

CENTRAL VIRGINIA TRANSPORTATION AUTHORITY MEETING MINUTES

Friday, January 26, 2024, 9:00 a.m.

PlanRVA James River Boardroom and via Zoom
 424 Hull Street, Suite 300, Richmond, VA 23224X

Members Present:

Jurisdiction/ Agency	Member	Present	Absent	Designee	Present	Absent
Town of Ashland	John H. Hodges, Vice Chair	X		Daniel McGraw		X
Charles City County	Byron Adkins, Sr.	X		Ryan Patterson		X
Chesterfield County	Kevin P. Carroll	X		James Holland		X
Goochland County	Neil Spoonhower		X	Tom Winfree	X	
Hanover County	Sean Davis	X		Ryan Hudson		X
Henrico County	Tyrone Nelson	X (virtual)		Vacant		
New Kent County	John Moyer	X		Amy Pearson		X
Powhatan County	Steve McClung		X	Mark McKinney		X
City of Richmond	Mayor Levar M. Stoney, Chair	X		Kristin Nye		X
VA House of Delegates	Vacant			N/A		
Senate of Virginia	Senator Ghazala F. Hashmi		X	N/A		
Commonwealth Transportation Board	J. Rex Davis	X		N/A		

Non-Voting Ex-Officio

Agency	Member	Present	Absent	Designee	Present	Absent
CRAC	Perry J. Miller	X		John Rutledge	X	
GRTC	Sheryl Adams	X		Adrienne Torres		
RMTA	Joi Taylor Dean	X		N/A		
VDRPT	Jennifer DeBruhl		X	Zach Trogden		X
VDOT	Stephen Brich		X	Dale Totten (A)	X	
				Mark Riblett (A)		X
Virginia Port Authority	Stephen A. Edwards		X	Cathie J. Vick		X
				Barbara Nelson	X (virtual)	

The technology used for the CVTA 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](#).

Call to Order

The Central Virginia Transportation Authority (CVTA) Chairman, Levar M. Stoney, presided and called the January 26, 2024, Central Virginia Transportation Authority meeting to order at 9:22 a.m.

Pledge of Allegiance

The Pledge of Allegiance was led by Chair Stoney.

Welcome and Introductions

Chair Stoney welcomed all attendees.

A. ADMINISTRATION

1. Confirmation of Member Participation from a Remote Location

Chair Stoney reported that two members requested approval to participate remotely:

- Barbara Nelson, for the following reason: principal residence location more than 60 miles from the meeting location.
- Tyrone Nelson, for the following reason: a personal matter, specifically a scheduling conflict that prevents in-person attendance.

Chair Stoney announced his approval of the requests to participate remotely.

On motion by Kevin Carroll, seconded by John Hodges, the Authority voted unanimously to approve the members' requests to participate from a remote location were in conformance with the CVTA Policy for Remote Participation of member; 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. Consideration of Amendments to the Meeting Agenda

There were no requested amendments to the agenda.

3. Approval of December 1, 2023, CVTA Meeting Minutes

On motion by John Hodges, seconded by Byron Adkins, the members of the Authority voted to approve the CVTA meeting minutes as amended (voice vote; Sean Davis abstained).

4. Open Public Comment Period

There were no citizens present in-person or virtually wishing to offer public comments.

5. CVTA Chairman's Report

Chair Stoney welcomed the new members of the Authority: Sean Davis, Tyrone Nelson, John Moyer and Steve McClung.

6. Capital Region Airport Commission Update

Perry Miller, CEO, Basil Dosunmu, Chief Financial Officer, Troy Bell, Director of Marketing and Air Service Development, and John Rutledge, Chief Operating Officer, were present at the meeting. Mr. Miller introduced his team and began a presentation on recent and upcoming

activity and developments at Richmond International Airport. Mr. Bell and Mr. Rutledge presented additional information about the airport.

7. CVTA Executive Director's Report

Mr. Parson reported that bond counsel is under contract and staff has met with them in preparation to prepare for possible bonding.

a. Member Profile Form

Ms. Scott explained the newly created member profile form and explained that there is a section for members to indicate which boards and committees they would like to receive email notices and calendar invitations for.

B. ACTION ITEMS

1. Cost Estimate Verification

Mr. Parsons provided an update on the cost estimate verification. He reported that the CVTA is required to ensure the cost estimates are as accurate as possible. As part of the review process, a third-party consultant was hired and reviewed each project estimate. If approved by the Authority, the cost estimates will be used to develop the draft 6-year project list and funding scenario. Authority members had questions and Mr. Parsons clarified that each project had a separate RFP. For round three, Michael Baker International was hired.

On motion by Sean Davis, seconded by Kevin Carroll, the members of the Authority voted unanimously to approve cost estimates for consideration in development of draft 6-year project list and funding scenario (roll call vote; see Appendix A).

2. Updated CVTA Revenue Estimates (annual projections from VDOT)

Mr. Parsons reviewed the annual projections from VDOT.

On motion by Kevin Carroll, seconded by John Moyer, the members of the Authority voted unanimously to accept 2023 CVTA revenue estimates from VDOT and incorporate them into the Round 3 Regional Funding Scenario (roll call vote; see Appendix A).

3. CVTA Finance Committee Membership

Chair Stoney explained the need to fill two vacant seats on the committee. He described the bylaws requirements and guidance document language regarding appointments to that committee. According to the recommended rotation schedule in the guidance document, New Kent County and Powhatan County are the next two localities to have members appointed to the committee.

Kevin Carroll, Finance Committee Chair, provided an overview of the discussion on this matter at the last committee meeting.

On motion by Kevin Carroll, seconded by John Hodges, the members of the Authority voted unanimously to appoint John Moyer and Steve McClung as members of the CVTA Finance Committee according to the CVTA Non-Binding Governance Guidance Document #1, adopted July 14, 2023 (voice vote).

C. REPORTS

1. CVTA Finance Committee Update

a. Finance Committee Chair's Report

Mr. Parsons reported that the Finance Committee is working to ensure the Authority has all the information needed to make reasonable, deliberate decisions with regard to the possible issuance of bonds.

b. Financial Activity and Investment Reports

Mr. Parsons reviewed the financial activity and investment reports.

2. CVTA Technical Advisory Committee (TAC) Update

a. TAC Chair's Report

Ms. Clarke came forward and provided an overview of TAC activity. She reported that the committee worked on the cost estimate verifications and the candidate project database. They also discussed base-lining existing project scenarios. The round 3 project recommendations will be on the next Authority agenda for approval. The Smart Scale applications are due in March. She provided an explanation for new members on the regional fund project selection process. These are the projects the CVTA has selected for regional funds.

3. Candidate Project Database

Mr. Parsons explained the projects listed on the database document and reported that the document is updated regularly. He clarified that the Authority staffing needs have been taken into account for the upcoming years with respect to additional workload. A formal staffing needs assessment has not been undertaken.

He also clarified that there are no Powhatan County projects listed at this time but staff is working with each locality to ensure their needs are reflected in the database.

4. Agency Updates

a. PlanRVA Report

b. RRTPO Report

Mr. Parsons explained that these are two information reports that will be included in each agenda packet going forward. They are intended to keep the members of the Authority up to date with PlanRVA and RRTPO activity.

Mr. Davis noted that the great relationship that has developed between members of the three organizations has been a tremendous benefit to the nine localities.

D. OTHER BUSINESS

1. Newsletter: The Better Together Connector

A link to the newsletter was provided in the meeting agenda for members' information. Ms. Scott explained that this will be in each agenda going forward to give members the opportunity to view the most recent edition of the Better Together Connector.

2. CVTA Member Comments

Mr. Moyer reported that New Kent County is very appreciative for the CVTA attendance at Ms. Patricia Paige's memorial service and the Authority's support for the petition to the CTB to name the portion of I-64 in New Kent County that is now being widened as the Patricia A. Paige Memorial Highway.

E. ADJOURNMENT

Chair Stoney adjourned the meeting at 10:28 a.m.