



CENTRAL VIRGINIA TRANSPORTATION AUTHORITY

**MINUTES OF MEETING
Friday, September 24, 2021, 8:30 a.m.
PlanRVA James River Board Room and Zoom**

Members Present:

Jurisdiction/ Agency	Member	Present	Absent	Designee	Present	Absent
Town of Ashland	John H. Hodges	X		Daniel McGraw		X
Charles City County	William G. Coada (virtual)	X		Vacant		
Chesterfield County	Kevin P. Carroll, Vice Chair	X		Leslie Haley		X
Goochland County	Neil Spoonhower	X		Vacant		
Hanover County	W. Canova Peterson	X		Sean M. Davis		X
Henrico County	Frank J. Thornton, Chair	X		Patricia S. O'Bannon		X
New Kent County	Patricia A. Paige	X		Vacant		
Powhatan County	David T. Williams	X		Vacant		
City of Richmond	Mayor Levar M. Stoney		X	Cynthia Newbille	X	
VA House of Delegates	Delegate Delores McQuinn	X		N/A		
Senate of Virginia	Senator Jennifer L. McClellan	X		N/A		
Commonwealth Transportation Board	Carlos M. Brown		X	N/A		

Non-Voting Ex-Officio

Agency	Member	Present	Absent	Designee	Present	Absent
VDRPT	Jennifer Mitchell		X	Jennifer DeBruhl	X	
VDOT	Stephen Brich		X	Shane Mann	X	
Virginia Port Authority	Stephen A. Edwards		X	Barbara Nelson	X	
GRTC Transit System	Julie Timm	X		Sheryl Adams		X
RMTA	Joi Taylor Dean	X		N/A		

The technology used for this meeting was a web-hosted service created by YouTube Live Streaming and was open and accessible for participation by members of the public. Voting record tables are attached to the action meeting minutes in Appendix A. A recording of this meeting is available on the [Plan RVA YouTube Channel](#).

CALL TO ORDER

The Central Virginia Transportation Authority (CVTA) Chairman, Frank J. Thornton, presided and called the September 24, 2021, Central Virginia Transportation Authority action meeting to order at 8:35 a.m.

ATTENDANCE ROLL CALL & CERTIFICATION OF MEETING QUORUM

Janice Firestone, Program Coordinator, took attendance by roll call and certified that a quorum was present.

A. ADMINISTRATION

1. Consideration of Amendments to the Action Meeting Agenda

Chet Parson, PlanRVA, explained that there is an additional item/presentation: *Item C.-2. - Microtransit Study Update*, that will be given by Julie Timm with GRTC Transit System.

On motion of David T. Williams, seconded by John H. Hodges, the Authority unanimously approved the September 24, 2021, meeting agenda as amended (voice vote).

2. Approval of July 16, 2021, CVTA Action Meeting Minutes

There were no comments or corrections to the July 16, 2021, CVTA action meeting minutes.

On motion of Kevin P. Carroll, seconded by W. Canova Peterson, the Authority unanimously approved the minutes of the July 16, 2021, CVTA action meeting as presented (voice vote).

3. Open Public Comment Period

There were no requests to address the CVTA.

4. CVTA Chairman's Report

There was no report from the Chairman.

B. COMMITTEE REPORTS

1. CVTA Finance Committee Update

W. Canova Peterson, CVTA Finance Committee Vice Chair, reported on the items heard at the last CVTA Finance Committee meeting.

a. Financial Report

Martha Heeter, PlanRVA, explained the year-end financial reports, which included tax collections and allocations as well as sales and use/local funds taxes (broken down by locality). A copy of the report can be found at: [Financial Report](#).

c. Transit Service Governance Report – final invoice

Mr. Peterson explained that the invoice has been reviewed and is recommended for approval by the Finance Committee. A copy of the invoice can be found at: [Transit Service Governance Report Final Invoice](#).

On motion of W. Canova Peterson, the Authority approved payment of the Transit Service Governance Report final invoice (roll call vote; see Appendix A, page 6).

d. FY2021 Operating Budget Carryover of Unexpended Funds

Authority members discussed the need for a policy to address how contingency, set-aside or reserve funds are handled. A copy of the report can be found at: [Operating Budget Carryover](#).

On motion of W. Canova Peterson, the Authority unanimously approved the carry-over of unexpended fund (roll call vote; see Appendix A, page 7).

On motion of Patricia Paige, seconded by Delores McQuinn, the Authority voted unanimously to direct the CVTA Finance Committee to draft a policy to address Contingency and Reserve Funds and bring the policy to the full Authority for approval/adoption (roll call vote; see Appendix A, page 8).

b. Investment Policy

A copy of the policy can be found at: [Investment Policy](#).

On motion of W. Canova Peterson, the Authority unanimously approved the investment policy (roll call vote; see Appendix A, page 9).

e. Memorandum of Agreement (MOA) – CVTA/Localities

It was noted that all but three of the MOA's have been received back from the localities. A copy of the report can be found at: [Memorandums of Agreement](#).

On motion of W. Canova Peterson, the Authority voted unanimously to authorize the Chair to execute the Memoranda of Agreement (MOAs) (roll call vote; see Appendix A, page 10).

Ms. Heeter was asked to report on the status of the RFP's for Financial Advisory Services and Bond Counsel. She reported that seven proposals were received for Financial Advisory Services and seven were received for Bond Counsel. A sub-group of the Finance Directors Work Group met and is developing a plan to handle the proposals.

2. CVTA Technical Advisory Committee TAC Update

Regional Project Prioritization: A copy of the update provided by Todd Eure and Chessa Walker can be found at: [Regional Project Prioritization](#).

Authority members discussed several aspects of the process, including:

- The need to be in line with SmartScale application deadlines.
- TAC's role in the process. They will make sure the process will be to a certain point in order to ensure SmartScale deadlines can be met.
- The portion of the funding that will go to transit projects.
- Finance Committee involvement.
- The importance of input from each locality.

On motion of Kevin P. Carroll, seconded by William G. Coad, the Authority unanimously approved the recommended regional project prioritization process (roll call vote; see Appendix A, page 11).

3. CVTA Personnel Ad Hoc Committee Update

CVTA Personnel Needs Report: Neil Spoonhower, Personnel Ad Hoc Committee Chair, provided this report. At its meeting on September 21, the Personnel Committee received a presentation from the HR Roundtable that discussed staffing options, possible approaches to advertising, and a preliminary schedule for conducting a search for candidates.

As an outcome of that meeting, the following recommendations have been prepared by the Personnel Committee for consideration by the Authority:

- Proceed with hiring an Executive Director to lead the CVTA
- Delegate additional hiring recommendations to the Executive Director in consultation with the CVTA
- Establish the Executive Director and additional new hires as employees of PlanRVA with dedicated commitments to the CVTA
- Enter a new MOU with PlanRVA to provide planning support services to the Authority as well as payroll, benefits and related coverage administration for CVTA employees
- Develop a staffing implementation schedule for the CVTA to outline the Executive Director hiring process for FY22
- Task the HR roundtable to recommend salary range and provide to the Finance committee to evaluate budget recommendations
- Appoint a subcommittee to move forward with the Executive Director hiring process and permit the subcommittee to engage and direct the HR Roundtable in the execution of the hiring plan

Authority members requested copies of the staffing models that were provided. A copy of the HR Roundtable's recommendations, including the proposed staffing models, can be found on the meeting page of the [CVTA Personnel Committee's September 21, 2021 Meeting](#).

C. OTHER BUSINESS

1. Fall Line Trail Cost Estimations and Project Update

Shane Mann, VDOT, provided this update. A copy of the presentation can be found at [Fall Line Trail Cost Estimations and Project Update](#). There was a discussion about the possible use of surplus funds to fund remaining costs of the trail. It was noted that those funds are unlikely to be available for use in this area.

2. GRTC Microtransit Study Update

Julie Timm, GRTC Transit System, reported that GRTC is launching the Microtransit study that is being funded with CVTA funds. She reported they are looking at what kinds of service is needed in the area for micro-transit. The study is looking into connectivity to areas that have lower density populations but still have citizens that have higher needs, such as elderly residents. GRTC will be reaching out to Authority members for help identifying needs. She invited members to schedule ride-alongs with GRTC staff in their respective jurisdictions.

3. Open Public Comment CVTA Member comments

There were comments about the action taken on the regional project prioritization and the importance of the projects.

Information on the Fall Transportation Forum was shared. One subject to be addressed is communication with the public.

D. ADJOURNMENT

Chairman Thornton adjourned the meeting at 10:45 a.m.

JF

Motion as presented: Recommend approval of final invoice from the consultant including additional funds to complete contracted assignments.
First: Committee recommendation
Second: No need for a second

Select location of proposed service/facility = **N/A**

Members	Population*	Weighted Votes	UNWEIGHTED			Voting Check	Population "Yays"	WEIGHTED	
			"Yay"	"Nay"	Abstain			Absent	"Yay"
Ashland	7,873	1	1			Ok	7,873	1	0
Charles City	6,773	1	1			Ok	6,773	1	0
Chesterfield	364,548	4	1			Ok	364,548	4	0
Goochland	24,727	2	1			Ok	24,727	2	0
Hanover	102,106	3	1			Ok	102,106	3	0
Henrico	334,389	4	1			Ok	334,389	4	0
New Kent	22,945	2		1		Ok	-	0	2
Powhatan	30,333	2	1			Ok	30,333	2	0
Richmond	226,610	4	1			Ok	226,610	4	0
Delegate		1	1			Ok		1	0
Senator		1	1			Ok		1	0
CTB Member		1			1	Ok		0	0
* Census 2020	1,120,304	26	10	1	0	12	1,097,359	23	2

OVERALL VOTE = **PASS**

Voting Check	VALID
Quorum Present	YES
Weighted Vote Simple Majority	PASS
4/5 Population in Affirmative	PASS

Motion to approve carry over of unexpended funds from FY2021 Operating Budget to FY2022. Funds will be added to the Contingency Line Item until such time as appropriated.
First: Committee recommendation
Second: No need for a second

Select location of proposed service/facility = **N/A**

Members	Population*	Weighted Votes	UNWEIGHTED			Voting Check	Population "Yays"	WEIGHTED	
			"Yay"	"Nay"	Abstain			Absent	"Yay"
Ashland	7,873	1	1			Ok	7,873	1	0
Charles City	6,773	1	1			Ok	6,773	1	0
Chesterfield	364,548	4	1			Ok	364,548	4	0
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Richmond	226,610	4	1			Ok	226,610	4	0
Delegate		1	1			Ok		1	0
Senator		1	1			Ok		1	0
CTB Member		1			1	Ok		0	0
* Census 2020	1,120,304	26	11	0	0	12	1,120,304	25	0

OVERALL VOTE = **PASS**

Voting Check	VALID
Quorum Present	YES
Weighted Vote Simple Majority	PASS
4/5 Population in Affirmative	PASS

Motion as presented: Contingency and reserves policy - from finance
 First: Paige
 Second: McQuinn

Select location of proposed service/facility = N/A

Members	Population*	Weighted Votes	UNWEIGHTED			Voting Check	Population "Yays"	WEIGHTED	
			"Yay"	"Nay"	Abstain			Absent	"Yay"
Ashland	7,873	1	1			Ok	7,873	1	0
Charles City	6,773	1	1			Ok	6,773	1	0
Chesterfield	364,548	4	1			Ok	364,548	4	0
Goochland	24,727	2	1			Ok	24,727	2	0
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Powhatan	30,333	2	1			Ok	30,333	2	0
Richmond	226,610	4	1			Ok	226,610	4	0
Delegate		1	1			Ok		1	0
Senator		1	1			Ok		1	0
CTB Member		1			1	Ok		0	0
* Census 2020	1,120,304	26	11	0	0	12	1,120,304	25	0

OVERALL VOTE = **PASS**

Voting Check	VALID
Quorum Present	YES
Weighted Vote Simple Majority	PASS
4/5 Population in Affirmative	PASS

Motion to approve proposed Investment Policy for inclusion as an appendix to the CVTA Financial Policies and Procedures expounding on Section IV of "Financial Management and Operations" Section.
 First: Committee recommendation
 Second: No need for a second

Select location of proposed service/facility = N/A

Members	Population*	Weighted Votes	UNWEIGHTED			Voting Check	Population "Yays"	WEIGHTED	
			"Yay"	"Nay"	Abstain			Absent	"Yay"
Ashland	7,873	1	1			Ok	7,873	1	0
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Delegate		1	1			Ok		1	0
Senator		1	1			Ok		1	0
CTB Member		1	1	1		Ok		0	0
* Census 2020	1,120,304	26	11	0	1	12	1,120,304	25	0

OVERALL VOTE = **PASS**

Voting Check	VALID
Quorum Present	YES
Weighted Vote Simple Majority	PASS
4/5 Population in Affirmative	PASS

Motion to authorize the Chair to execute Memoranda of Agreement (MOAs) with each participating jurisdictions
Motion as presented: approved by the local governing bodies.
First: Committee recommendation
Second: No need for a second

Select location of proposed service/facility = **N/A**

Members	Population*	Weighted Votes	UNWEIGHTED			Voting Check	Population "Yays"	WEIGHTED	
			"Yay"	"Nay"	Abstain			Absent	"Yay"
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CTB Member		1			1	Ok		0	0
* Census 2020	1,120,304	26	11	0	0	12	1,120,304	25	0

OVERALL VOTE = **PASS**

Voting Check	VALID
Quorum Present	YES
Weighted Vote Simple Majority	PASS
4/5 Population in Affirmative	PASS

Motion as presented: Motion to approve recommended regional project prioritization process.

First: Carroll

Second: Coad

Select location of proposed service/facility = N/A

Members	Population*	Weighted Votes	UNWEIGHTED			Voting Check	Population "Yays"	WEIGHTED	
			"Yay"	"Nay"	Abstain			Absent	"Yay"
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CTB Member		1			1	Ok		0	0
	1,120,304	26	11	0	0	12	1,120,304	25	0

* Census 2020

OVERALL VOTE = PASS

Voting Check	VALID
Quorum Present	YES
Weighted Vote Simple Majority	PASS
4/5 Population in Affirmative	PASS