

CENTRAL VIRGINIA TRANSPORTATION AUTHORITY
MINUTES OF MEETING
Friday, October 28, 2022, 8:30 a.m.
**Chesterfield County Administration Building, Room 502,
 9901 Lori Road, Chesterfield, VA 23832 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	Byron Adkins, Sr.	X		Rhonda Russell		X
Chesterfield County	Kevin P. Carroll, Chair	X		Christopher Winslow		X
Goochland County	Neil Spoonhower	X		Susan Lascolette		X
Hanover County	W. Canova Peterson	X		Sean M. Davis		X
Henrico County	Frank J. Thornton	X		Patricia S. O'Bannon		X
New Kent County	Patricia A. Paige	X		Vacant		
Powhatan County	Michael W. Byerly	X		Steve McClung		X
City of Richmond	Mayor Levar M. Stoney, Vice Chair	X		Cynthia Newbille		X
VA House of Delegates	Delegate Roxann Robinson	X		N/A		
Senate of Virginia	Senator Jennifer L. McClellan		X	N/A		
Commonwealth Transportation Board	Carlos M. Brown	Virtual		N/A		

Non-Voting Ex-Officio

Agency	Member	Present	Absent	Designee	Present	Absent
CRAC	Perry J. Miller		X	N/A		
GRTC	Sheryl Adams	X		Vacant		
RMTA	Joi Taylor Dean		X	N/A		
VDRPT	Jennifer DeBruhl	X		Tiffany Dubinsky	Virtual	
VDOT	Stephen Brich		X	Mark Riblett	X	
Virginia Port Authority	Stephen A. Edwards		X	Cathie J. Vick		X
				Barbara Nelson	X	

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](#).

Virtual participation of this meeting by members of the authority is authorized under the City of Richmond Res. No. 2020-R025, - declaration of a local emergency due to the potential spread of COVID-19, adopted March 16, 2020. The resolution is available [here](#).

CALL TO ORDER

The Central Virginia Transportation Authority (CVTA) Chairman, Kevin P. Carroll, presided and called the October 28, 2022, Central Virginia Transportation Authority meeting to order at 8:42 a.m.

CERTIFICATION OF MEETING QUORUM

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

A. ADMINISTRATION

1. Confirmation of Member Participation from a Remote Location

Chair Carroll announced that he approved the request of Carlos M. Brown to participate remotely in the meeting.

On motion by Levar M. Stoney, seconded by Neil Spoonhower, the Authority voted unanimously to confirm that the Chair's decision to approve the member's request 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(s) can be heard by all persons at the primary or central meeting location. (voice vote).

The quorum was updated to show the following:

Carlos M. Brown is participating remotely from his office in Richmond, VA. Reason: a personal matter, specifically a scheduling conflict that prevents in-person attendance in Chesterfield.

2. Consideration of Amendments to the Meeting Agenda

There were no requested amendments to the agenda.

3. Approval of September 23, 2022, CVTA Meeting Minutes

On motion by Levar M. Stoney, seconded by Roxann Robinson, the Authority voted to approve the minutes of the September 23, 2022, CVTA meeting as presented (voice vote).

4. Open Public Comment Period

Brantley Tindle with SportsBackers came forward and spoke in favor of the Fall Line Trail Wayfinding agenda item. He also commented on the State budget and the importance of securing funding for the trail. There were no other citizens present in-person or virtually wishing to offer public comments.

5. CVTA Chairman's Report

Chair Carroll announced his first presentation to a Board of Supervisors for the CVTA member jurisdictions was given this week in Powhatan. He is scheduling dates to attend other locality's meetings.

He also reported on his recent attendance at the shared summit event at the Dominion Center and gave a presentation on the CVTA.

Chairman Carroll asked Chet Parsons to report on several opportunities he has had or are coming up to speak about the CVTA.

B. COMMITTEE REPORTS

1. CVTA Finance Committee Update

W. Canova Peterson, IV, Finance Committee Chairman, reviewed the items heard by the committee at its October 12, 2022, meeting and noted that a couple of the matters discussed are on today's agenda for CVTA action.

a. Financial Activities and Investment Reports

Chet Parsons provided this report and offered to answer any questions.

b. Revenue Projections vs. Actual

Mr. Parsons gave a presentation on CVTA revenues.

c. CVTA Audit

Michael Garber, PBMares, provided an update on the CVTA Audit. He reported that the audit has been completed. The opinion was unmodified/clean; there were no findings or items that needed to be addressed. There were also no findings on the internal controls section of the audit.

On motion by W. Canova Peterson, seconded by Patricia A. Paige, the Authority voted to approve the CVTA audit report (roll call vote; see Appendix A).

d. CVTA Executive Director Recruitment

1) Reinitiating Executive Director Recruitment Process

Yvette George provided this report. There was discussion about the importance of clarifying the anticipated role of the Executive Director.

On motion by W. Canova Peterson (Finance Committee recommendation), the Authority voted to approve reinitiating the CVTA Executive Director recruitment process using Option Two with the HR Roundtable being included in the process (voice vote).

2) HR/Management Consulting Firm Request for Proposals

On motion by W. Canova Peterson (Finance Committee recommendation), the Authority voted to authorize PlanRVA staff to release the draft RFP developed by the HR Roundtable for executive search services (voice vote).

3) Consulting Firm Selection

On motion by Levar M. Stoney, seconded by Roxann L. Robinson, the Authority voted to assign responsibility of selecting a consulting firm to the Finance Committee and authorize the Chair to execute an engagement agreement with the selected firm (voice vote).

Carlos M. Brown left the meeting at approximately 9:30 a.m.

2. CVTA Technical Advisory Committee (TAC) Update

a. October 12 Meeting Recap

Dironna Moore Clarke, CVTA TAC Chair, reviewed the items heard by the committee at its October 12, 2022, meeting.

b. Fall Line Wayfinding Plan

Mr. Parsons explained the need for the wayfinding plan. He clarified that the money that is requested to be set aside is in addition to funds already committed to the trail,

On motion by W. Canova Peterson, seconded by John H. Hodges, the Authority voted to approve setting aside up to \$75,000 in Administrative and Operating Budget funds for development of a wayfinding plan for the Fall Line Trail (roll call vote; see Appendix A).

c. Vaughan Road Grade Separation Grant Application

Mr. Parsons gave an overview of the project and the Town of Ashland's grant application.

C. OTHER BUSINESS

1. CVTA Member Comments

Chairman Carroll asked Mr. Parsons to give an update on PlanRVA's move. Mr. Parsons reported that the sheetrock and glass has been installed. Tours will be given to authority members as the construction progresses. He clarified that there is an attached parking garage.

Mr. Peterson reported that PFM will need to hire two subcontractors as part of the financial services agreement. Eric Gregory, legal counsel reported that PFM has requested acknowledgment from the CVTA of the subcontractor relationship.

On motion by W. Canova Peterson, seconded by Levar M. Stoney, that the authority voted to approve sending a letter to PFM acknowledging the subcontractor relationship (voice vote).

Mr. Byerly commented on the presentation Chair Carroll gave to the Powhatan Board of Supervisors. He thanked the Chair for coming to Powhatan and giving the presentation.

Patricia A. Paige commented on scheduling the Chair's presentation to the New Kent Board of Supervisors.

Jennifer DeBruhl, DRPT, announced that DRPT has hired a new Chief of Public Transportation. Zach Trogdon will be in that role and will serve as the designee for CVTA.

Mr. Thornton commented on the importance of state and other agencies doing their part for transportation funding.

Mr. Parsons announced that the next meeting will be held December 2, 2022, at the Capital Region Airport Commission.

D. ADJOURNMENT

Chair Carroll adjourned the meeting at approximately 9:52 a.m.

Motion as presented: Motion to approve the CVTA audit.
 First:
 Second:

Select location of proposed service/facility =

Members	Population*	Weighted Votes	UNWEIGHTED				Voting Check	Population "Yays"
			"Yay"	"Nay"	Abstain	Absent		
Ashland	7,873	1	1				Ok	7,873
Charles City	6,773	1	1				Ok	6,773
Chesterfield	364,548	4	1				Ok	364,548
Goochland	24,727	2	1				Ok	24,727
Hanover	102,106	3	1				Ok	102,106
Henrico	334,389	4	1				Ok	334,389
New Kent	22,945	2	1				Ok	22,945
Powhatan	30,333	2	1				Ok	30,333
Richmond	226,610	4	1				Ok	226,610
Delegate		1	1				Ok	
Senator		1				1	Ok	
CTB Member		1	1				Ok	
* Census 2020	1,120,304	26	11	0	0	1	12	1,120,304

WEIGHTED	
"Yay"	"Nay"
1	0
1	0
4	0
2	0
3	0
4	0
2	0
2	0
4	0
1	0
0	0
1	0
25	0

OVERALL VOTE = **PASS**

Voting Check	VALID
Quorum Present	YES
4/5 Population in Affirmative	PASS

A "Valid" vote requires all 12 members to have their vote marked "Yay", "Nay", "Abstain" or marked "Absent". **VALID**

Quorum:

A majority of the voting members of the Authority (or designees) shall constitute a quorum. There are 12 voting members, therefore at least 7 members must be present to constitute a quorum.

Quorum Present **YES**

Rule:

Decisions of the Authority shall require an affirmative vote of those present and voting whose votes represent at least four-fifths of the population embraced by the Authority; however, no motion to fund a specific facility or service shall fail because of this population criterion if such facility or service is not located or to be located or provided or to be provided within the county or city whose chief elected officer's or elected official's, or its respective designee's, sole negative vote caused the facility or service to fail to meet the population criterion.

- A. Four-fifths of the pop. embraced by the Authority = **896,243**
- B. Pop. of voting members (cities & counties) present & voting in the affirmative = **1,120,304**

If B. is less than A., vote **FAILS**.

896,243
1,120,304 ← **PASS**

If B. is greater than or equal than A., motion **PASSES**.
 If B. is less than A., motion **FAILS**.
 **If pop. criteria is not met, check to see if exception described in the rule applies.

Motion as presented: Motion to approve setting aside up to \$75,000 in Administrative and Operating Budget funds for development of a wayfinding plan for the Fall Line Trail.

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		0	0
CTB Member		1	1				Ok		1	0
* Census 2020	1,120,304	26	11	0	0	1	12	1,120,304	25	0

A "Valid" vote requires all 12 members to have their vote marked "Yay", "Nay", "Abstain" or marked "Absent".

OVERALL VOTE = **PASS**

Voting Check	VALID
Quorum Present	YES
4/5 Population in Affirmative	PASS

Quorum:

A majority of the voting members of the Authority (or designees) shall constitute a quorum. There are 12 voting members, therefore at least 7 members must be present to constitute a quorum.

Quorum Present **YES**

Decisions of the Authority shall require an affirmative vote of those present and voting whose votes represent at least four-fifths of the population embraced by the Authority; however, no motion to fund a specific facility or service shall fail because of this population criterion if such facility or service is not located or to be located or provided or to be provided within the county or city whose chief elected officer's or elected official's, or its respective designee's, sole negative vote caused the facility or service to fail to meet the population criterion.

A. Four-fifths of the pop. embraced by the Authority =

896,243

B. Pop. of voting members (cities & counties) present & voting in the affirmative =

1,120,304 ← **PASS**

If B. is greater than or equal than A., motion **PASSES**.

If B. is less than A., vote **FAILS**.

If B. is less than A., motion **FAILS**.