

## CVTA FINANCE COMMITTEE MEETING MINUTES

**Wednesday, February 14, 2024, 9:00 a.m.**

**PlanRVA James River Boardroom  
424 Hull Street, Suite 300, Richmond, VA 23224**

**Members Present:**

<b>Jurisdiction/Agency</b>	<b>Member</b>	<b>Present</b>	<b>Absent</b>
<b>Chesterfield County</b>	Kevin P. Carroll, Chair	Virtual	
<b>Henrico County</b>	Tyrone Nelson, Vice Chair	X	
<b>New Kent County</b>	John Moyer	X	
<b>Powhatan County</b>	Steve McClung	X	
<b>City of Richmond</b>	Mayor Levar M. Stoney	X	
<b>Commonwealth Transportation Board</b>	J. Rex Davis	X	

*The technology used for the CVTA Finance Committee 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 on our [Plan RVA YouTube Channel](#).*

**Welcome and Introductions**

Chet Parsons, Executive Director, called the CVTA Finance Committee meeting to order at 9:03 a.m.

**Certification of a Quorum**

Janice Scott, PlanRVA, took roll call of attendance and certified that a physical quorum was present.

**ADMINISTRATION**

**1. Confirmation of Member Participation from a Remote Location**

Mr. Parsons reported that Kevin Carroll requested approval to participate remotely for the following reason: a temporary or permanent disability or other medical condition that prevents the member's physical attendance.

On motion by Levar M. Stoney, seconded by Tyrone Nelson, the Authority voted unanimously that the approval of the member's requests to participate from a remote location was in conformance with the CVTA Policy for Remote Participation of Members; and, the voice of the remotely participating member could be heard by all persons at the primary or central meeting location (voice vote).

The quorum was updated to show the presence of the remote member.

## **2. Election of CVTA Finance Committee Officers**

Mr. Parsons announced that action is needed to elect a Chair and Vice Chair for the remainder of FY24.

On motion by Levar M. Stoney, seconded by John Moyer, the members of the CVTA Finance Committee voted unanimously to elect Kevin Carroll as FY 24 Chair to serve through June 30, 2024.

Chair Carroll thanked the committee members for electing him as Chair and called for nominations for Vice Chair.

On motion by Levar M. Stoney, seconded by Kevin Carroll, the members of the CVTA Finance Committee voted unanimously to elect Tyrone Nelson as FY24 Vice Chair to serve through June 30, 2024.

## **3. Consideration of Amendments to the Meeting Agenda**

There were no requested amendments to the agenda.

## **4. Approval of January 10, 2024, CVTA Finance Committee Action Meeting Minutes**

On motion by Levar M. Stoney, seconded by Tyrone Nelson, the members of the CVTA Finance Committee voted unanimously to approve the meeting minutes as presented (voice vote).

## **5. Open Public Comment Period**

There were no public comments received and no requests to address the committee.

Steve McClung arrived at 9:08 a.m.

## **6. CVTA Finance Committee Chairman's Report**

Chair Carroll did not have a formal report.

### **a. Financial Activities and Investment Reports**

Mr. Parsons gave an overview of the monthly investment report and the tax collection and allocation summary and offered to answer any questions.

He announced that an update from bond council will be on the March 13, 2024, meeting agenda.

### **b. TAC Activities Report**

Dironna Moore Clarke, CVTA TAC Chair, came forward and gave a report of the recent TAC activity. TAC members met on February 5<sup>th</sup> and discussed the Fall Line Trail Updates. The mileage markers and icons were discussed. The group is on the final requests for destinations and applicable symbols. VDOT provided an update to the group on DB 1, 2, and 3 as well as updated cost estimates.

TAC also discussed the final scoring results and draft allocations plan. The group approved the regional funding scenario plan based on it meeting the prioritization using the data driven process and the projects were ranked in the appropriate category. In order to get the scenario out for public review, the group approved the spreadsheet but felt the decision on the actual projects would need to be made by the Authority.

There was a dollar constraint (\$151M) and they were also constrained by the cost benefit analysis, which resulted in smaller projects receiving priority. TAC members felt that there were larger, regional projects that may be more appropriate as priorities.

## **8. Regional Project Prioritization**

### **a. Final Scoring Results**

Mr. Parsons presented this item and reminded committee members that TAC approved of the scoring and ranking process and approved the distribution of the project list for review during the public comment period.

### **b. Regional Funding Scenario**

Mr. Parsons reported that the Authority authorized the public review period from February 8<sup>th</sup> through February 22<sup>nd</sup>. Several public comments have been received. The public hearing is scheduled for February 23<sup>rd</sup>.

Based on the candidate projects and recommended awards, a draft funding scenario was presented for committee review.

Finance Committee members were asked to:

1. Review the candidate projects and recommended awards: The public review period gives members of the community an opportunity to review all the eligible projects that applied for funding in Round 3. Every project has been scored and ranked according to the adopted CVTA review framework. The projects that show a recommended award have a cost/benefit score that places them in the range to qualify for the roughly \$151 million in available funds for Round 3.
2. Review the proposed allocation plan: This allocation plan utilizes the funds awarded over all rounds of regional funding, including round 3, and distributes those funds to the best possible year of expenditure to keep each project moving forward according to the provided schedules.
3. Make a recommendation for action to the full CVTA Authority: On February 23<sup>rd</sup>, at its next scheduled meeting, the CVTA will hold a public hearing for the purpose of approving a slate of projects for funding in Round 3 of its regional funding cycle. The Finance Committee has been given the projects that qualify for this funding package based on its approved guidelines. The committee may advance the staff recommendation based on this slate of projects, or it may adjust the project list as needed.

Mr. Parsons and Ms. Clarke provided clarification on TAC's review. Ms. Clarke reported that TAC identified a number of options that would result in increased funding availability:

- Adding an additional year (FY31) to the program would increase the amount by about \$80 million.
- Adding in the reserve set-aside that was not utilized would add an additional \$20 million.
- Bonding could potentially increase the available funding.

On motion by Levar M. Stoney, seconded by Tyrone Nelson, the members of the CVTA Finance Committee voted to recommend the TAC convene a special meeting to discuss the development of an additional draft funding scenario for

consideration by the full authority. That consideration should include the following:

1. An additional year of programming funds, which would align this round with the programming year of Smart Scale Round 6, through FY31,
2. The use of reserves that CVTA staff have set aside as a potential working capital reserve. For background, this amount is equal to roughly 3 months of expected regional fund revenue and is intended to do the following:
  - a. Help achieve financial stability and flexibility and to provide cushion against unexpected events that could impact cash flow.
  - b. This reserve is different from the framework programming methodology that sets aside a targeted percentage of allocations to cover cost increases and allow for project selection in the future. PFM's opinion is that the framework component is more of a planning and programming guidance than a reserve.
  - c. The working capital reserve can be built back up with expected regional revenue and the guidance suggests for that time period not to exceed 18 months.
3. In addition to cost-benefit being used as a criteria for project selection, TAC should also consider:
  - a. Regional benefit
  - b. Adjusted funding requests
  - c. Project readiness
  - d. Leveraging opportunity
  - e. Other localities support

<b>Member</b>	<b>Aye</b>	<b>Nay</b>	<b>Absent</b>	<b>Abstain</b>
Kevin P. Carroll	X			
Steve McClung	X			
John Moyer	X			
Tyrone Nelson	X			
Levar Stoney	X			

John Moyer shared thoughts on the importance of the proposed project in New Kent County to the locality and noted how much funding, through increased tax revenue, the project will generate for future use by the CVTA.

## **OTHER BUSINESS**

### **1. CVTA Finance Committee Member Comments**

There were no formal comments from committee members. Members expressed their well-wishes to Chair Carroll.

### **2. Next Meeting**

The next meeting is scheduled for March 13, 2024, at 9:00 a.m. in the PlanRVA James River Board Room, 424 Hull St., Suite 300, Richmond, VA 23224 and via Zoom.

### **3. Adjournment**

The meeting was adjourned at 9:58 a.m.