



Central Virginia Transportation Authority

CENTRAL VIRGINIA TRANSPORTATION AUTHORITY

MINUTES OF MEETING

Friday, October 29, 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		
Charles City County	William G. Coadá (virtual)	X		Vacant		
Chesterfield County	Kevin P. Carroll, Vice Chair	X		Leslie Haley		
Goochland County	Neil Spoonhower (virtual)	X		Vacant		
Hanover County	W. Canova Peterson	X		Sean M. Davis		
Henrico County	Frank J. Thornton, Chair	X		Patricia S. O'Bannon		
New Kent County	Patricia A. Paige (virtual)	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 (virtual)	X		N/A		
Senate of Virginia	Senator Jennifer L. McClellan (virtual)	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	Cathie J. Vick (virtual)	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 October 29, 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 the agenda has been updated since the packets were mailed to members and posted on the website. The updated agenda and supporting documents were distributed.

There were no other requested changes to the meeting agenda.

2. Approval of September 24, 2021, CVTA Meeting Minutes

There were no comments or corrections to the September 24, 2021, CVTA meeting minutes.

On motion of David T. Williams, seconded by John H. Hodges, the Authority unanimously approved the minutes of the September 24, 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

The Chairman expressed his appreciation to the Authority members for attending and to staff.

B. OLD BUSINESS

1. Regional Project Prioritization: FY2021-2022

a. FY21-22 project scoring and ranking preliminary results

Mr. Parsons reported the process is three-fold: first, determine what the regional budget is; second, understand what the project costs are going to be; third, determine how to make up any difference that might exist.

The potential projects must be evaluated and ranked. Staff is currently working on that process with VDOT, the City of Richmond and other partners. The scoring and ranking will be in place before the December meeting.

b. Update on estimated project costs

Estimated project costs were distributed. Mr. Parsons reported that five million is the amount of the rural projects that were requested.

c. Memo to Governor's Office

Members discussed several aspects of the draft interim update letter to the Governor's Office, including the timeframe, the committed funds

from localities, the portion of funding that is for projects in the rural localities and the state budget process.

On motion of Kevin P. Carroll, seconded by William G. Coad, the Authority unanimously approved submission to the Governor's office of the interim update letter, as amended to include the committed funds from the localities in the amount of \$72.6 million and to address the remaining need of approximately \$69.8 million and to seek full funding of the Fall Line Project through the state budget, whether by way of the Governor's introduced budget or by way of the full state budget process (roll call vote; see Appendix A, page 5).

2. CVTA Staffing Update

a. Staffing Options Considered by the ad hoc Personnel Committee

Ms. Heeter reported that the Personnel Committee recommended the CVTA move forward with hiring and Executive Director; additional hiring recommendations will be delegated to the Executive Director once the position is filled. The HR Roundtable was asked to provide a salary range to the Finance Committee.

Authority members discussed the hiring process and the possibility of putting together a new committee to move the recruitment forward or tasking the existing Personnel Committee with hiring the Executive Director.

b. Draft Candidate Profile

The draft candidate profile was distributed and discussed as was the importance of determining the day-to-day responsibilities of the position and whether or not the position is intended to more of a leader or an administrator. Authority members were asked to share their suggestions on how to best move forward with the Chairman.

C. 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. The Finance Committee has been working with the Personnel Committee on determining a recommended salary range for the Executive Director position.

a. Financial Report

A copy of the report can be found at: [Financial Report](#).

b. VRSA Hazard Mitigation Mini-grant

On motion of W. Canova Peterson, the Authority unanimously approved authorizing PlanRVA to apply for a \$500 mini-grant on behalf of CVTA. (roll call vote; see Appendix A, page 6).

c. FY2021 Financial Audit Report

On motion of W. Canova Peterson, the Authority unanimously approved the FY2021 Financial Audit Report. (roll call vote; see Appendix A, page 7).

2. CVTA Technical Advisory Committee TAC Update

Mr. Parsons reported that the committee is working on an accelerated schedule to pivot from the first round of allocation to the first full, six-year consideration of projects to be funded by the regional fund.

Todd Eure, TAC Chairman, reported that a draft list of projects for consideration will be brought to the Authority prior to the March pre-application timeframe for Smart Scale. Mr. Parsons clarified that the localities will be asked to submit potential projects before the end of the year.

D. NEW BUSINESS

1. Future Regional Projects Budget, FY2023 – FY2026

Matt Harris, Chesterfield County, provided an overview on how the Finance Directors Working Group developed the proposed budget.

2. CVTA Member comments

David T. Williams commented on the Regional Transportation Forum to be held on November 4, 2021.

Kevin P. Carroll commented on Halloween events in Chesterfield County.

Chairman Thornton asked that comments/suggestions related to the recruitment be submitted to him as soon as possible, preferable within the next two weeks.

He thanked Delegate McQuinn and Ms. Timm for participating in a panel recently and sharing information about transportation. He asked everyone to try to get the word out about the Authority as often as possible.

E. ADJOURNMENT

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

JF

Motion to approve submission to the Governor's office of the interim update letter, as amended to include the committed funds from the localities in the amount of \$72.6 million and to address the remaining need of approximately \$69.8 million and to seek full funding of the Fall Line Project through the state budget, whether by way of the Governor's

Motion as presented: introduced budget or by way of the full state budget process

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"	"Nay"
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	22,945	2	0
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	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 as presented: Motion to approve PlanRVA application for a \$500 mini-grant on behalf of CVTA
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"	"Nay"
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Senator		1	1				Ok		1	0
CTB Member		1				1	Ok		0	0
* Census 2020	1,120,304	26	11	0	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 as presented: Motion to approve the FY2021 Financial Audit Report
 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"	"Nay"
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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	0
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	0	0	2	12	1,097,359	23	0

OVERALL VOTE = PASS

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