

CENTRAL VIRGINIA TRANSPORTATION AUTHORITY

MINUTES OF MEETING

Friday, February 25, 2022, 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. Coad	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	Michael W. Byerly	X		Vacant		
City of Richmond	Mayor Levar M. Stoney		X	Cynthia Newbille (virtual)	X	
VA House of Delegates	Delegate Delores McQuinn (virtual)		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	
				Mark Riblett		X
Virginia Port Authority	Stephen A. Edwards		X	Cathie J. Vick		X
				Barbara Nelson (virtual)	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 February 25, 2022, Central Virginia Transportation Authority meeting to order at 8:32 a.m.

Chairman Thornton and Authority members welcomed the newest member of the CVTA, Mr. Michael W. Byerly, Chairman of the Powhatan County Board of Supervisors.

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

There were no requested changes to the meeting agenda.

On motion of Kevin P. Carroll, the Authority unanimously approved the February 25, 2022, meeting agenda as presented (voice vote).

2. Approval of December 3, 2021, CVTA Meeting Minutes

On motion of W. Canova Peterson, seconded by Neil Spoonhower, the Authority voted to approve the minutes of the December 3, 2021, CVTA meeting as presented (voice vote; Michael W. Byerly abstained, all others voted in favor).

3. Open Public Comment Period

There were no requests to address the CVTA.

4. CVTA Chairman's Report

a. CVTA staffing update

Chair Thornton provided background on the efforts by the Personnel Committee and the HR Roundtable to develop the position description, recruitment recommendations and other documents necessary to initiate the recruitment process for the CVTA Executive Director.

Authority members discussed the timeframe. As a large number of applicants are expected, thirty days should be sufficient to interview and select a qualified candidate. There was further discussion about the work that the HR Roundtable will do once the recruitment process is underway.

On motion by Kevin P. Carroll, seconded by Michael W. Byerly, the Authority unanimously approved initiating the recruitment process for an Executive Director for a thirty-day period and direct the staffing subcommittee to report back with finalists for consideration (roll call vote; see Appendix A, page 6).

Mr. Spoonhower provided an explanation of the Engagement Model Proposal that was prepared to demonstrate the options going forward with respect to PlanRVA's role. The recommendation is that the Authority supervise the CVTA Executive Director with a Memorandum of

Understanding in place that defines PlanRVA's role as benefits administrator, lease holder, etc.

On motion by Patricia A. Paige, seconded by Kevin P. Carroll, the Authority unanimously approved the proposed engagement model, option three (CVTA to develop its own staffing structure to be hosted within a third-party organization permitting access to benefits, payroll and other administrative supports), and to authorize the Chairman to enter into a Memorandum of Understanding between the CVTA and PlanRVA as the third-party host (roll call vote; see Appendix A, page 7).

B. COMMITTEE REPORTS

1. CVTA Finance Committee update

W. Canova Peterson provided this update and reported the following from the February 9, 2022, Finance Committee meeting:

- The Financial Reports for December 31st and January 31st, as well as the Investment Report for December 2021 were reviewed.
- There was a presentation from Mr. Terrell Hughes, Director of Public Works for Henrico County on work done by the Finance Directors Working Group to determine the best possible debt policy for the CVTA. The recommendation is for the full Authority to approve a pledge policy not to exceed 10% of total annual projected regional revenues for debt issuances. Mr. Hughes will give the presentation to the full Authority today.
- Also, on today's agenda as a closed session item is the recommendation from the committee that the Authority approve selection of a financial advisory services provider as recommended by the Finance Directors' Working Group.
- The committee reviewed the GRTC quarterly expenditure reports, Annual Certification Report and Financial Report for the year ending June 30, 2021, and the quarterly expenditure report for quarter ending September 30, 2021, and took action to formally accept the reports and acknowledged that the reports were submitted, and the expenditures reported, in accordance with the agreement.
- The agreement states that the reports are to be reviewed and accepted, by resolution, by the Finance Committee; no formal action is necessary by the Authority. Certifications and quarterly reports from other jurisdictions will be brought before the committee at the March meeting.

a. Finance Directors Working Group update- debt policy

Terrell Hughes, Director of Public Works for Henrico County, gave a presentation on the work done by the group to determine the best possible policy for the CVTA with respect to debt issuances.

There was discussion about leveraging and potential opportunities to take advantage of grants through the Federal Infrastructure Act. Mr. Hughes clarified that the Fall Line Trail project was not taken into account in his bonding potential figures since that funding has already been committed.

On motion by W. Canova Peterson, the Authority unanimously approved a pledge policy not to exceed 10% of total annual projected regional revenues for debt issuances (roll call vote; see Appendix A, page 8).

The amount of reserve was discussed. The Finance Committee did not make a recommendation on this matter as they felt it would be better to engage the services of a Financial Advisory Firm first.

**b. CVTA Financial Advisory Firm recommendation
(Closed Session - Virginia Code Section 2.2-3711 (A) (29))**

On motion by Michael W. Byerly, seconded by Patricia A. Paige, the Authority voted unanimously to convene in a closed session pursuant to the Virginia Freedom of Information Act Section 2.2-3711 (A) (29), for the purpose of discussing a public contract involving the expenditure of public funds, including interviews of bidders or offerors, and discussion of the terms or scope of such contract, where discussion in an open session would adversely affect the bargaining position or negotiating strategy of the public body. during which all recording of the meeting will cease (roll call vote; see Appendix A, page 9).

The Chairman asked staff and guests to leave the meeting. The recording and livestream of the meeting was stopped. At the conclusion of the closed session, the Chairman reconvened the public meeting.

On motion by Patricia A. Paige, seconded by Kevin P. Carroll, the Authority unanimously voted to certify that, to the best of their knowledge, only public matters lawfully exempted from open meeting requirements and that only such public business matters as were identified in the motion by which the closed session was convened, were heard, discussed, or considered (roll call vote; see Appendix A, page 10).

On motion by W. Canova Peterson, the Authority voted unanimously to approve the selection of a financial advisory services provider, PFM, as recommended by the Finance Directors' Working Group, and authorize Chairman Thornton to execute a contract with PFM to provide those services to the CVTA subject to approval of legal counsel (roll call vote; see Appendix A, page 11).

c. FY21 Annual Certification and FY23 Expenditure Plans update

Mr. Parsons reported that the final, signed plans should be ready for the authority's review within the next couple of months.

d. Regional Funding FY23-FY26

1) Funding Projections for FY23 to FY26 of 6-year plan

Mr. Parsons reviewed the projected funding allocations. The purpose is to establish a baseline for the regional projects.

On motion W. Canova Peterson, the Authority unanimously approved the revised regional funding projections from FY23 to FY26 for the purposes of establishing a 6-year funding plan (roll call vote; see Appendix A, page 12).

2) Public hearing authorization – FY23 to FY26 draft funding scenario

Mr. Parsons reported that the scoring and ranking will be complete before advertising the projects

On motion by W. Canova Peterson, the Authority unanimously approved the FY23 to FY26 draft funding scenario public hearing to be held April 29, 2022, following a 15-day public comment period from April 13, 2022, until April 28, 2022 (roll call vote; see Appendix A, page 13).

2. CVTA Technical Advisory Committee (TAC) update

a. FY23 to FY26 Regional Fund Projects applications – overview of requests, timeline updates, funding scenario options

Mr. Parsons noted eight of the nine jurisdictions submitted applications. The median cost was 7 million. The timeline has been established now that the public hearing has been authorized. Scoring and ranking by the TAC is underway. The funding scenario options will be developed for a six-year period.

Todd Eure, TAC Chairman, reported that preapplications open next week for Smart Scale Round 5. Request amounts will be adjusted based on leveraging, federal grant opportunities and other factors. Staff was asked to include the estimated figures in future reports, so the authority members and the public are aware of the amounts. Third party estimates should be in place by mid-March.

Mr. Hodges asked that the Vaughan Road Overpass project be clarified to show that it goes over two tracks so that it is clear the project meets the 3-2-3 guidelines.

b. Fall Line Working Group – update

Mr. Eure reported that the group is meeting monthly and making progress.

C. OTHER BUSINESS

1. Proposed legislation to add the CEO of the Capital Region Airport Commission as ex officio, nonvoting CVTA member

Martha Heeter, PlanRVA, reported that the legislation is still proposed and, if approved, the new CVTA member will come on board in July.

2. Member comments

The Chairman addressed the members and shared thoughts about the solid foundation of the CVTA.

Kevin P. Carroll spoke about PlanRVA's upcoming move. Mr. Parsons explained that the move to The Current on Hull Street will take place after October.

D. ADJOURNMENT

Chairman Thornton adjourned the meeting at 9:56 a.m.

Appendix A

Motion as presented: Motion to approve initiating the recruitment process for an Executive Director for a thirty-day period and direct the staffing subcommittee to report back with finalists for consideration.
First: Committee recommendation - W. Canova Peterson
Second: No need for a second

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

Members	Population*	Weighted Votes	UNWEIGHTED		Abstain	Absent	Voting Check	Population "Yays"	WEIGHTED	
			"Yay"	"Nay"					"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		0	0
Senator		1				1	Ok		0	0
CTB Member		1				1	Ok		0	0
* Census 2020	1,120,304	26	9	0	0	3	12	1,120,304	23	0

OVERALL VOTE = **PASS**

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

Appendix A

Motion as presented:

First: Patricia A. Paige

Second: Neil Spoonhower

Motion to approve the proposed engagement model, option three (CVTA to develop its own staffing structure to be hosted within a third-party organization permitting access to benefits, payroll and other administrative supports), and to authorize the Chairman to enter into a Memorandum of Understanding between the CVTA and PlanRVA as the third-party host.

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OVERALL VOTE = PASS

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

Appendix A

Motion as presented: Motion to approve a pledge policy not to exceed 10% of total annual projected regional revenues for debt issuances.
First: Committee recommendation - W. Canova Peterson
Second: No need for a second

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

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OVERALL VOTE = **PASS**

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

Appendix A

Motion as presented: Motion to convene in a closed session pursuant to the Virginia Freedom of Information Act Section 2.2-3711 (A) (29).
First: Michael W. Byerly
Second: Patricia A. Paige

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

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OVERALL VOTE = **PASS**

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

Appendix A

Motion as presented:

First: Patricia A. Paige

Second: Kevin P. Carroll

Motion to certify that, to the best of their knowledge, only public matters lawfully exempted from open meeting requirements and that only such public business matters as were identified in the motion by which the closed session was convened, were heard, discussed, or considered.

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Appendix A

Motion to approve approve the selection of a financial advisory services provider, PFM, as recommended by the Finance Directors' Working Group, and authorize Chairman Thornton to execute a contract with PFM to provide those services to the CVTA subject to approval of legal counsel.

Motion as presented:

First: Committee recommendation - W. Canova Peterson

Second: No need for a second

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Motion as presented:

Motion to approve the revised regional funding projections from FY23 to FY26 for the purposes of establishing a 6-year funding plan.

First: Committee recommendation - W. Canova Peterson

Second: No need for a second

Select location of proposed service/facility =

N/A

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