seconded by Kevin P. Carroll, the CVTA Finance Committee unanimously approved the minutes of the April 14, 2021 meeting by acclamation as presented (voice vote).

OLD BUSINESS

6. Draft FY 2022 Support Services Memorandum of Understanding (MOU)

A summary of the draft FY22 Memorandum of Understanding (MOU) for Support Services between the CVTA and PlanRVA was presented.

On motion of W. Canova Peterson, seconded by Kevin P. Carroll, the Central Virginia Transportation Authority (CVTA) Finance Committee unanimously recommended CVTA approval of the following resolution as presented:

RESOLVED, that the Central Virginia Transportation Authority (CVTA) Finance Committee forwards the draft FY 2022 Support Services Memorandum of Understanding (MOU) with a recommendation to approve.

Jurisdiction/Agency	Member	Aye	Nay	Abstain
Chesterfield County	Kevin P. Carroll	x		
Hanover County	Vice Chair W. Canova Peterson	x		
Henrico County	Frank J. Thornton	x		
City of Richmond	Chair Levar M. Stoney	x		
Commonwealth Transportation Board	Carlos M. Brown	x		
TOTAL		5		

10. Follow Up from April CVTA Meeting and Discussion

Chairman Stoney facilitated a follow up discussion of the information provided during the April CVTA meeting: *Future of CVTA, Regional Projects Investment and Staffing*.

The committee looked at the organizational structure and staffing of the Northern Virginia Transportation Authority and the Hampton Roads Transportation Accountability Commission to help inform future staffing levels for the Authority. A discussion took place on the staffing needs of the CVTA and the hiring process timeline.

On motion of Carlos M. Brown, seconded by Frank J. Thornton, the Central Virginia Transportation Authority (CVTA) Finance Committee recommended CVTA approval of the following resolution as presented (3-Y 2-N; see voting record table):

RESOLVED, that the Central Virginia Transportation Authority (CVTA) Finance Committee recommends to direct staff to develop job descriptions for an Executive Director, an Executive Assistant, and such other roles as are deemed appropriate with the objective to fill these roles within the next six months.

Jurisdiction/Agency	Member	Aye	Nay	Abstain
Chesterfield County	Kevin P. Carroll		x	
Hanover County	Vice Chair W. Canova Peterson		x	
Henrico County	Frank J. Thornton	x		
City of Richmond	Chair Levar M. Stoney	x		
Commonwealth Transportation Board	Carlos M. Brown	x		
TOTAL		3	2	

Quorum and Voting: A quorum shall consist of a majority (3) of the Committee members. Approval of recommendations shall require an affirmative vote of a majority of the members present.

NEW BUSINESS

12. FY 2022 Insurance Coverage Renewal

Staff requested authorization to initiate the renewal for coverage in FY2022.

On motion of W. Canova Peterson, seconded by Carlos M. Brown, the Central Virginia Transportation Authority (CVTA) Finance Committee unanimously recommended CVTA approval of the following resolution as presented:

RESOLVED, that the Central Virginia Transportation Authority (CVTA) Finance Committee authorizes staff to initiate the the FY 2022 Insurance Coverage Renewal.

Jurisdiction/Agency	Member	Aye	Nay	Abstain
Chesterfield County	Kevin P. Carroll	x		
Hanover County	Vice Chair W. Canova Peterson	x		
Henrico County	Frank J. Thornton	x		
City of Richmond	Chair Levar M. Stoney	x		
Commonwealth Transportation Board	Carlos M. Brown	x		
TOTAL		5		

OTHER BUSINESS

15. Next CVTA Finance Committee Meeting

The next action meeting will be held on June 9, 2021, beginning at 8:30 a.m. in Richmond, Virginia.

16. Adjournment

Chairman Stoney adjourned the meeting at 10:42 a.m. on May 12, 2021.

CAP/nm

MEMORANDUM

To: Central Virginia Transportation Authority (CVTA)

From: Chet Parsons, Acting Executive Director, CVTA

Date: July 16, 2021

Subj: Proposal of FY 2022 Regular Meeting Dates of the CVTA Authority and CVTA Committees

PlanRVA would like to propose the following dates for meetings of the CVTA Authority, CVTA Technical Advisory Committee, and CVTA Finance Committee:

Technical Advisory	Finance	Authority	Notes
July 12, 2021	July 16, 2021	July 16, 2021	
August 9, 2021	August 11, 2021	Cancelled	Summer schedule
September 13, 2021	September 8, 2021	September 24, 2021	
TBD- Columbus Day	October 13, 2021	October 29, 2021	
November 8, 2021	November 10, 2021	Cancelled	Avoiding Thanksgiving
December 13, 2021	December 8, 2021	December 3, 2021	Avoiding Christmas
January 10, 2022	January 12, 2022	January 28, 2022	
February 14, 2022	February 9, 2022	February 25, 2022	
March 14, 2022	March 9, 2022	March 25, 2022	
April 11, 2022	April 13, 2022	April 29, 2022	
May 9, 2022	May 11, 2022	Cancelled	Avoiding Memorial Day
June 13, 2022	June 8, 2022	June 2, 2022	Summer schedule