

AGENDA

CVTA Personnel Committee

Tuesday, August 17, 2021
3:00 p.m.

PlanRVA James River Board Room

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.

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

WELCOME AND INTRODUCTIONS

(Spoonhower).....

STATEMENT REGARDING VIRTUAL MEETINGS

(Parsons)..... page 1

CERTIFICATION OF A QUORUM

(Parsons).....

1. Consideration of Amendments to the Meeting Agenda

(Spoonhower)

2. Approval of July 12, 2021 CVTA Personnel Committee Meeting Summary

(Spoonhower) page 2

Action Requested

3. Public Comment Period – Open

(Spoonhower/5 minutes).....

4. CVTA Personnel Committee Chair’s Report

(Spoonhower/5 minutes).....

5. HR Roundtable Report and Recommendations

(HR Roundtable/15 minutes).....

6. General Discussion and Next Steps

(Spoonhower/20 minutes).....

7. Next Meeting: TBD

(Spoonhower)

8. Adjournment

Opening Statement for Electronic Meetings

Due to the 2020 COVID-19 virus, meetings of the Central Virginia Transportation Authority were transitioned to a virtual format in accordance with provisions of Virginia Code § 2.2-3708.2 and related legislation approved by the General Assembly of Virginia during the period of the Governor's State of Emergency Declaration for COVID. The opportunity for public bodies to continue functioning in a virtual format has been extended and meetings of the Richmond Regional Planning District Commissions will continue to be held in a virtual format as authorized by Va. Code § 15.2-1413 from June 30, 2021 to December 31, 2021. This meeting will be held through electronic communication means pursuant to and in compliance with Ordinance No. 2020-093, adopted April 9, 2020, as most recently amended by Ordinance No. 2021-181, adopted June 28, 2021 (Richmond City Council Action).

While we meet in a remote/virtual format, we remain committed to public accessibility and opportunity to participate. Staff provided notice of this meeting to members and the public through electronic posting on the PlanRVA website and email distribution of notice to members, alternates, and known interested parties, including the media.

This meeting will be recorded. Audio and visual recordings of the meeting and materials will be posted on the PlanRVA website.

Any member of the public participating as an observer during the meeting today may submit comments or questions at any time prior to or during the meeting via email at CVTA@PlanRVA.org. All comments and questions submitted at this time will be reviewed following the meeting and to the extent practical, responses will be provided or posted on the PlanRVA website.

We ask that members identify themselves first when speaking so we can more accurately record the activities of the meeting. All lines should be muted to minimize additional noise and feedback. You may unmute your line at any time to request acknowledgement from the Chair.

Please let us know if you have any questions regarding the process for assuring effective facilitation of this meeting or for how members of the public may participate.

By providing this statement, staff certifies that we have followed the approved procedures for appropriate notice of this meeting and the means by which we are convening.

Please indicate your presence by saying "HERE" when your name is called during a roll call. Anyone who wishes to identify themselves following the roll call of members will be invited to do so.

**CENTRAL VIRGINIA TRANSPORTATION AUTHORITY
PERSONNEL COMMITTEE**

**MEETING SUMMARY
PlanRVA James River Board Room
July 12, 2021**

Members and Alternates Present:

Jurisdiction/Agency	Member	Present	Absent
Chesterfield County	Kevin P. Carroll	x (virtual)	
Goochland County	Neil Spoonhower, Chair	x	
Hanover County	W. Canova Peterson	x	
New Kent County	Patricia A. Paige	x	
City of Richmond	Mayor Levar M. Stoney		x

Others Present:

Martha Heeter PlanRVA
 Nicole Mueller PlanRVA
 Chet Parsons PlanRVA
 Eric Gregory Hefty Wiley & Gore

The Central Virginia Transportation Authority (CVTA) Personnel Committee meeting was held in person in PlanRVA's James River Board Room. The technology used for this meeting was 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) Personnel Committee Chair Neil Spoonhower presided and called the July 12, 2021 CVTA Personnel Committee (TAC) meeting to order at 9:01 a.m.

CERTIFICATION OF MEETING QUORUM

Nicole Mueller, Program Coordinator 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 July 12, 2021 agenda was approved as presented.

2. CVTA Personnel Committee Chair's Report

Chair Spoonhower expressed his appreciation for everyone joining the meeting in-person in PlanRVA's James River Board Room. (Mr. Kevin Carroll joined the meeting via Zoom).

3. Overview of Process and Charge

At the May 28, 2021 meeting of the Central Virginia Transportation Authority, the Authority unanimously approved a motion to create an *Ad Hoc* Personnel Committee to study and report back to the full Authority concerning staffing needs to support the

Authority. The motion directed the Authority Chairman Thornton to appoint members of the Authority to serve on the committee and to charge the *Ad Hoc* Personnel Committee with a timeline for its work and a date by which to provide a report, with recommendations, to the Authority.

At the Authority's June 25, 2021 meeting, Chairman Thornton appointed the following Authority members to the Ad Hoc Personnel Committee: Neil Spoonhower (Chairman), Kevin Carroll, Patricia Paige, Levar Stoney, Canova Peterson.

Following the appointment of the Committee members, Chairman Thornton directed the Committee to schedule their first meeting in July 2021 and charged the Committee to work with members of the Authority's Technical Advisory Committee and the Finance Working Group to help assess the Authority's staffing needs and develop a timeframe for addressing the identified needs, based upon their respective technical and financial perspectives.

The Committee is further directed to confer with PlanRVA (RRPDC) Executive Director Martha Heeter and Richmond Regional Transportation Planning Organization (RRTPO) Director of Transportation Chet Parsons in order to understand PlanRVA's and the RRTPO's respective capacity and interest in continuing to provide staff support to the Authority. If desired, the Committee may also consult the Richmond Regional Human Resources Roundtable for their input.

The Committee is directed to complete its assessment and provide its report and recommendations to the Authority at its regular meeting in September.

4. General Discussion and Next Steps

The committee conducted a brainstorming session to address the charge to the committee on the future staffing needs of the CVTA.

Staff was directed to document the full set of responsibilities/duties/functions needed to adequately staff the CVTA today and what is likely going into the future in anticipation of the ongoing discussions around CVTA project financing. PlanRVA will take the first step in documenting the activities staff currently performs and will then coordinate with the committee to properly document what is set up for fiscal agent resources and the capacity that would be needed in the future. Information about how the two other regional transportation revenue authorities in Virginia function can be collected and provided to the committee (Northern Virginia Transportation Authority (NVTVA) and Hampton Roads Transportation Accountability Commission (HRTAC). Additionally, the committee could look to other beneficial arrangements here in our region (GRCCA, RMTA, etc.). Staff has been directed to work with the Richmond Regional Human Resources Roundtable of the nine member localities for their review and analysis and recommendations and to contribute to this process.

The recording of the committee discussion can be viewed on [the PlanRVA YouTube channel](#).

- 5. Next Meeting:** The CVTA Personnel Committee will reconvene during the week of August 16, 2021 to review options (tentatively August 17th or 18th). The next meeting will be scheduled after coordinating with CVTA Personnel Committee members on the dates that best fit each member's schedule.

6. Adjournment

Chair Spoonhower adjourned the meeting at 10:04 a.m. on July 12, 2021.

CAP/nm